

Agenda Summary Report (ASR)

Franklin County Board of Commissioners

DATE SUBMITTED: August 8, 2019	PREPARED BY: Matt Mahoney, Public Works Director
Meeting Date Requested: August 13, 2019	PRESENTED BY: Matt Mahoney, Public Works Director
ITEM: (Select One) <input type="checkbox"/> Consent Agenda <input checked="" type="checkbox"/> Brought Before the Board Time needed: 10 Minutes	
SUBJECT: Neighborhood Block Party/Play Street Road Closure	
FISCAL IMPACT: There is no fiscal impact for the authorization of the permit for a Neighborhood Block Party/Play Street Road Closure. The permit defines the responsibilities of the permittee.	
BACKGROUND: Public Works Department received a request to allow for the closure of a County road to accommodate a neighborhood block party. As this was the first request we have received of this kind and there is no policy governing such action, we completed extensive research on this matter. Based on our research we found the following: <ul style="list-style-type: none"> • Policies and permit processes are prevalent within Washington State Cities and Counties. • Block Parties are small-scale events that close not more than 1 or 2 blocks of a local service residential road for a small scale gathering, such as a neighborhood potluck or barbeque. Block Parties are initiated by and are intended to attract only local residents who live on the road being closed. • Play Streets open neighborhood streets to kids (and adults) for more space for socializing, playing, and physical activity. Community Play Streets help neighbors create more space for play during the summer or after school. • Block Party/Play Street Events are typically not permitted to go beyond 10 PM, and Permits are not issued for: <ul style="list-style-type: none"> ○ Any road other than local access residential roads. ○ Any road used as bus routes or for bus layovers. ○ Any road that has an intersection with a traffic signal. ○ Any road that has a painted stripe indicating travel lanes. 	
<p>Further, we coordinated directly with Jennifer Johnson, Chief Civil Deputy Prosecuting Attorney, as to the path forward. Initially, we considered treating this the same the Renegade Rage (put on by Muddawg Fit Events, LLC) in their request to close Sagemoor Road West. As part of this event, participants run along and across West Sagemoor Road. For the safety of both participants and motorists, it was determined that the road would be closed during the event and an agreement would be required for said closure. The agreement of which, between the event coordinator and Franklin County, delineated the responsibilities and any associated costs between the parties.</p>	
<p>As our discussions and research continued, it was determined that the requests were different in nature and this specific request could utilize a permit in lieu of an agreement. Some of the cited differences between these road closure requests are as follows:</p> <ul style="list-style-type: none"> • Sagemoor Road West is a Rural Major Collector versus Clark Fork Road which is an Urban Local Access • It was necessary to close Sagemoor Road West and maintain a detour due to the activities that were occurring adjacent to and across said road. A neighborhood block party/play street road closure permit is for use of the road area only; the permitted area shall be subject to the necessary use by emergency vehicles; a 15ft wide emergency lane shall be maintained at all times. An adult monitor shall be visible from both barricades and on-site at all times to quickly move the barricades for local traffic (including residents, visitors, deliveries, and emergency vehicles). • A neighborhood block party/play street road closure is designed to temporarily close a road to through traffic so that the applicant and their neighbors can use the road to create additional public space to play or organize neighborhood activities permit. Whereas, the closure of Sagemoor Road West for Renegade Rage was so that the road could be utilized as part of the course. 	
<p>Based on our coordination/discussions, research, and the differences listed above, we developed a complete permit package which was ultimately sent to the requesting party for completion and submittal to the Board.</p>	
<p>Should the Board approve the permit, we will ask for the Board's consent for us to return at a later date to present a DRAFT County Policy to fully cover all public requests for road closures.</p>	

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RECOMMENDATION: Staff recommends the Board approve the permit for the Neighborhood Block Party/Play Street Road Closure and authorize the County Engineer to sign off on the permit as submitted.

Further, we recommend the Board's consent for the Public Works Department to move forward in the development of a comprehensive County Policy for public requests for the closure of County Roads.

Recommended Motion: I move that that the Board of Franklin County Commissioners approve the permit for the Neighborhood Block Party/Play Street Road Closure and authorize the County Engineer to sign off on the permit as submitted.

COORDINATION: This has been fully discussed and coordinated with Jennifer Johnson, Chief Civil Deputy Prosecuting, and Craig Erdman, County Engineer. Upon completion of the DRAFT permit package, it was sent to Jennifer Johnson, Craig Erdman, and Derrick Braaten, Planning and Building Director, for review, comment, and input. All comments and input were incorporated into the final DRAFT permit and was sent back for final review by all parties. This final DRAFT review received positive comments from all parties.

