

ORDINANCE NO. 1517

THE CITY OF WOODLAND, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL AMENDING THE WOODLAND MUNICIPAL CODE FOR THE ADDITION OF A NEW CODE SECTION REGULATING THE USE OF CITY LAND AND PROPERTY FOR SPECIAL EVENTS AND AUTHORIZE PUBLICATION BY SUMMARY.

WHEREAS, Woodland Municipal Code (WMC) 19.08 authorizes the City Council to make decisions on zoning code amendments; and

WHEREAS, the Planning Commission held a workshop on this item on March 17th; and

WHEREAS, the Planning Commission held an additional workshop on this item on April 21st; and

WHEREAS, the Planning Commission held a public hearing on this topic on June 16th, 2022; and

WHEREAS, notice for the public hearing was published in the newspaper of record and posted as required by code; and

WHEREAS, the City Council scheduled a workshop for July 5th, 2022 to consider the proposed ordinance; and

WHEREAS, all procedural requirements of the WMC for these amendments have been met; and

WHEREAS, the Woodland City Council has reviewed the following amendments to the WMC and found them to be acceptable and appropriate.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOODLAND AS FOLLOWS:

Section 1. New Section- The code is amended to read as found in Attachment A.

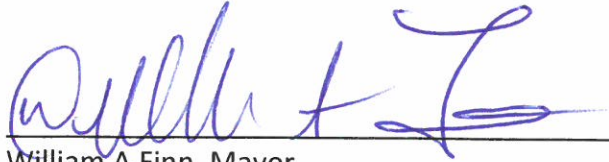
Section 2: Severability. If any section, sentence, clause or phrase in this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 3: Effective Date. This ordinance shall become effective five (5) days after its summary publication in this media or paper of record as required by law.

ADOPTED this 18th day of July 2022.

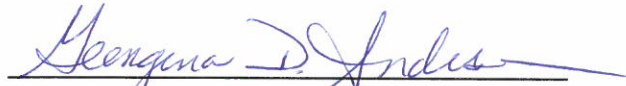
CITY OF WOODLAND, WASHINGTON

Approved:


A handwritten signature in blue ink, appearing to read "William A. Finn", written over a horizontal line.

William A Finn, Mayor

Attest:

A handwritten signature in blue ink, appearing to read "Georgina D. Anderson", written over a horizontal line.
Georgina D. Anderson, Deputy Clerk-Treasurer

Approved as to form:

A handwritten signature in blue ink, appearing to read "Frank F. Randolph", written over a horizontal line.
Frank F. Randolph, City Attorney

Attachment A

WMC 5.60: Special Events

5.60.010: Definitions

As used in this chapter, the following terms are defined in this section:

“Entry fee” refers to any fee, donation, or charge levied by the event sponsor and/or sponsoring group that is required prior to entrance and/or participation within any special event. “Entry fee” does not refer to any charge levied as a result of commercial sale of food, drink, or other typical transaction by a vender.

“Special Event” refers to any dance, festival, or event involving any city property, and/or city street(s) where the number of individuals expected to attend is equal to, or greater than, one hundred (100) people, or all events where city streets or sidewalks are blocked, modified, and/or impeded, regardless of the number of people expected to attend. A special event also includes events on private property where the expected attendance exceeds seventy-five (75) persons, or in cases in which City Staff determines that Woodland public streets and property are likely to be affected. A special event may include any or all age groups or persons or any combination thereof, as set forth in the permit to conduct such event.

“Sponsor” or “sponsoring group” means the primary party responsible for the application and implementation of the proposed special event(s). A “sponsor” or “sponsoring group” may be one or more of the following:

1. An individual;
2. Government agency, entity, or political subdivision;
3. Club, fraternal order, societie or group which are forprofit or nonprofit corporations or associations under the laws of Washington State.

"Vendor" means any person(s), business or entity selling goods or services to the general public associated with a special event.

