

# Development Review Committee Agenda

Chehalis Building and Planning Department

May 25, 2022, at 9 A.M.

Meeting Location: Chehalis Airport Conference Room

## 9:00 AM

### Applicant Conference:

**AC-22-012; 181 NE Hampe Way.** The applicant is proposing the construction of a transit island with installation of a bus shelter, asphalt for bus bump-out, and sidewalk. This site is within the FEMA floodplain. Lewis County Parcel # 005605103000. Zoned CG, bus stop facility is a permitted use.

## 9:30 AM

### Special Event:

**SE-22-006; 547 NW Pacific Ave.** The applicant is applying for a special event to host a summer market with vendors and food on June 4<sup>th</sup> and 5<sup>th</sup>, 2022. The event will be within "The Loft" as well as using a public alley and 13 parking spots. They are requesting cones for blocking off public property for the event. Lewis County Parcel #004521000000

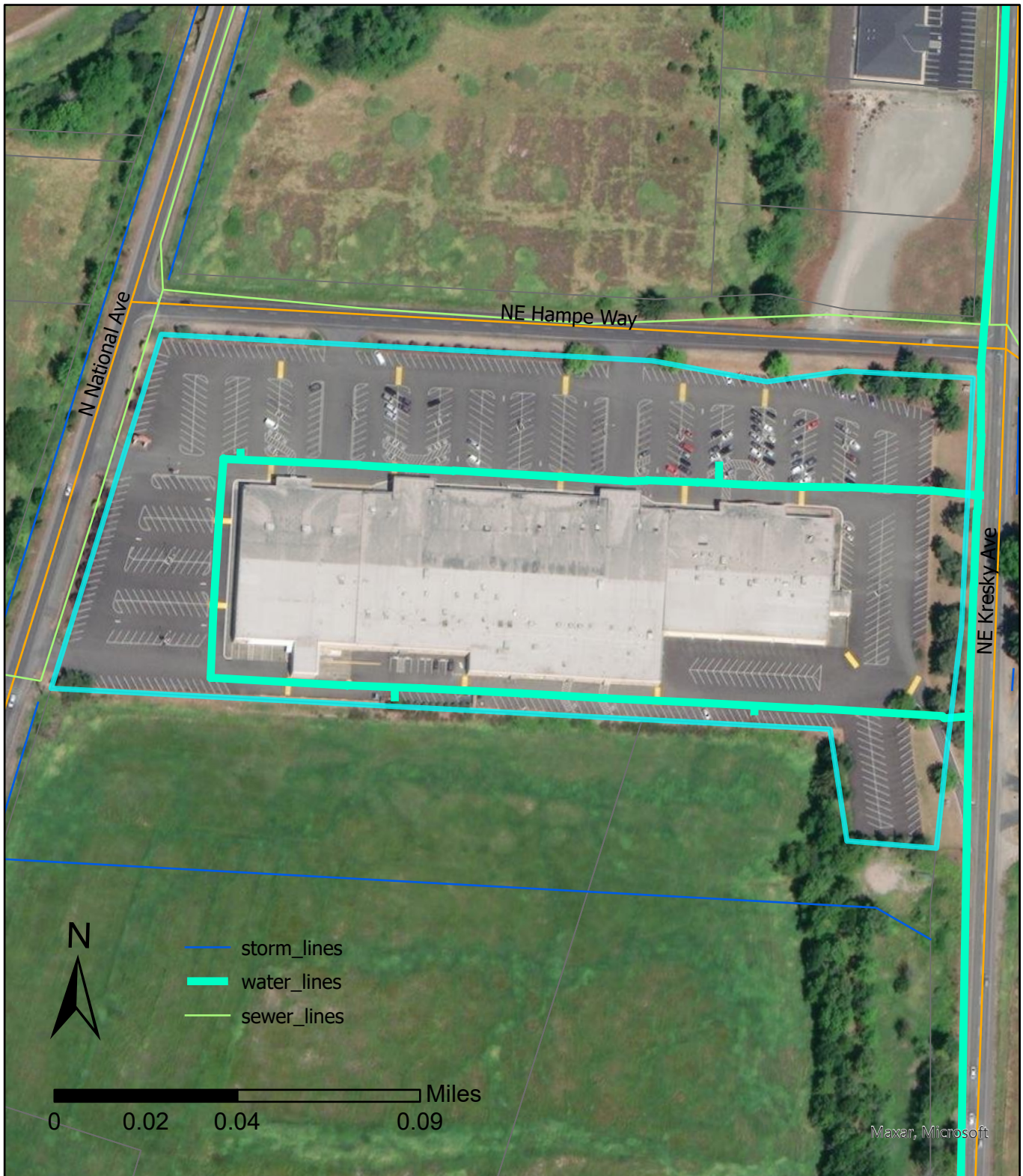
## 10:00 AM

### 1. Interdepartmental meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/9484862389>

If the link does not work, please reach out to Amelia Schwartz ASAP [aschwartz@ci.chehalis.wa.us](mailto:aschwartz@ci.chehalis.wa.us)



# Vicinity Map for AC-22-012



**Return your permit application to Community Development Department**

1321 S Market Blvd. Chehalis, WA 98532

(360) 345-2229

[www.ci.chehalis.wa.us](http://www.ci.chehalis.wa.us) email: [comdev@ci.chehalis.wa.us](mailto:comdev@ci.chehalis.wa.us)

Job address: 181 NE Hampe Way, Chehalis, WA 98532 Parcel #: 005605103000

**Applicant/Contact person**

Name: Lewis Public Transportation Benefit Area dba Twin Transit  
 Mailing address: 212 E Locust Street  
 City, State, and Zip: Centralia, WA 98531  
 Phone #: 360-330-2072 Email: (required) [joe@twintransit.org](mailto:joe@twintransit.org)

**Contractor/Engineer/Surveyor**

Contact Name: Joseph Clark (Applicant)  
 Company/Firm Name: Twin Transit  
 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.)  
 Construction of a transit island with installation of a bus shelter, asphalt for bus bump-out, and sidewalk as per proposed drawings attached.

Current market value of proposed work: \$80,000.00  
 (Fair market labor and materials)