ATTACHMENTS:

1. DRAFT Resolution
2. Neighborhood Block Party/Play Street Road Closure Permit Packet

HANDLING / ROUTING

1. To the Clerk of the Board: 1 – Original Resolution; and 1 – Copy Permit
2. To Public Works: 1 – Copy Resolution, and 1 – Original Permit

I certify the above information is accurate and complete.



Matt Mahoney, Public Works Director

FRANKLIN COUNTY RESOLUTION _____

**BEFORE THE BOARD OF COMMISSIONERS
OF FRANKLIN COUNTY, WASHINGTON**

NEIGHBORHOOD BLOCK PARTY/PLAY STREET PERMIT

WHEREAS, the Public Works Department received a request for the closure of a County Road, Clark Fork Road from Sandy Ridge Road to Flathead Street, to accommodate a neighborhood block party; and

WHEREAS, this being the first request of its kind, there is currently no County Policy governing such action; and

WHEREAS, based on the Public Works Departments coordination with other County staff and research on the subject, have developed a permit package to accommodate such a request; and

WHEREAS, the Public Works Department forwarded the package to the requesting individual for completion, return, and submittal to the Board; and

WHEREAS, pursuant to RCW 36.01.010 and RCW 36.32.120, the legislative body of each county has the care of county property and management of county funds and business; and

WHEREAS, the applicant/permittee has completed and returned the permit package for submittal to the Board; and

WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and finds the permit package to be acceptable for the closure of Clark Fork Road, from Sandy Ridge Road to Flathead Street, for a neighborhood block party to be held on August 17, 2019 from 5:00 PM to 10:00 PM.

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners hereby approves the permit for the Neighborhood Block Party/Play Street Road Closure and authorizes the County Engineer to sign off on the permit as submitted.

APPROVED this 13th day of August, 2019.

**BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON**

Chair

Chair Pro Tem

Attest:

Clerk of the Board

Member

Originals: Clerk of the Board

Copy: Public Works Department



Neighborhood Block Party/Play Street Road Closure Instructions

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Block Parties are small-scale events that close not more than 1 or 2 blocks of a local service residential road for a small scale gathering, such as a neighborhood potluck or barbeque. **Block Parties** are initiated by and are intended to attract only local residents who live on the road being closed. **Play Streets** open neighborhood streets to kids (and adults) for more space for socializing, playing, and physical activity. Community **Play Streets** help neighbors create more space for play during the summer or after school. These instructions are for local residents who want to apply for a road closure permit, for **Block Parties/Play Streets** that meets the following criteria:

APPLICATION REQUIREMENTS:

Block Party/Play Street Events are not permitted to go beyond 10 PM. Permits are not issued for:

- ✓ Any road other than local access residential roads.
- ✓ Any road used as bus routes or for bus layovers.
- ✓ Any road that has an intersection with a traffic signal.
- ✓ Any road that has a painted stripe indicating travel lanes.

Application Steps:

- Complete and sign the application.
- Fill out the Road Closure Petition.
- Fill out the traffic control plan indicating road names, or submit an individualized plan if the block configuration is different than the example.
- Submit 1-3 above to the address listed at the bottom of this page, or send a scanned pdf to permits@co.franklin.wa.us

Additional Instructions

1. If you have **any questions**, contact the **Public Works Department** at 509-545-3514. We will assist you in determining if your event qualifies for a block party permit, or if a different type of permit is required.
2. **Hand-carry the petition to each neighbor and obtain proof of notification in the form of signatures on the petition. If a house is vacant, indicate that on the petition. You need to account for all of the addresses on the block and abutting properties to the closed road.** For rental properties, if you cannot obtain signatures from the individual units, you need to obtain a signature from the property Management Company or landlord. Please document all attempts to obtain property owner/representative signature of notification on the petition.
3. Turn in the completed application, petition and traffic control plan to the Public Works Department attention Block Parties/Play Streets, by postal mail, fax, email, or by delivering it in person (address is on the application). The applicant will be called if any follow-up is needed. Submit the application at least three weeks prior to the block party date.
4. **Once the application has been approved by the County Engineer, or assign, the permit will be mailed or emailed to the applicant/permittee.** Print the email address and mailing address clearly on the application.
5. **The permittee is responsible for providing the barricades to close the road. Arrange to have three Type I barricades with "Road Closed" signs (equipped with flashing yellow lights if the road will be closed after dusk) to be placed at each end of the road OR any other specific devices required on the approved traffic control plan.** You may find companies that rent barricades by searching for "Barricades" or "Traffic Flaggers" either on the internet or in the phone book. As the permit holder, you are responsible for providing and placing barricades, and for their removal by the stated end time of the permit.
6. An adult monitor shall be visible from both barricades and on-site at all times to quickly move the barricades for local traffic (including residents, visitors, deliveries, and emergency vehicles).