5.60.020: Permit required

- A. No person, firm, corporation, club, organization, or association shall conduct, hold, or sponsor any special event involving city property and/or impacting city streets without a permit being issued and approved by the city and payment of the permit fee received by the Clerk-Treasurer’s Office. Prior to approval by the city, the permit application shall be circulated for comment to the Clerk-Treasurer’s Office, Public

Works Director, Community Development Director, City Administrator, Chief of Police, and Clark-Cowlitz Fire Rescue, if required.

- B. Issuance of a special event permit does not obligate or require the city to provide service, equipment, or personnel in support of a special event.
- C. Nothing in this section shall be construed to abrogate or limit the authority and jurisdiction of the city to enforce any other provisions of the WMC and/or any other local or federal regulations.

5.60.030: Exceptions

A special event permit is not required for the following:

- A. Service group, school or church related fundraising efforts on private property which may have an incidental effect on city property, and where,
 - 1. Expected attendance is One Hundred and Fifty (150) people or less;
 - 2. Attendance is expected to be transitory (short term); and
 - 3. No public access to any City property is blocked off, denied, or otherwise limited, either explicitly or implicitly.

This exemption includes, but is not limited to, bake sales, the sale of Girl Scout cookies and car washes. This exception is solely in relation to special event permits.

- B. School events on school grounds.
- C. Parades, athletic events or other special events that occur exclusively on city property and are sponsored or conducted in full by the City of Woodland following an internal review process;
- D. Funeral and wedding processions using Woodland public roads between a separate ceremony and either a reception or cemetery, provided that roadways are not blocked, and the procession does not intentionally stop at any point;
- E. Groups required by law or local ordinance to be so assembled;
- F. Temporary sales conducted by businesses, such as holiday sales, grand opening sales, or anniversary sales as conducted on private property with minimal disruption to the public right-of-way;
- G. Garage sales, rummage sales, estate sales or auctions conducted on private property;
- H. Any meeting or gathering in a building intended for assembly occupancy where the number of persons in attendance does not exceed the occupancy capacity of the building;
- I. The full or partial closure, blockage, and/or impediment of Woodland public streets associated solely with construction and/or maintenance rather than with any public or private event, with an approved right-of-way permit, or the express written consent of the Public Works Director, Police Chief, and Fire Marshal. This exception includes block

parties and other events in which no city property outside of public streets will be affected;

- J. Other similar events and activities which do not directly affect or use city services or property, as determined by the Public Works Director, Police Chief, and/or Fire Marshal.

Although not required to be issued a special event permit by the City of Woodland, an event organizer of an activity exempted from this chapter is required to comply with all local, state, and federal laws and regulations governing public safety or health.

5.60.040: Special Event Permit – Process

All Special Event Permit applications must be submitted to the City of Woodland Clerk-Treasurer's office no less than 60 calendar days prior to the date of proposed event, reviewed by relevant departments, and approved by administrative decision no more than 45 calendar days following the receipt of a complete application.

Following verification of application completeness per WMC 5.60.050, the responsible official within the City of Woodland's office of the Clerk-Treasurer shall provide physical or digital copies of completed application packet to all city department heads, or their appointed designees, for their review, comments, and/or suggested revisions to be communicated to the applicant. Following the comment period, all feedback from the executive team shall be returned to the responsible official who shall either approve, approve with conditions, or deny the Special Event Permit.

5.60.050: Special event permit – Application

No application provided to the City of Woodland shall be considered complete without providing the following documentation:

- A. Completed Special Events Application form;
- B. Summary of planned event, including any requests for special accommodation and/or road closures;
- C. Location of proposed event;
- D. General outline and timeline of events and/or vendors present at the proposed event;
- E. All applicable fees and/or deposits as outlined within the current fee schedule;
- F. An acknowledgement of the sponsor's responsibility under WMC 5.60.110 and WMC 5.60.120
- G. Proof of insurance per 5.60.090(E);
- H. A diagram, map, or planning set detailing the proposed set-up of the event for use by the Fire Department and all other departments prior to the event date;
 - 1. Including a parking plan per WMC 5.60.190