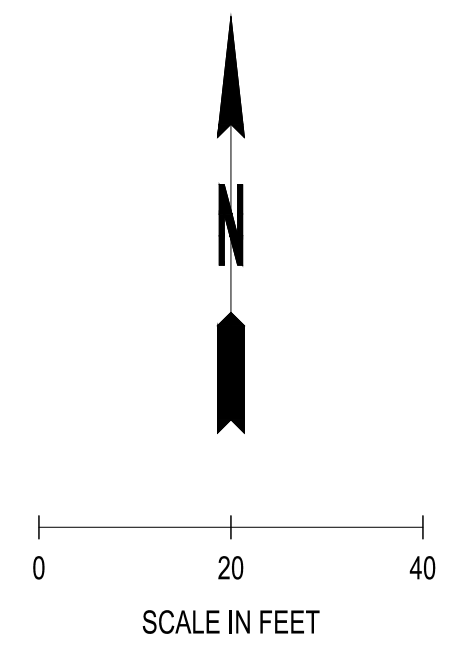
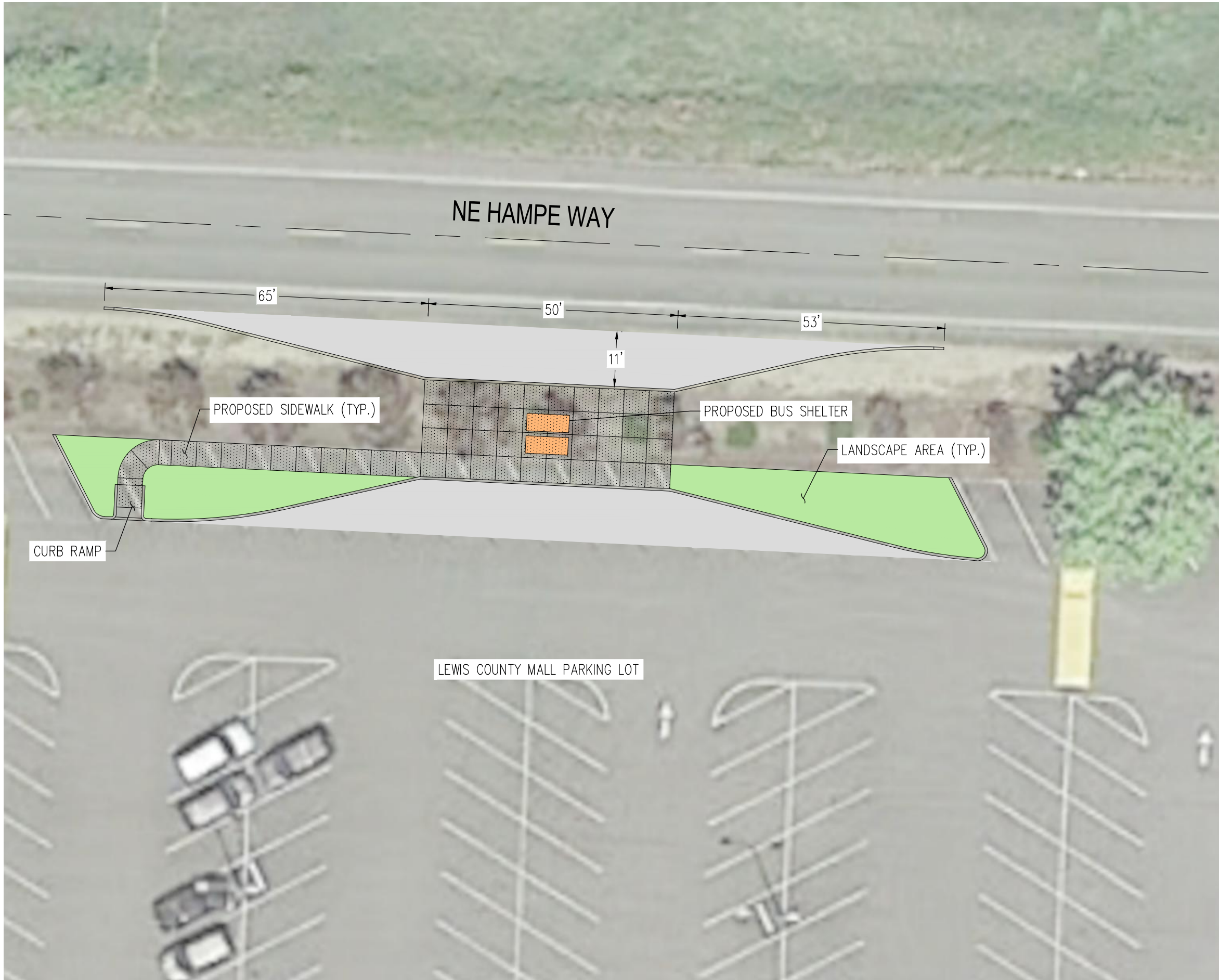
Only the plan(s) submitted will be reviewed for compliance with applicable codes. By signing below, you grant permission for any City of Chehalis employee the right to access and remain on the property for the purpose of review and approval of this proposal and to conduct inspections related to this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

Signature: <u>Joseph L. Clark</u>	Date: <u>05/06/2022</u>
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Print Name: Joseph Clark

*Office use only*

Received by: _____	Date Received: _____
Parcel #: _____	
Permit #: _____	
Zoning: _____	
Flood Zone:    yes    no    Zone Classification: _____	



SHEET 1

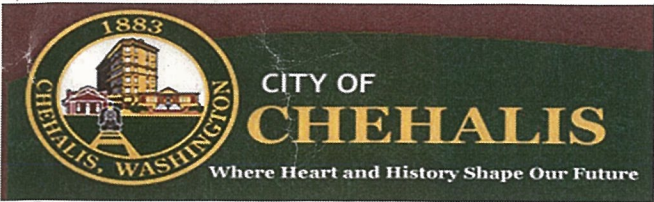
LEWIS COUNTY MALL TRANSIT  
ISLAND CONCEPT



**JSA CIVIL**  
Engineering | Planning | Management



# Vicinity Map for SE-22-006



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 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: Shelby Foister

Location of event: 547 NW Pacific Ave, Chehalis, WA

Person in Charge: Shelby Foister Address: 127 Knowles Rd - Winlock

Phone Number: Daytime: 360 523 9518 Work: \_\_\_\_\_ Email: (required) Wildesoulus@gmail.com

Additional Authorized Individuals: Stephanie Cline, Rick Skoglund

Phone Number: Daytime: 360 304 1742 Work: \_\_\_\_\_ Email: (required) theloftinchehalis@gmail.com

