

**City Of Woodland**  
**City Council Meeting Agenda Summary Sheet**

|  |  |
|--|--|
| <b>Agenda Item:</b><br>Approval of Special Event: August 9, 2014<br>Antique Fire Apparatus Show and<br>Community Safety Fair | <b>Agenda Item #:</b> <u>( F ) Consent</u> |
|  | <b>For Agenda of:</b> <u>03/03/2014</u>    |
|  | <b>Department:</b> <u>Clerk-Treasurer</u>  |
|  | <b>Date Submitted:</b> <u>02/25/2014</u>   |

**Cost of Item:** N/A

**Amount Budgeted:** \_\_\_\_\_

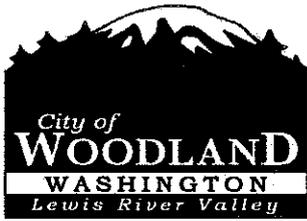
**Unexpended Balance:** \_\_\_\_\_

|                     |
|---------------------|
| <b>BARS #:</b>      |
| <b>Description:</b> |

**Department Supervisor Approval:** Mari E. Ripp, Clerk-Treasurer s /

**Committee Recommendation:** Council reviewed at Workshop on 2/24/2014

|  |
|--|
| <b>Agenda Item Supporting Narrative</b> (list attachments, supporting documents):<br>Special events agreement and letter<br>Staff Report with conditions   |
| <b>Summary Statement/Department Recommendation:</b><br>This event is sponsored by the Pacific NW Chapter of SPAAMFFA (Antique Fire Apparatus). They have been putting on this event for a few years now and it has been a successful community oriented event. Staff recommends approval per the letter of conditions. |



# SPECIAL EVENTS AGREEMENT

|                      |          |
|----------------------|----------|
| For Office Use Only: |          |
| (Usage Date)         | _____    |
| Fee:                 | \$ _____ |
| Deposit:             | \$ _____ |
| Total Due:           | \$ _____ |

Applicant Name: Catherine B Bigelow Phone Number: 360-263-2561  
 Organization / Business: Pacific NW Chapter SPANFAM Fax Number: \_\_\_\_\_  
 Mailing Address: 3202 NE 369<sup>th</sup> St Email: whitefireantiques@netzero.net  
La Center, WA 98629

Are you a recognized Non-profit Organization?  Yes  No If yes, please attach a copy of your Non-profit 501-3 (c) with this form for eligibility.

Please mark the facilities desired, times, and dates of use.

### Terms and Dates of Use

Usage Date(s): Aug 9, 2014 Day(s) of Week: Sat.  
 Arrival Time: 7-8 AM Departure Time: 4-5 PM  
 Day-of Contact Person: Catherine Bigelow  
 Phone Number: 360-263-2561

Type of Activity:

- Parade  Street Closure  Street Sale  Athletic Run/Walk  Park Event

Other Antique Fire Apparatus show & pump in Safety Fair at Community

Usage Area:  
 Horseshoe Lake Shelter  Large Field  
 Beach Front  Hoffman Plaza  
 Use of Lake water to be discharge of into lake Other: \_\_\_\_\_  
 Mini Shelter Other: \_\_\_\_\_  
 Gate Open  yes  no

Please list any Street Closures: none  
 Expected number of participants: 20-30  
 Expected number of spectators: unk

RECEIVED  
FEB 18 2014

CITY OF WOODLAND

|   |                      |                        |
|---|----------------------|------------------------|
| Office Use Only:                                    | Amount Paid \$ _____ | Key#/Color: _____      |
| Approved o Denied o<br>Woodland Park Board: _____   | Date: _____          | Date: _____            |
| Approved o Denied o<br>Woodland City Council: _____ | Receipt No. _____    | Date Returned: _____   |
|   | Comments: _____      | Refund Ck#/Date: _____ |

**Please use checklist to ensure we have all the details we need to process your request.**

- Detailed timeline of event activities beginning with setup and ending with cleanup
  - Proposed site plan (see list of plan requirements below)
  - Insurance naming the city as additional insured for event dates if the event is held on city property
  - Dance Permit if there is to be music (recorded or live). Please see fee schedule listed on the Dance Permit
  - Extra porta-potties for groups larger than 100
  - Notification to neighbors and/or businesses of event if necessary
  - Evacuation Plan (if applicable)
  - Medical/Emergency response plan (if applicable)
    - First Aid/Medical Services provided by Clark Co Fire & Rescue
  - Temporary structure and vehicle access will comply with current fire code and WAC 51.54, International Fire Code Chapter 345.24  yes  no
  - Provisions made for:
    - Parking
    - Litter
    - Security
- Will Police/Security be required?  yes  no