- I. Fireworks permit (through Clark-Cowlitz Fire Rescue, or current provider of Fire safety services – if applicable);
- J. Security plan;
- K. If street closures are request, applicants shall provide:
 - 1. A traffic plan per MUTCD standards;
 - 2. Certified Flagger Card for any flaggers proposed as part of the traffic plan; and
 - 3. All requirements for obtaining a street closure per WMC 5.06.130.
- L. Any other documentation requested by the city before or during the application process, which may include a safety plan as well as any required concurrent applications per WMC 5.60.140.

5.60.060: Permit – Approval

All Special Event Permits shall be considered approved only following the approval by the City of Woodland’s Department Heads (specifically, Public Works, Community Development, Clerk-Treasurer’s office, City Administrator, Clark-Cowlitz Fire Rescue and Woodland Police), as well as receipt of all outstanding fees, deposits, and/or monetary guarantees as outlined in The current fee resolution.

5.60.070: Permit – Denial

The City may deny an application for a special event permit prior to issuance if:

- A. The applicant provides false or misleading information; the applicant fails to complete the application or to supply other required information or documents; or the applicant declares or shows an unwillingness or inability to comply with the reasonable terms or conditions contained in the proposed permit;
- B. The proposed event would conflict with another proximate event, interfere with construction or maintenance work in the immediate vicinity or unreasonably infringe upon the rights of abutting property owners; or
- C. The proposed event would unreasonably disrupt the orderly or safe circulation of traffic as would present an unreasonable risk of injury or damage to the public as determined by the public works director, or their designee, following consultation with the Police Chief and/or Fire Chief;
- D. There are not sufficient safety personnel or necessary city staff to accommodate the event; or
- E. The applicant failed to comply with any material term of this chapter or condition of a special event permit previously issued to the applicant, or has outstanding fees from previous special event(s) held.

If a permit is denied or rescinded, the city shall set forth in writing the reasons for the disapproval and forward a copy to the applicant. All denials are without prejudice.

5.60.080: Permit – Revocation

A state certified law enforcement officer or authorized city official may revoke or suspend a permit after it has been issued should he or she find any of the following:

- A. The applicant for the permit or the permit holder has committed a violation of any provision or regulation outlined within this chapter; or
- B. Any conduct inconsistent with the permit and/or any violation of the law.

Should a revocation and/or suspension of a Special Event Permit occur, it is the sole responsibility of the event sponsor(s) to ensure the safe disbursement of all parties involved, as well as the complete breakdown of the Special Event.

Any fees and/or deposits associated with the permit are not refundable upon revocation of the permit.

5.60.090: Deposits and Fees

- A. All Special Event Permits shall be considered approved only following the approval of the City, including all relevant department heads (public works, community development, clerk-treasurer, and Woodland police), as well as receipt of all outstanding fees, deposits, and/or monetary guarantees due per the current fee resolution.
- B. Applicable fees shall be required as outlined within the Woodland Fee Resolution, and no permit shall be granted unless the applicant has made a separate deposit with the city clerk-treasurer's office, to save and protect the city from any and all expense and/or damage arising from the operation of the applicant's event or caused by vehicles, employees, participants, and/or patrons of or at the event. The deposit shall be used to:
 - 1. Pay all charges and losses for damage to the streets, sidewalks, pavements, bridges, street signs, and other city property;
 - 2. Pay all expenses incurred by the city in restoring the land upon which the event is held to a safe and sanitary condition; and
 - 3. Pay any extraordinary law enforcement and public works costs incurred by the city which result from or arise out of the operation of the event.