Neighborhood Block Party/Play Street Road Closure Instructions

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7. Keep the permit available on site for review if a Sheriff's Deputy or another authorized representative of Franklin County asks to see it.
8. All amplified music shall comply with Franklin County Ordinance, Chapter 8.24.
9. No insurance is required for this permit. However, you may want to insure the event through one of the options listed below:
 - Many home-owners' policies offer coverage for an event
 - A special rider may be purchased to cover the closure
 - Many insurance agencies may put together what is called a special event policy
10. Large objects (such as a stage or bouncy house) may be allowed, but require additional information:
 - Submit a site plan and identify a 15-foot fire lane open for emergency vehicles
 - Insurance is required (SEE ATTACHED ASSISTANCE MEMO)

Notes

No items to be placed on street.



Neighborhood Block Party/Play Street Application For Road Closures

THIS APPLICATION CONVERTS TO A ROAD CLOSURE PERMIT ONCE SIGNED BY COUNTY ENGINEER, OR ASSIGN

APPLICANT / PERMITTEE INFORMATION

Name: Glenn D. Chapman

Address: 11903 Clark Fork Rd

City: Pasco

State: WA

Zip Code: 99301

Primary Phone: (509) 539-4449

Other Phone: (509) 531-4735

Fax:

Email: gle.chapman@centurylink.net

Road(s) to be closed:

Clark Fork Rd from Sandy Ridge Rd to Flathead St

EVENT INFORMATION

Event Date: 8/17/19

Begin Time: 5:00 PM

End Time: 10:00 PM

Indemnification - The Permittee for the event, by his/her signature below, hereby agrees to at all times indemnify and hold harmless Franklin County, its elected officials, officers, employees, and agents, against any and all claims, actions, loss, damage, cost, expense or liability, including expenses of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by Permittee, or the Permittee's family, dependants, invitee, and/or licensee.

Terms & Condition Requirements - Permittee shall accept and comply to the terms, conditions, and requirements of the permit and the stamped, approved Traffic Control Plan.

By signing below, the permittee agrees to all terms, conditions and requirements listed herein.

Glenn Chapman

Applicant/Permittee Signature

(This permit is not valid without signature)

Print Name: Glenn Chapman

Date: 8/03/19

FOR PUBLIC WORKS STAFF USE ONLY

County Engineer, or Assign

(This permit is not valid without the County Engineer signature.)

Date

Refer to attached document for approved Traffic Control Plan for placement of traffic control devices.

Permit authorizes closure of road by placing Type I Barricades with "ROAD CLOSED" signs at each end of the block per the County Engineer's requirements as shown on the attached traffic control plan. All barricades to be equipped with flashing yellow lights at dusk.



Neighborhood Block Party/Play Street Conditions

Conditions of the Permit for the Use of Dedicated Road Area

The permit granted is personal to the permittee only, and may not be transferred, assigned, or otherwise conveyed.

The permittee shall, at his/her own expense, provide barricades, signs, illumination, and any other safety or traffic control device required by the County Engineer. All barricades shall be removed by 10:00 p.m. or the stated end time of the permit, whichever comes first, and the Road shall be reopened to its normal use.

This permit is for use of the road area only; the permitted area shall be subject to the necessary use by emergency vehicles; a 15ft wide emergency lane shall be maintained at all times. An adult monitor shall be visible from both barricades and on-site at all times to quickly move the barricades for local traffic (including residents, visitors, deliveries, and emergency vehicles).

This permit shall not exempt the permittee from obtaining any licenses or permit as required by State of Washington or the County for any act to be performed under this permit, nor shall this permit waive the provisions of any County Code except herein stated.

The Permittee for the event hereby agrees to at all times indemnify and hold harmless Franklin County, its elected officials, officers, employees, and agents, against any and all claims, actions, loss, damage, cost, expense or liability, including expenses of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by the activities of Permittee, or the Permittee's family, dependents, invitee, and/or licensee.