**Site plan requirements**

- Proposed road closure points and any roadway or driveway obstructions
- Temporary fencing
- Access Points
- Parking identified for special event use
  - Location of tents, booths, temporary structures, amusement rides, etc.
  - Dimensions of drive isles and vehicle access - gate locked after all engines + along road side of park + along lake side for engines
- Cooking, open flames, fireworks and other heat sources
  - Fire extinguishers (if applicable) on each engine

**Please Read Carefully**

- All events must go through City Council and possibly Park Board. Please submit event application 2 months prior to event to ensure that a timely approval.
- Start and finish at stated time
- Adult supervision is required at ALL TIMES
- Please give 24-hour notice of cancellation
- Use only facilities listed on application
- No tobacco, smoking, or alcohol beverages
- Premises must be cleaned and vacated by 10 pm
- Obtain key (if needed) from the City Hall Annex during business hours for the tap water in the Horseshoe Lake Shelter.
- Deposit will be refunded 10 to 14 days following your event
- User is responsible for damages and clean-up
- Failure to observe rules and regulations of the City may result in loss of usage privileges
- Any emergency situation or bad weather may cause cancellation of facilities without notification.

**NOTICE: Deposits will be non-refundable if city employee is called out to unlock, clean up, etc.**

**Agreement** The undersigned hereby makes application to the City of Woodland for use of city facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe all rules and regulations of Woodland Municipal Code and policies of the city in which the facilities are requested.

Applicant agrees that City of Woodland and City of Woodland agents, employees, and directors shall not be liable for any damage to person or property by reason of the negligent acts of Applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect indemnify for costs, legal and other expenses, and hold harmless City of Woodland and its officers, employees, directors and agents from claims, liabilities, or suits arising out of injury to person or property from negligent acts of Applicant, its agent, employees, invitees, or subcontractors.

Applicant's Signature: Catherine D. Deibel Date: 2/14/2014

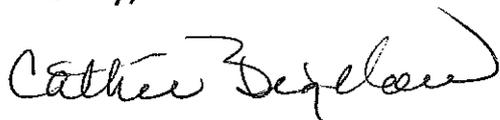
City of Woodland City Council  
PO Box 9  
Woodland, WA 98674

PNW Chapter SPAAMFAA  
Cathie Bigelow, Pres.  
3202 NE 369th St  
La Center, WA 98629

City Council Members,  
Our group has used the Horseshoe Lake Park in the past, & wish to use it again on August 9, 2014 for our antique fire apparatus show & pump-in. We also have a community safety fair during this event, which features bike helmet fitting, Woodland Police Dept. presence, Cowlitz Dive team & Emergency Communication displays. Since this is a community event, we wish to have the fees associated waived.

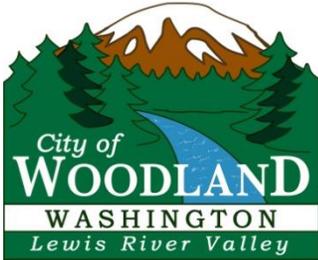
As in the past, we will name the City, as well as the firefighter's assoc., & Clark Co. Fire & Rescue on the insurance rider for the event. We are designated as a non-profit group, & I'll forward the appropriate information as soon as I receive it from our secretary in Tacoma. We would also like to use our street banner to be hung across the main street by the Woodland Information Center (it meets the requirements for doing same).

Sincerely,

A handwritten signature in cursive script that reads "Cathie Bigelow". The signature is written in black ink and is positioned above the printed name.