- C. The standard deposit shall be set by the fee resolution and determined by the tier of event and number of days the event will run for as outlined within the current fee resolution.
- D. The deposit shall be returned to the applicant once the Clerk-Treasurer's Office certifies that no charge for damage or loss may be made against the deposit, or that the charge is less than the cash amount of the deposit and the balance shall be returned.
- E. The applicant shall furnish evidence of an acceptable liability insurance policy naming the City of Woodland as an additional insured by endorsement. Coverage must remain in force throughout proposed event. Insurance shall be written on an occurrence form by an insurance company with a minimum A.M. Best rating of A-VII, and the policy shall have primary coverage limits of at least;
 - 1. \$1,000,000 Commercial General Liability (per occurrence);
 - 2. \$2,000,000 Annual aggregate;
 - 3. \$1,000,000 Products per occurrence (if food and/or beverage vending a proposed);
 - 4. \$1,000,000 Personal and advertising injury (\$50,000 each occurrence);
 - 5. \$1,000,000 Fire legal liability;
 - 6. \$100,000 Damage to premises; and
 - 7. Liquor liability with a minimum of \$1,000,000 if alcohol service is proposed as a part of the event.

5.60.100: Sponsor Required

No permit to conduct, hold or sponsor any special event involving any city property and/or city street(s) shall be issued except to the sponsor or sponsoring group.

5.60.110: Sponsor Responsibilities prior to receiving a permit

Any sponsor or sponsoring group shall make provisions for the following if applicable:

- A. Event Parking and/or parking logistics;
- B. Event Litter and/or trash collection and disposal;
- C. Event Sanitary Facilities;
- D. Event Communication and/or advertising;
- E. Event Security;
- F. Road Restrictions:
 - 1. Normal area traffic, independent of event;
 - 2. Emergency vehicle traffic and accessibility;

- 3. Event traffic;
- 4. Providing one or more certified flaggers card as applicable;
- 5. Identifying and acquiring required MUTCD-rated traffic control measures;
- G. Medical, minimum of first aid;
- H. Fire and fire access;
- I. Event age restrictions;
- J. Ramping of sidewalks;
- K. Acquisition of any relevant permits and/or approvals related to proposed event – from the Fire Department, Health Department, Liquor Cannabis Board, or any other applicable agency and/or group; and

Adherence to all provisions of the zoning code per WMC Title 17, including, but not limited to, the acquisition of any administrative conditional use permits as required per WMC 17.08.862 for vender kiosks.

5.60.120: Sponsor Responsibilities during the event

Any sponsor or sponsoring group to whom a permit has been issued to conduct, hold or sponsor an event shall be responsible for the following during the event:

- A. The orderly conduct of all persons, animals, and sponsors in attendance of the event;
- B. The admission of those individuals that meet stated requirements and/or restrictions set by the event sponsor:
 - 1. Age restrictions set for the event;
 - 2. Organizational affiliation set for the event;
 - 3. Any other restriction placed upon attendance of the event that does not discriminate based on race, gender, or any other protected class;
- C. The removal from the event of any person, dog, and/or sponsor attending the event who are deemed to be disorderly and/or who are found to have caused significant disturbances;
- D. The enforcement of all provisions of this chapter under which the permit was issued;
- E. The acquisition, placement, maintenance, and removal of any/all temporary sanitation facilities;
- F. The acquisition, placement, maintenance, and removal of any/all temporary traffic control devices;
- G. The acquisition, placement, maintenance, and removal of any/all temporary litter and/or recycling containers;
- H. No event sponsor shall obstruct a city street beyond five feet from the center line of the city street;
- I. Coordination and communication with relevant City of Woodland agencies and officers, as required and/or requested prior to event approval, which includes;

1. Maintenance of active and effective lines of communication, including an active and designated contact person for the event.
 2. Adherence to any/all lawful requests by agents/agencies representing the City of Woodland, or surrounding jurisdictions, including (but not limited to):
 - a. Woodland Police Department;
 - b. City of Woodland Government (Department of Public Works, Clerk-Treasurer's office, etc);
 - c. Woodland Public Schools; and/or
 - d. Clark-Cowlitz Fire and Rescue ("CCFR")
- J. Adherence to any further restrictions, agreements, and/or stipulations in addition to this code, as agreed upon prior to Special Event Permit approval.