Emergency Contact: Rick Skoglund

Phone Number: Daytime: 360 873 0242 Work: \_\_\_\_\_ Email: (required) Rskoglund3460@gmail.com

Type of Activity Planned (describe event): Summer Market with local vendors

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:

- Street Closure
- Security
- Garbage Collection
- EMS
- Sidewalk Closure
- Equipment
- Parking Restrictions - Rear of LOFT For Vendor Space
- Other \_\_\_\_\_

Date(s) of Proposed Event: June 4-5<sup>th</sup> 2022  
Hours of Operation: 8 AM to 6 PM  
Set-up Date/Time: Wednesday<sup>2nd</sup> After 5 - Thursday 3rd After 5  
Dismantling Date/Time: Sunday 5<sup>th</sup> after 5  
Number of Staff/Volunteers: 5  
Estimated Number of Participants: 100 vendors

LOCATION/STREET(S) INVOLVED (describe area involved in event, attach map/route plan):  
Block Alley - 13 spots parking lot next to front of 547 NW Pacific Ave - (Chehalis wa 98532)

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

Amplified sound? (Please circle) YES  NO

Alcohol? (Please circle) YES  NO

X 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.

Cones / ~~Barricades~~

**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.)

Speak to neighboring businesses

**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.

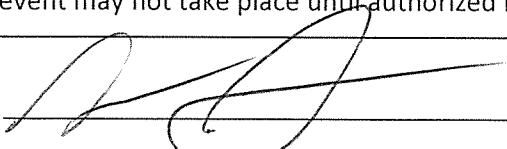
Have you included: a site plan or route plan?

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: 5/3/22

Organization/Title: Event Coordinator If nonprofit, EIN number: \_\_\_\_\_



The Summer Market plans its second weekend providing the community with a shopping opportunity for non-brick and mortar stores and crafters.

Listed below are the important emergents of this show:

- Market Date & Hours: Saturday June 4th through Sunday June 5th from 9-4? PM
- Market Location: The Loft 547 Nw Pacific Ave Chehalis, WA
- We ask that the market be given additional hours to set up and take down the market.
- 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 building/street during specified hours before and after market hours for setup and cleanup, but all vehicles (other than food trucks who will be stationary and not moving) are removed during market hours for reasons of both public safety and attractive presentation. There will be an itemized timeline for no more than 5 vendors at one time to load and unload after business hours (5 pm) so the alley way will never be blocked.
- 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 booth. In addition, they are asked to keep any surplus equipment or product up against the buildings on both sides of the street to leave ample walkways for pedestrians and leaving ample room for emergency vehicles to pull through in the event that is needed. They are 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 expectation, including occasional disposable plate or cup, we do not rely on public waste receptacles.
- Food Permits: As a vendor market, we require that each vendor 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 Summer Market at The Loft 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 and our local department of Health.

If you have any questions concerning market presence downtown this season, please feel free to address them via email to [wildesoulus@gmail.com](mailto:wildesoulus@gmail.com).

1st Floor  
-32 Spaces  
-3 Exits

2nd Floor

-28 Spaces

-2 Exits

Outside

-5-10 Spaces

-Occupancy Total: 300-500 per day

**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:**

Number of Days Requested: 2 (90 day maximum for Disturbance and Short Term permits)

Start Date: 6/4/22 Start Time: 6/5/22 Hours of Use: 8 a.m. to 6 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.

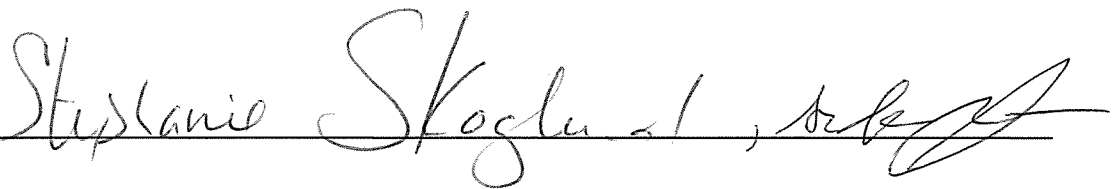
**"CALL BEFORE YOU DIG" 1-800-424-5555**

**\*\*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.

Front Alley closure at 547 Nw Pacific Ave will not impede pedestrian traffic.

Closed Between

A-Frame signs- Signs and banners attached too vendor tents.