This permit is revocable at any time by Franklin County, and no expenditure of money or lapse of time, or any other act or thing shall operate as an estoppel against the County or be held to give the permittee any vested or other right. Upon expiration or revocation of this permit the permittee shall immediately reopen said Road to the normal use of the public.



Neighborhood Block Party/Play Street Petition form

CONTACT & SITE LOCATION INFORMATION

Contact Person: Glenn Chapman

Primary Phone: 509 539 4449 Other Phone: 509 531-4735

The Undersigned hereby petition Franklin County for a permit to close Clark Fork Rd
(Road)

between Sandy Ridge Rd and Flathead St
(Road) (Road)

For a block party to be held on 08/17/19 from 5:00 PM until 10:00 PM
(Day/Date) (Time) (Time)

For the following event and activities: Block Party
(Describe Event)

PETITION SIGNATURE INFORMATION

Make additional copies of form as needed to obtain all signatures on the block.

If a resident cannot be contacted, document all attempts on this form. Affected residents include not only those whose driveways will be affected by the street closure, but also those whose properties abut the closed road.

By signing below, I am an abutting resident affected by the proposed closure, acknowledge notification of the above listed road closure. I also acknowledge that upon participation in this activity I agree to hold harmless Permittee and Franklin County, its elected officials, officers, employees, and agents, against any and all claims, actions, loss, damage, cost, expense or liability, including expense of investigation, defense, litigation and reasonable attorney's fees, arising out of or based upon damage or injuries to persons or property caused by activities resulting from my actions and the actions of any of my family, dependents, invitee, and/or licensee.

Name (signature)	Address	Phone
<u>Reticia Cruz</u>	<u>11902 Clark Fork Rd</u>	<u>509 521-5910</u>
<u>Cassie Mae</u>	<u>12004 Clark Fork Rd</u>	<u>509-201-0013</u>
<u>Lance Whitney</u>	<u>12016 Clark Fork Rd</u>	<u>509-578-0629</u>
<u>Isen Clymer</u>	<u>11903 Clark Fork Rd</u>	<u>509-539-4449</u>
<u>ALL other</u>	<u>addresses are New Under</u>	<u>Construction</u>



Neighborhood Block Party/Play Street Assistance Memo

Certificate of Liability Insurance

Applicant: Give this memo to your insurance broker or agent.

Franklin County requires a Certificate of Liability Insurance for most types of Street Use Permits. This process will involve 2 documents, the certificate of insurance coverage and the endorsement naming Franklin County as an additional insured. This is a very specific requirement and you will want to work closely with your insurance broker in order to obtain acceptable documents.

MINIMUM LIABILITY INSURANCE REQUIREMENT

\$1,000,000 each occurrence Combined Single Limit Bodily Injury and Property Damage.

Wording on the Certificate of Insurance must be as follows:

1. Franklin County is an additional insured under the commercial general liability insurance as respect to any Street Use permit issued by Franklin County (see details under Important Notice to Insurance Broker/Agent).
2. Franklin County is "primary and non-contributory" Additional Insured.
3. Franklin County shall be given not less than thirty (30) days' notice of cancellation of the policy, except in the case of non-payment, then not less than ten (10) days' prior notice is required.

Commercial General Liability insurance must cover the period of the permit and include:

- Premises Operations
- Products and Completed Operations
- Broad Form Property Damage Liability
- Personal Injury
- Franklin County included as an additional insured for primary limits of liability
- The Certificate holder should be identified as: **Franklin County**

FOR PERMITS WITH ALCOHOL SALES

Minimum Liquor Liability limits \$2,000,000 CSL per occurrence. Send certificates of insurance with attached additional insured endorsement or blanket policy wording appropriate for governmental permitting to address shown below.

IMPORTANT NOTICE TO INSURANCE BROKER/AGENT

Franklin County must be an additional insured with a CG 20 12 or CG 20 26 additional insured endorsement or an appropriate blanket additional insured endorsement or ISO CG 2012 equivalent.

The additional insured endorsement must reflect the County's role as a governmental entity issuing a permit. This excludes the CG 20 09, CG 20 10 and CG 20 33 forms, because the permit applicant isn't performing any work for the County. It also excludes blanket additional insured wordings that refer to written agreements or contracts, because permits are not agreements or contracts.

The additional insured endorsement or blanket policy wordings must be attached to the certificate or the insurance will not be approved.