All relevant permits and/or approvals must be present and available during the entirety of the event and must be provided when requested by city staff and/or law enforcement.

5.60.130: Street Closure

- A. All street closures associated with a special event permit shall be approved or disapproved by the Public Works Director and/or their designee, following proper notice and consultation with the Police Chief and the Fire Marshal, or their approved designees through the review process established within WMC 12.04.040 for Right of Way permits. Approved street closures shall be considered Right of Way permits for the purpose of permitting and permit processing.
- B. The applicant is responsible for providing and implementing a traffic plan, including certified flaggers card, with the application for any event in which street closure(s) will be require, and providing all required barricades, signage, and other traffic control devices required within the traffic plan.

5.60.140: Concurrent review of Street closures, horseshoe lake motorboat operation, dance, beer garden, and special event permit(s)

- A. Any special event that proposes the closure and/or blockage of any City of Woodland public street shall identify any required street closures within the special event application, and any associated street closures shall be reviewed concurrently with the special event application per WMC 5.60.090.
- B. Any special event that proposes the use of any motorboat(s) on Horseshoe Lake must apply concurrently for a special event motorboat operation permit at the time of application for a special event permit. Review of any concurrent Horseshoe Lake motorboat operation permit shall be conducted as described within WMC 9.20.030.

- C. Any special event that proposes a public dance as defined within WMC 5.12.010 must apply concurrently for a dance license and follow all regulations outlined within WMC 5.20.020. Review of any concurrent application for a dance license shall be conducted as described within WMC 5.12.020, and all associated fees shall be assessed per the fee resolution.
- D. Any special event that proposes a beer garden permit must apply concurrently for a beer garden permit at the time of application for a special event permit. Review of any associated for a beer garden shall be conducted as described within WMC 9.26.115, and all associated fees shall be assessed per the fee resolution.

5.60.150: Concurrent Review of Special Event Permit(s) -Exceptions

- A. The review of both Special Event Permits and Street Closure permit shall be reviewed concurrently unless:
 - 1. It has been determined by the Public Works Director and/or his/her designee that no City of Woodland Public Street be closed, blocked, or obstructed either fully or partially as a part of the proposed special event, or because of the proposed Special Event; or
 - 2. The street closure proposed is intended only for construction or maintenance, and no Special Event is associated with the proposed closure(s).
- B. Special Event Permits and dance license(s) shall be reviewed concurrently unless:
 - 1. It has been determined by the Clerk-Treasurer and/or their designee that proposed dance does not meet the requirements for a dance permit as outlined within WMC 5.12.030;
 - 2. It has been determined by the Clerk-Treasurer and/or their designee as well as the Public Works Director and/or their designee, that any proposed dance will be conducted within a private residence and have only negligible effect on public spaces, parks, and/or roads.

5.60.160: Standards

The following standards shall apply to all special event permits:

- A. Issuance of a special event permit shall be expressly conditioned on the issuance of all other required city, state, or county permits or licenses;
- B. The special event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in its route without approval of an associated street closure;
- C. The special event will not cause an irresolvable conflict with construction or development in the public right-of-way or at a public facility;

- D. The concentration of persons, animals, or vehicles shall not unduly interfere with the movement of police, fire, ambulance, and other emergency vehicles on the street, or otherwise significantly impact the proper operation of emergency services;
- E. The special event will not substantially interfere with any other special event for which a permit has already been granted or with the provision of City services in support of other scheduled special events or unscheduled governmental functions;
- F. The special event will not have significant adverse impact upon residential or business access and traffic circulation in the same general value;
- G. For any special event that will attract a large crowd, security must be provided in accordance with WMC 5.60.080; and,
- H. The event organizer is prohibited from using the words “the City of Woodland,” the name of any city department, or a facsimile of any logo of the city without the City’s prior written authorization.

