

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
December 6, 2023, at 9 A.M.
Meeting Location: Chehalis Airport Conference Room

9:00 AM SE-23-014; Special Event Permit

St. Joseph Church is hosting a procession on Tuesday, December 12th at 2pm in and around the neighborhood of 157 SW 6th Street.

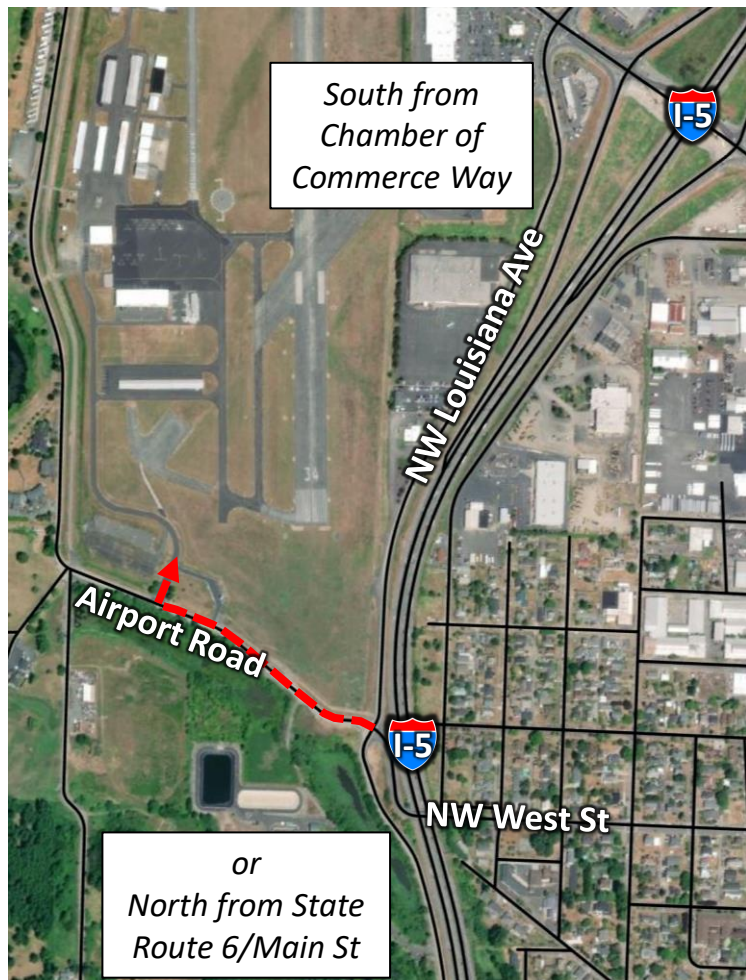
11:00 Interdepartmental staff meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/83910241095?pwd=dUI1Ym0rTkt6SHZCZjkxUTRHVDBUUT09>