No vendor tents exceed 10x10 Ft.

No vendors will block exits and entrances to The Loft.

Should emergency vehicles need to enter the Alley, there is free clearance as for the tents will be positioned on perimeter walls of 547 Nw Pacific Ave and will not protrude into the Alley.

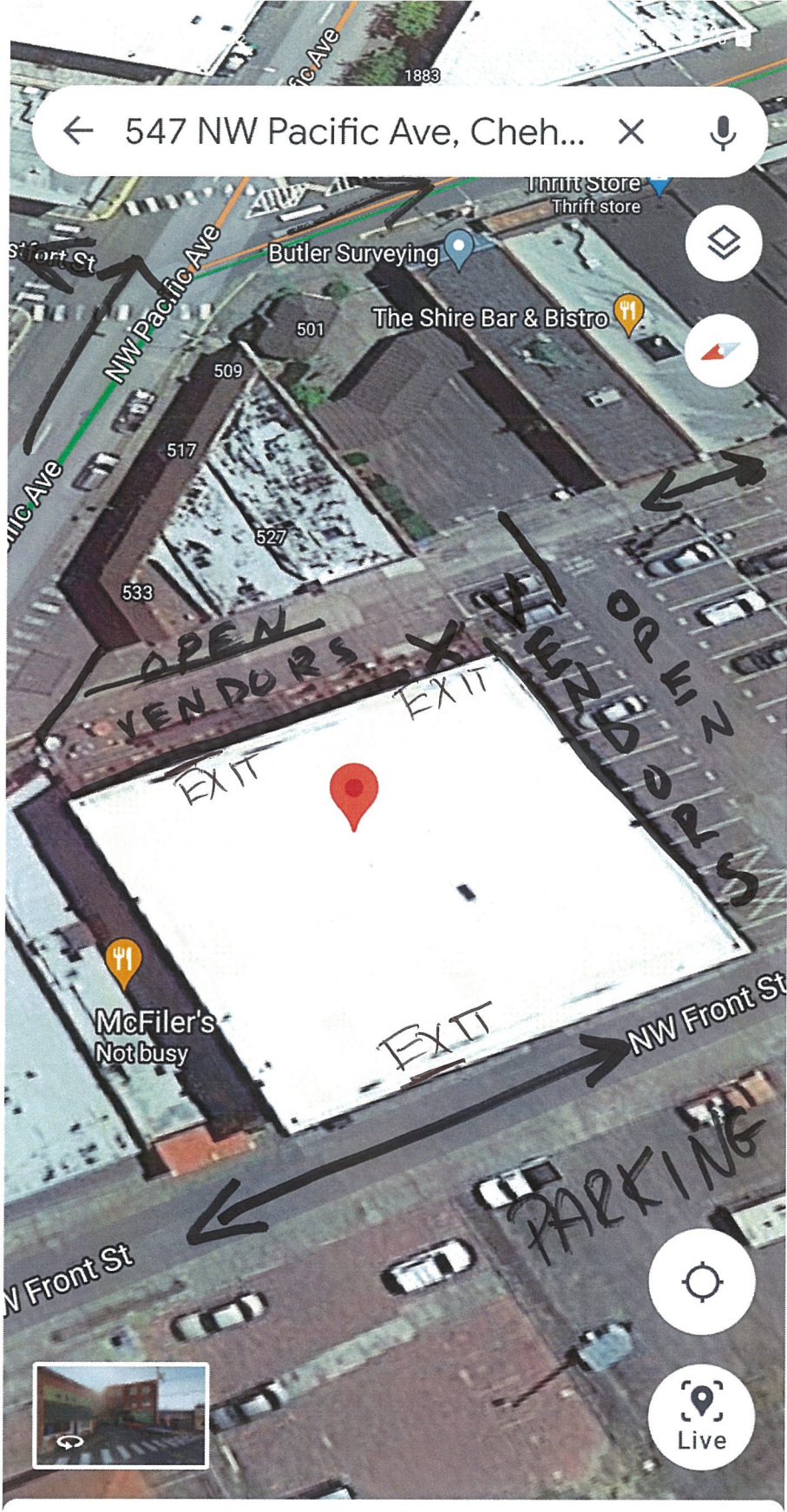
Leaving full access for emergency services.