5.60.170: Conditions of Approval

In order to ensure that the standards and regulations of this section are met, the responsible City official, with the express consent of the management team, may place additional conditions on the issuance of a special events permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic. The additional conditions may include, but are not limited to:

- A. Alteration of the time, place, and/or manner of the event proposed on the event application;
- B. Conditions concerning the area of assembly and disbanding of an event occurring along a route;
- C. Conditions concerning accommodation of pedestrians or vehicular traffic, including restricting the event to only a portion of the street or rights-of-way; and
- D. Such other information and conditions as are reasonably necessary for the conduct of the special event and the enforcement of the WMC.
- E. Requirements for the use of traffic cones or barricades;
- F. Requirements for the provision of first aid or sanitary facilities;
- G. Requirements for use of event monitors and providing notice of permit conditions to event participants;
- H. Restrictions on the number and type of vehicles, animals, or structures at the event, and inspection and approval of floats, structures, and decorated vehicles for fire safety;
- I. Compliance with animal protection ordinances and laws;
- J. Requirements for use of garbage containers, cleanup and restoration of city property;
- K. Restrictions on the use of amplified sound and compliance with noise ordinance, regulations, and laws;

- L. Notice to residents and/or business regarding any activity which would require a street closure;
- M. Restrictions on the sale and/or consumption of alcohol;
- N. Elimination of an activity which cannot be mitigated to a point as to ensure public safety and welfare, or which causes undue liability to the city;
- O. Requirements regarding the use of city personnel and equipment;
- P. Compliance with any other applicable federal, state, or local law or regulation; or
- Q. Or any other condition determined to be required by the City in its sole discretion.

5.60.180: Licenses required for all Venders and Businesses

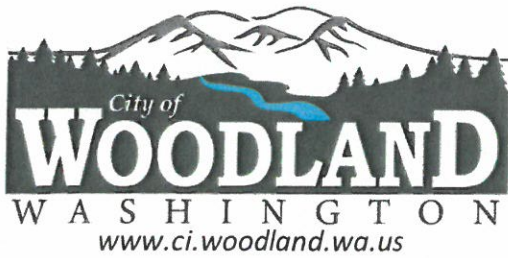
- A. It is the responsibility of the sponsor and/or the sponsoring group to provide documentation that any vender of food, drink, and/or paid entertainment possesses either;
 - 1. An active City of Woodland business license per WMC Chapter 5.04;
 - 2. An active City of Woodland peddler's license per WMC Chapter 5.16; or
 - 3. An approved agreement with the City to operate on the public property.
- B. Documentation of all venders must be provided no later than 14 calendar days prior to the Special Event. At City staff's sole discretion, venders may be accepted if they have an active application for a business license and/or peddler's permit, provided that it is conditioned in writing that the vender's approval is contingent on approval of outstanding licensure and/or permitting. It is the applicant's sole responsibility to acquire and provide all permits required for their specific special event from any outside agencies, including Clark Cowlitz Fire Rescue, Department of Health and/or other relevant parties and/or agencies.

5.60.190: Parking Areas

- A. When applicable, the application for a permit shall be accompanied by a drawing and/or plan showing proposed parking facilities. All applicants shall obtain written parking permission from any/all private property owners to be attached to the application.
 - 1. Public parking areas, including both street and lot parking, may be utilized as proposed parking facilities provided that;
 - 2. Identified public parking infrastructure may be deemed to be within a reasonable distance of the stated location of the proposed special event;
 - 3. No other private or city event requires the use of the identified public parking infrastructure during period of use;
 - 4. The special event sponsor does not intend to fence off, block, or otherwise interfere with public use of said parking infrastructure;
 - 5. No City of Woodland department objects to the use of identified public parking infrastructure.