IMPORTANT NOTICE TO APPLICANT

The permit application will not be approved without having the required insurance in place.

LEGAL DISCLAIMER: This Assistance Memo should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Assistance Memo.



Neighborhood Block Party/Play Street Frequently Asked Questions HOLDERS

CAN I TEMPORARILY CLOSE MY STREET?

Almost any residential road can be closed for a Neighborhood Block Party/Play Street. However, they CANNOT:

- Be an arterial (contact the Public Works Department to see if your road is classified as an Arterial).
- Be longer than one block
- Include an intersection
- Include a bus route

HOW OFTEN CAN I CLOSE MY ROAD?

The frequency depends on you and your neighbor's preferences. At most, you can have a Neighborhood Block Party up to three days per week for no more than twelve hours per week.

WHAT BARRICADES ARE REQUIRED TO RESTRICT NON-LOCAL VEHICLE TRAFFIC DURING A NEIGHBORHOOD BLOCK PARTY?

Please refer to the last page of the application (Typical Block Party/Play Street Road Closure – Traffic Control) for requirements and setup instructions.

CAN I RESTRICT ON-STREET PARKING DURING A BLOCK PARTY OR PLAY STREET?

Yes, if you do not want cars parked on the street during your event, you must rent temporary "No Parking" signs (that must be placed 72 hours in advance of the closure). You can rent these signs from a number of local companies, just search "Signs and Barricades Tri Cities". After setting them up, you will need to complete a verification form and attach the printout to the No Parking signs. This is encouraged for partial block closures to allow vehicles adequate space to turn around.

CAN I TELL DRIVERS THEY CANNOT USE THE STREET?

You need to allow access to anyone requesting it including deliveries, visitors, and emergency vehicles. Simply ask the driver to wait a moment while you ensure people are out of the road.



**Neighborhood Block Party/Play Street
Frequently Asked Questions
NEIGHBORS**

CAN I ACCESS MY HOUSE DURING A BLOCK PARTY/PLAY STREET?

Yes, local access is always allowed. The host is responsible to ensure an adult is available at all times to quickly move the barricades allowing access for local traffic. This includes visitors, deliveries, and emergency vehicles.

WHAT SHOULD I DO IF I HAVE AN ISSUE WITH A BLOCK PARTY OR PLAY STREET ON MY BLOCK?

Occasionally, there can be complaints about Block Parties. Normally, these are related to proper access not provided. For this or other reasons, we encourage you to have an open dialogue with your neighbors to resolve issues directly. If this has not resolved the issue, please send detailed complaints with photos to permits@co.franklin.wa.us and your complaint will be assigned to an inspector.

CAN I PARK MY CAR ON THE STREET DURING A BLOCK PARTY/PLAY STREET?

Yes, parking is not restricted unless the "no parking" a-frames are present 72 hours in advance.

HOW CAN I SHARE FEEDBACK ABOUT THE PROGRAM IN GENERAL?

If you have comments, questions, or general information please email the Public Works Department at permits@co.franklin.wa.us



**Neighborhood Block Party/Play Street
Frequently Asked Questions
GENERAL INFORMATION**

WHAT IS A "BLOCK PARTY/PLAY STREET" PERMIT?

It's just what it sounds like. With this free permit, you can temporarily close your road to through traffic so that you and your neighbors can use the road to create additional public space to play or organize neighborhood activities.

WHAT IS THE DIFFERENCE BETWEEN A "BLOCK PARTY" AND A "PLAY STREET" PERMIT?

We have combined the Block Party and Play Street applications into one permit to provide more flexibility and consistency. The result is one permit. Therefore, you can use this permit for either type of event.

WHO CAN APPLY FOR A NEIGHBORHOOD BLOCK PARTY/PLAY STREET PERMIT?

Anyone can! This permit is for anyone who would like to close their street - including neighbors, schools, or community groups.

WHO PAYS FOR ORGANIZING THE EVENT?

Hosting an event is free! The organizer is responsible for arranging and funding any activities.



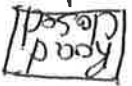
Sandy Ridge Rd

Stop sign

Clark Fork Rd

Under construction
Flathead St
Vacant

Under
Vacant
Construction



40' ←
H | H | H

H | H | H
Alternate
closure



40' →
H | H | H

11703 Clark Ford Rd

Block Party location

Vacant
Under
Construction

Vacant
Under
Construction

Vacant
Under
Construction

Sandy Ridge Rd

