



SPECIAL EVENT PERMIT

2019-09

Events where the county or a municipality is the primary sponsor are exempt from paying the application fees and providing proof of insurance. This special event permit shall expire and be null and void at the conclusion of the event, if any conditions herein are breached, or if the permit is transferred to any other person, corporation, organization, or entity.

EVENT INFORMATION

Event Name: 16 Crossings Trail Run

Event Date(s): 08 June 2019

Applicant: Richard Varela

Event Type: Race

Phone: (435)563-0048

Promoting Entity: Smithfield City Recreation

Email: rvarela@smithfieldrecreation.com

Sponsoring Entity: Smithfield City Recreation

[Signature]

10 MAY 2019

Approved by: Land Use Authority

Date

CONDITIONS OF APPROVAL

- 1. All participants and volunteers shall comply with County Ordinance §8.40 governing special events.
2. Event organizers must comply with the information as submitted in the Special Event application.
3. As necessary, event organizers, staff, participants, and spectators must allow access for emergency vehicles in the case of a wildland fire.

AGREEMENT OF ACCEPTANCE

As the applicant for the special event described above, I hereby agree to comply with all Federal, State, and County laws, ordinances, and regulations before, during and after the event. I further agree to indemnify and save harmless Cache County, its officers, agents, and employees from and against any and all claims resulting from the use of the premises by the Applicant, the Applicant's invitees, licensees, agents and employees. I agree to permit law enforcement personnel the free and unrestricted access to and upon the premises at all times during the event for all lawful and proper purposes not inconsistent with the intent of the permit.

I understand and agree that this permit may be revoked upon breach of any of the conditions herein or at the discretion of the authorized officer. I understand that this permit is not transferable and agree not to transfer my permit to any person, corporation, organization or other entity.

In Accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the above information provided is accurate and complete to the best of my knowledge.

[Signature]

5-13-19

Accepted by: Applicant

Date



CACHE COUNTY SHERIFF'S OFFICE

D. CHAD JENSEN, SHERIFF

Matt Bilodeau, Chief Deputy

Brian Locke, Lieutenant

Doyle Peck, Lieutenant

Mike Peterson, Lieutenant

EMPATHY

FAIRNESS

INTEGRITY

PROFESSIONALISM

RESPECT

RESPONSIBILITY

TRUSTWORTHINESS

To: Cache County

From: Sgt. Greg Johnson

Date: May 7, 2019

Re: 16 Crossing Trail

The Cache County Sheriff's Office has reviewed the event request for the "16 Crossing Trail" scheduled for June 8, 2019. It has been determined that the Sheriff's Office will not staff this event. Public Safety will be handled by the event provider as listed in the application submitted by the event sponsor. The permit can be granted as far as the Sheriff's Office is concerned.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Johnson", written over a horizontal line.

Sgt. Greg Johnson

Laurie Jones - Re: 16 Crossing Trail Run

From: "J. Downs" <downs.jay@gmail.com>
To: Laurie Jones <Laurie.Jones@cachecounty.org>
Date: 4/29/2019 5:44 PM
Subject: Re: 16 Crossing Trail Run

Laurie,

This event appears to meet the needs of EMS.

Thanks

Jay

***** IMPORTANT MESSAGE *****

This message, including any attachments, may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, delete this message, including from trash, and notify me by telephone or email.

If you are not the intended recipient, any distribution or copying of this message, or the taking of any action based on its content is strictly prohibited.

On Mon, Apr 29, 2019 at 2:19 PM Laurie Jones <Laurie.Jones@cachecounty.org> wrote:

Hello,

Please do your appropriate department review for 16 Crossing Trail Run to be held on June 8 and put on by Smithfield City. Please send your reviews back asap.