Directions to Development Review Committee

Chehalis Airport Conference Room



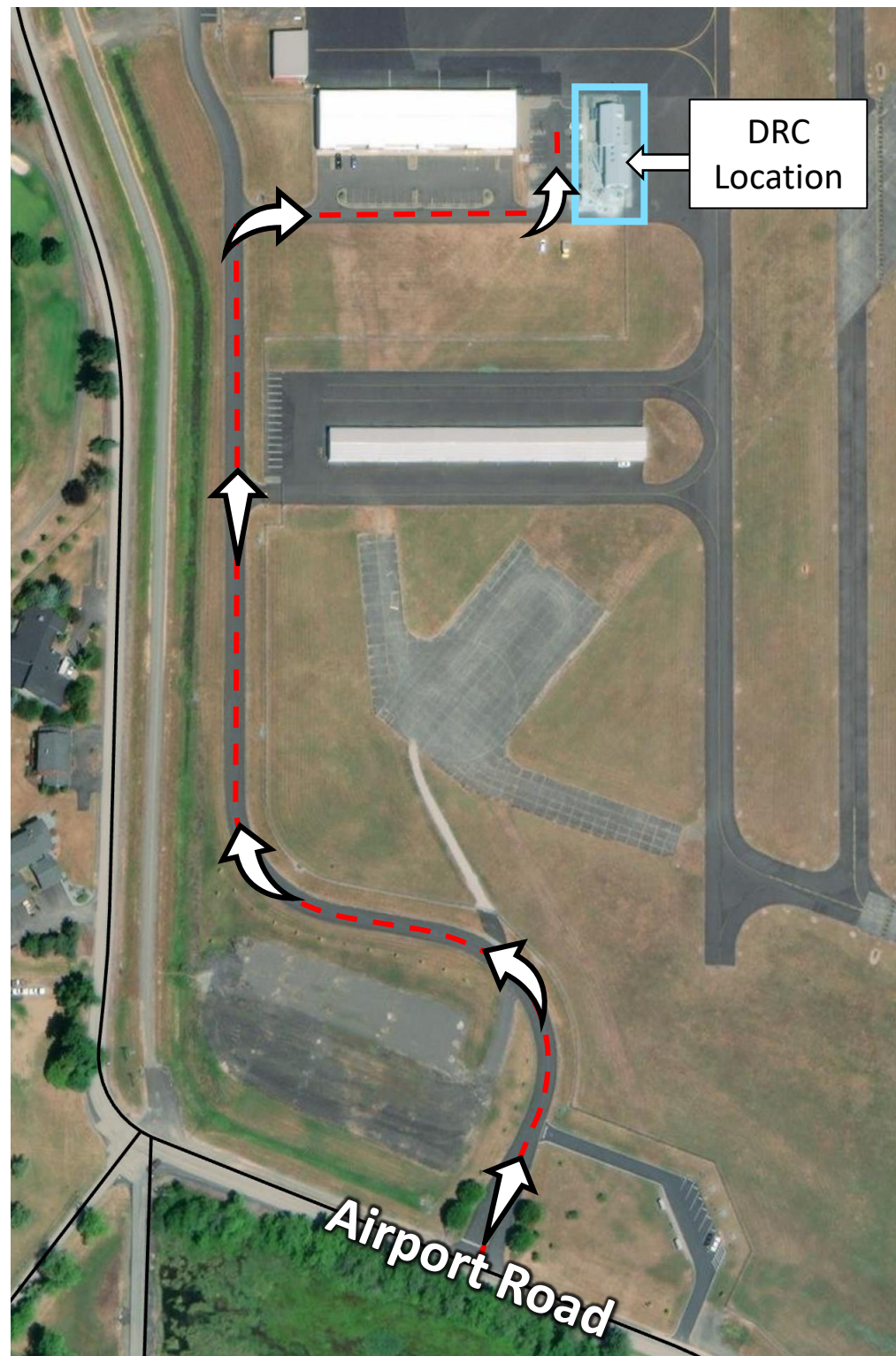
Coordinates:

(46.672787, -122.984924)

or

46° 40' 22.0332" N

122° 59' 5.7264" W





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:

- Athletic Event
- Noise Permit
- Car Show
- Other _____
- Street Event
- Park Event
- Parade

Name of Applicant/Organization: St. Joseph Church

Location of event: In and around St Joseph neighborhood

Person in Charge: Elba A Garibay Address: 157 sw 6th st Chehalis WA

Phone Number: Daytime: 360-807-2054 Work: 360-345-1126 Email: (required) adriana@wlp.catholic.org

Additional Authorized Individuals: Judith Aguilar

Phone Number: Daytime: 360-508-2521 Work: _____ Email: (required) cerrito72e@hotmail.com

Emergency Contact: Gay Lynn Monymaker

Phone Number: Daytime: 360-748-9953 Work: same Email: (required) gay_lynn@wlp.catholic.org

Type of Activity Planned (describe event): Procession around the neighborhood
carrying a statue of the Virgin of Guadalupe
Celebrating the feast of the Virgin of Guadalupe.

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 donate? (Please circle) YES NO

Are you a non-profit organization? (Please circle) YES NO If yes, please provide your EIN (tax) number.
91-0565578

Will City of Chehalis services be requested for:

- Street Closure
- Security
- Garbage Collection
- EMS
- Sidewalk Closure
- Equipment
- Parking Restrictions
- Other None

Date(s) of Proposed Event: DIC-12-2023

Hours of Operation: 4:30 pm to 6:00 pm

Set-up Date/Time: DIC-12-2023 2:00pm To be done in school parking lot

Dismantling Date/Time: DIC-12-2023 8:00pm To be done in school parking lot

Number of Staff/Volunteers: 15

Estimated Number of Participants: 100

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):
(see attached map and route information.)

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: none

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. None

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.)

Announcements at Church.

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?

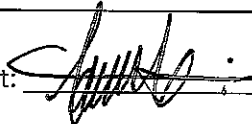
A traffic control plan?

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:



Date: Nov - 27 - 2023

Organization/Title: Hispanic Community Admin If nonprofit, EIN number: _____



Set up for the procession will be done in the school parking lot. The procession will leave the parking lot at SW 7th St and process to the first corner. It will turn left and proceed to SW McFadden turning left onto Mc Fadden and continuing to SW 5th St where it will again turn left and proceed to SW William Ave. The procession will turn left and continue on SW William Ave for 4 blocks. The procession will turn left onto SW 6th St and continue to the school parking lot where the procession will finish.

During the procession a group of church volunteers using reflective vests will guide the procession, stopping traffic while the procession crosses a street to ensure the safety of the procession participants and the community surrounding the area. Participants will be using flashlights for safety.