There are restrooms inside the loft (12). Vendors and customers may use them

There are no staging areas, vendors unload their goods at their assigned spaces and then move their vehicles. No more than 20 minutes per vendor.

Parking for customers is permitted within downtown Chehalis.

Parking for vendors- They are asked to park in the dirt lot behind the loft.

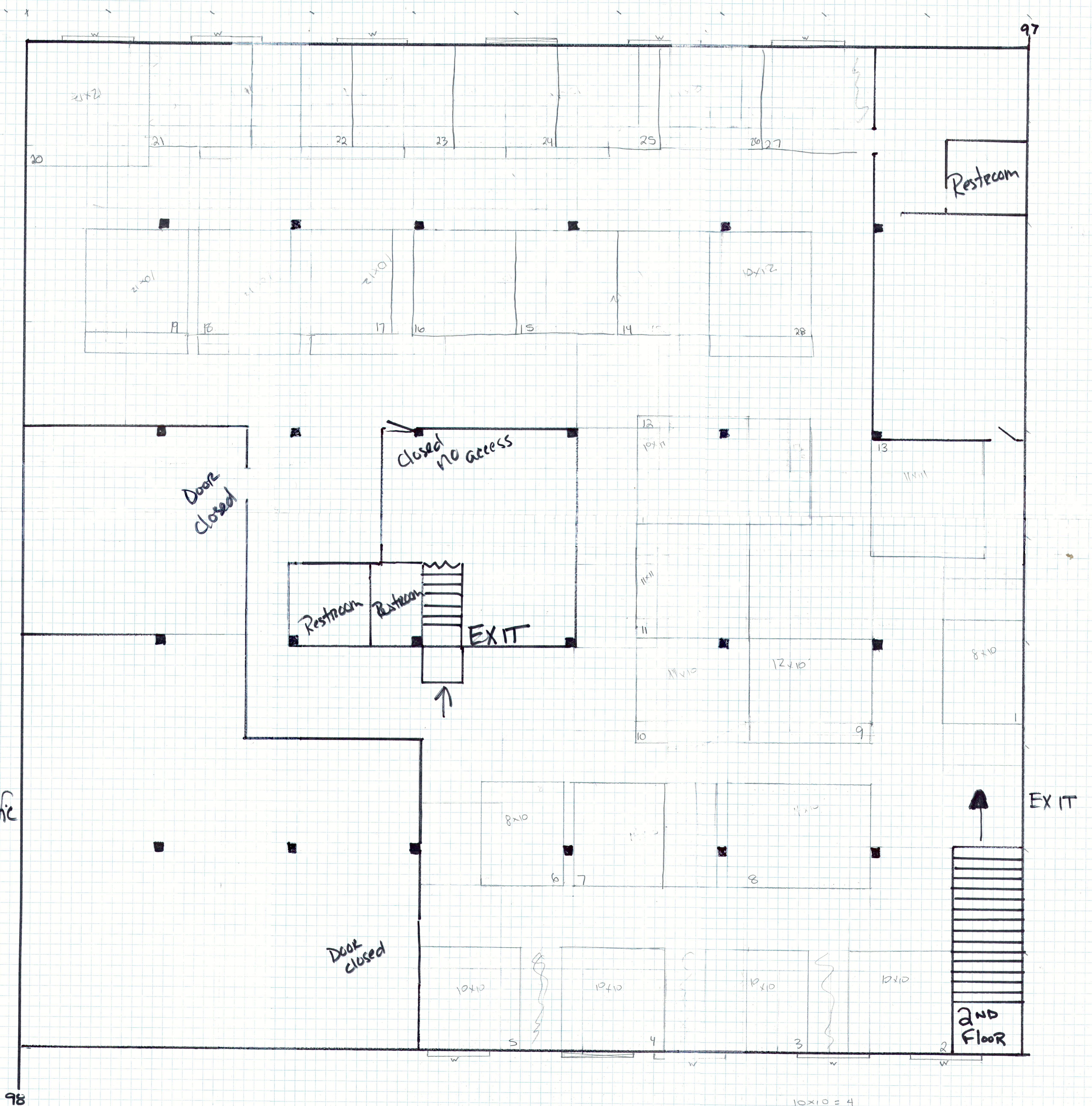


• PARKING  
• 5 to 10  
Vendors  