5.60.200: Security

- A. The applicant is responsible for providing a plan for security. The applicant may use a licensed and bonded private security company or may request security from the Woodland Police Department. Any security services provided by City of Woodland Police officers must be approved by the City of Woodland Police Chief, or their designee.
- B. If an applicant seeks to use the Woodland Police Department (WPD) for security, the applicant shall, at the time the permit is granted, pay an agreed upon rate for each officer required in order to cover an average overtime rate plus benefits to cover the costs incurred by the city to provide special duty officers. The payment shall be made to the Clerk-Treasurer's office at the time the permit is granted based on the number of expected hours the event will last times the number of officers needed for the event. Refunds of any amount equal to a full hour will be made after the event. The fees herein may be amended by resolution of the City Council.



Permit # _____

Special Event Application

PO Box 9
230 Davidson Ave
Woodland, WA 98674
360-225-8281

Application must be submitted with all required documents 60 days prior to the event.

EVENT DETAILS

Event Name: _____

Event Date(s): _____

Arrival Time: _____

Departure Time: _____

Event Type: _____

Number of Participants: _____

Event Location (Select all that Apply)

<input type="checkbox"/>	Community Center	<input type="checkbox"/>	Hoffman Plaza
<input type="checkbox"/>	Horseshoe Lake Large Shelter	<input type="checkbox"/>	Horseshoe Lake Field
<input type="checkbox"/>	Horseshoe Lake Beach Front	<input type="checkbox"/>	Horseshoe Lake/Boat Launch
<input type="checkbox"/>	Other: _____		

Please list out any Street Closures. Please note a traffic plan and flagger cards will need to be provided.

Description of Event:

APPLICANT DETAILS

First Name: _____

Last Name: _____

Business / Organization Name: _____

Phone Number: _____

Email: _____

Mailing Address: _____

_____	_____	_____
City	State	Zip

EMERGENCY CONTACT

Name: _____

Phone Number: _____

EVENT INFORMATION

	Yes	No
Will an entry fee or donation be collected?		
Does this event involve political or religious activity intended primarily for the communication or expression of ideas?		
Will there be amplified sound/music?		
Will there be fireworks as part of your event?		
Will this Event have alcoholic beverages?		
If you are using Horseshoe Lake Park, will you have a motorboat on the lake? <i>Please refer to WMC 9.20.030 for motorboat use on the lake.</i>		
Will this event have goods or services sold by vendors? <i>If yes, please include a list of vendors who will be participating at the event. Please note all vendors will need an active City of Woodland Business license at the time of the event.</i>		

SITE MAP REQUIREMENTS

A site map must show the overall event layout including but not limited to:

- Blocked off areas in the park
- Vendor and First Aid locations
- Access points
- Parking
- Portable Toilets (*for groups larger than 100*)
- Tents or other temporary structures.

STREET CLOSURE REQUIREMENTS - Please note the City does not provide street blockers or signage.

A traffic control plan must be provided along with pictures of the street blockers you intend to use and copies of flagger card(s). Street blockers and signage must set up by a certified flagger.

The map must clearly show the following:

- Mark the streets that are being closed for event use
- Mark where street closure signage will be placed
- Map out traffic detour routes

Please refer to the manual on uniform traffic control devices for streets and highways (MUTCD)

TIMELINE OF EVENTS

A detailed timeline of events must include time of arrival, set-up times, end times, and clean up times.

CERTIFICATE OF INSURANCE

Certificate of insurance must be submitted to City Hall prior to the event and must list City of Woodland as a certificate holder.

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 (WMC 5.60.030 and WMC 5.60.035). 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

Date


SUMMARY OF ORDINANCE NO. 1517
OF THE CITY OF WOODLAND, WASHINGTON

On July 18, 2022, the City Council of the City of Woodland, Washington, approved Ordinance No. 1517, the main point which may be summarized by its title as follows:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOODLAND AMENDING THE WOODLAND MUNICIPAL CODE TO ADOPT PROCESSES AND STANDARDS FOR SPECIAL EVENT PERMITS AND AUTHORIZE PUBLICATION BY SUMMARY.

The full text of this Ordinance will be mailed upon request.

APPROVED by the City Council at their meeting on July 18th, 2022.


Georgina D. Anderson, Deputy Clerk-Treasurer