Cathie Bigelow

**DRAFT**



## STAFF REPORT

**Date: February 19, 2014**

**To: Woodland City Council**

**From: Staff: Building, Planning, Clerk-Treasurer, Public Works, Police and Fire Departments**

**RE: Antique Fire Apparatus show & pump-in / Community Safety Fair  
Saturday, August 9, 2014 at Horseshoe Lake Park**

---

### City of Woodland Staff recommends approval with the following conditions:

1. **Operation.** Approve date of Saturday, August 9, 2014 from 7:00 a.m. to 5:00 p.m. for AFA (Antique Fire Apparatus) show & Community Safety Fair.
2. **Site plan.** A detailed site plan is required. Limit the AFA vendors to the area in the large field. (*\*Also see item 11- Fire conditions requiring a detailed site plan.*)
3. **Shorelines.** The use of the shoreline area for a AFA is consistent with the goals of the Cowlitz County Shorelines Management Master Program. While a Shorelines Substantial Development Permit (SSDP) is not required, exemption from a SSDP is not an exemption from compliance with the act or the local master program (WAC 173-27-040-1-b). The Shorelines Management Master Program is available for download at: [http://www.co.cowlitz.wa.us/buildplan/planning/ SMMP\\_COWLITZ\\_1977.pdf](http://www.co.cowlitz.wa.us/buildplan/planning/ SMMP_COWLITZ_1977.pdf). Upon review of your site plan, the Planning Department has found the following sections of the Cowlitz County Shorelines Management Master Program of particular importance:
  - a. The Shorelines Program goal related to outdoor advertising, signs, and billboards (page 7) and specifically, the section stating: "outdoor advertising signs should be located on the upland side of public transportation routes which parallel and are adjacent to rivers and water bodies (unless it can be demonstrated that views will not be substantially obstructed)". Please ensure signage is consistent with the goals, objectives and policies of the Program.

- b. "Any commercial structure or facility except that which requires or is dependent on direct, contiguous access to the water shall be set back from the ordinary high water mark **by a minimum of ten feet**, as measured on a horizontal plane" (Commercial Development Policy, page 32). Please ensure that no part of the AFA is within 10 feet of the high water mark.
  
4. **Power and Potable water.** There is no power or potable water available in the large field or beach area. Vendors will need to provide their own.
  
5. **Business license** will be required for a blanket license to cover all vendors (other than non-profits) under the AFA for the event; cost \$70.00 for the event (August 9, 2014). AFA will provide a list of all vendors licensed under this event to include their business name, address, phone and business contact name to the Clerk-Treasurer at least one-week prior to the event.
  
6. **Special Events Fee.** The \$200 Special Event fee is waived per Resolution No. 629 and defined as a Community Event. Deposit of \$150 required. Deposit of \$150 is refundable if city property left undamaged by the event, and no call-outs of city employees.
  
7. **Proof of insurance** to the Clerk-Treasurer on or before July 31, 2014. Insurance shall name the City of Woodland as primary additional insured for the date of the event.
  
8. **Waste disposal.** It is the responsibility of the AFA that all vendors will dispose of their waste at the City dumpster located by the park shed.
  
9. **Grey water.** AFA will provide a grey water disposal area, if applicable for vendors. Please arrange with Public Works department if disposal is needed with city facilities.
  
10. **Porta potties.** City provided: two at the park shed, one is handicap accessible and one at the skate park for a total of three.
  
11. **Fire & Emergency services.** The AFA and their vendors will have to comply with the attached section of the Fire Code dealing with Tents and Temporary Membrane Structures. This code chapter addresses placement, location, access, and other related requirements for tent structures that we will need to have addressed. A detailed site plan will be required, with specific tent size and locations, that addresses the applicable sections of the attached Fire Code chapter will need to be provided and reviewed prior to the start of the market.

Key things addressed by this code that will need to be considered when planning the actual detailed layout:

## DRAFT

- Access to tents
- Separation of tents, cooking tents from other tents, etc.
- Fire Extinguishers
- Tent Materials / Construction (fire resistive)
- Lighting / Egress Lighting (if the event will ever extend beyond daylight hours)
- Locations of propane gas and other flammables
- Storage and restraint of compressed gas cylinders

The attached code chapter covers the requirements that need to be addressed in a specific site plan. Booths with tents of 10x10 or less may be exempt from some requirements if they are separated from other tents in accordance with the Fire Code chapter provided. Please contact Tim Dawdy, CCFR at 360-887-4609 for details.

**10. Other. Parking** on grassy field area shall be limited to the fire apparatus. No personal vehicles. There is parking available in the areas in the park.

**Discharge of water.** There shall be no discharge of water into the lake. This is a violation of the Department of Ecology regulations and is not allowed. An alternative is to discharge it into the air and let it sprinkle down onto the grassy field area. There shall be no erosion of the park land allowed. For specific details, please contact Bart Stepp, Public Works Director at 360-225-7999.

**Street Banner.** The request is to have their street banner hung across the street. Public Works will respond and make arrangements for this.

cc: File

Attachments