with own  
daily  
Assembled  
Structures

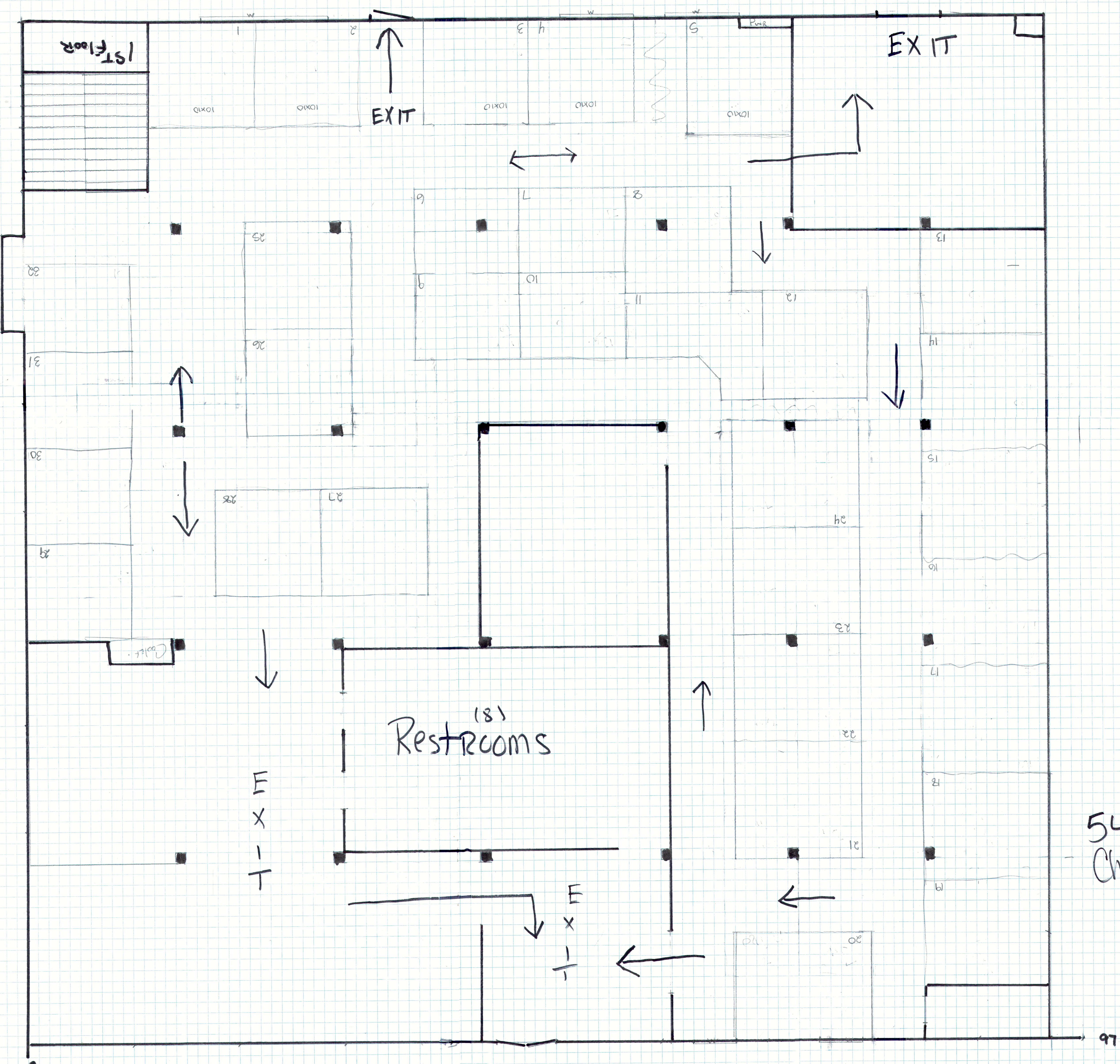
Work

Directions Start Directory

547 NW Pacific  
Chehalis WA



10 x 10	4
14 x 10	2
20 x 10	4
10 x 12	1
11 x 11	1
10 x 17	1
12 x 12	1



547 NW Pacific Ave  
 Chehalis WA 98532

21  
 5-115  
 10-115  
 2-20  
 7-10 1-15  
 10-115  
 2-20  
 5-115 / 6-100 = 2-85  
 2-1  
 5-115  
 10-115  
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 2-20