Thanks,

Laurie Jones
Permit Technician
Cache County Development Services
[435.755.1640](tel:435.755.1640)

Laurie Jones - Re: Hi Heidi,

From: Heidi Flansberg <hflansberg@brhd.org>
To: Laurie Jones <Laurie.Jones@cachecounty.org>
Date: 5/9/2019 11:11 AM
Subject: Re: Hi Heidi,

Laurie,

Sorry it has taken me a bit to get back to you. I was out of the office yesterday afternoon. I have emailed back and forth with Richard a little bit. It sounds like any food they have is going to be prepared at Lee's in Smithfield and catered under the catering permit for Lee's in Smithfield. So they should be good to go. I did give him information on how to apply for a temporary food service permit and where to go for that online in case he decides to prepare something onsite as well as have Lee's provide pre-packages items.

Let me know if you have any additional questions. Thanks so much for your patience.

Thanks,
Heidi

On Wed, May 8, 2019 at 15:32 Laurie Jones <Laurie.Jones@cachecounty.org> wrote:

Hi Heidi,
Do you happen to have an updated on 16 Crossings Trail Run?
Thanks,

Laurie Jones
Permit Technician
Cache County Development Services
[435.755.1640](tel:435.755.1640)

--

Heidi Flansberg Johnson, LEHS
Bear River Health Department
817 West 950 South
Brigham City, Utah 84302
[435-695-2061](tel:435-695-2061) office
[435-723-6747](tel:435-723-6747) fax
hflansberg@brhd.org

Laurie Jones - Re: 16 Crossing Trail Run

From: Heidi Flansberg <hflansberg@brhd.org>
To: Laurie Jones <Laurie.Jones@cachecounty.org>
Date: 4/30/2019 6:17 PM
Subject: Re: 16 Crossing Trail Run

Laurie,

I have reached out to Richard with a few questions regarding the aid stations and food he plans to hand out. If it is determined he needs a temporary food service permit, I will have him apply for one, if not, he'll be ready to go and nothing else will be necessary from the health department.

Please let me know if you have any questions.

Sincerely,

Heidi Flansberg Johnson, LEHS
Bear River Health Department
817 West 950 South
Brigham City, Utah 84302
[435-695-2061](tel:435-695-2061) office
[435-723-6747](tel:435-723-6747) fax
hflansberg@brhd.org

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Laurie Jones
Permit Technician
Cache County Development Services
[435.755.1640](tel:435.755.1640)



CACHE COUNTY FIRE DISTRICT

179 NORTH MAIN, SUITE 309
LOGAN, UT 84321
TEL: (435) 755-1670
FAX: (435) 755-1994

To: Laurie Jones
From: Jason Winn
Date: April 30, 2019
Subject: Special Events

I have reviewed the special event applications for the Little Red Riding Hood and the Cache Grand Fondo. The main concern for the Fire District is the amount of bicycle traffic on the county roads. In the past, bike rides of this size have completely blocked an entire lane of traffic and cyclists fail to yield to emergency vehicles. Please advise the event organizers to recognize traffic safety and the requirement to yield to emergency vehicles.

I have reviewed the special events applications for the 16 Crossing Tail Run, Logan Peak Trail Run and Ragnar. The only Fire District issue is access to the wildland area in the event of a wildland fire. Event organizers and runners need to allow access for emergency vehicles as required.

From: Jared Roos <jared.roos@cachecounty.org>
To: Laurie.Jones@cachecounty.org
Date: 5/2/2019 2:26 PM
Subject: Special Event 16 Crossing Trail Run.

After talking to Joel Merritt at Road Department they won't have anything that will effect this event.

Sent from my iPad



DEVELOPMENT SERVICES DEPARTMENT

BUILDING | SURVEYING | ENGINEERING | GIS | PLANNING & ZONING | ROADS | WEEDS

APPLICATION: SPECIAL EVENT PERMIT

Date Received:	By:	Receipt #:	Check #:	Amount:
				\$75.00

N/A

EVENT INFORMATION

Event: 16 Crossings Trail Run Type: Race

Dates with starting/ending times: 6-8-19 6:30 am - 12:00 pm

AGENT/CONTACT INFORMATION

Agent/Contact: Richard Varela Email: rvarela@smithfieldrecreation.com

Phone: 435-563-0048 Mailing Address: 315 E. 600 S. Smithfield UT 84385

Name of Promoting Entity: Smithfield Recreation

ACKNOWLEDGMENT

In accordance with Title 8 Section 8.40 of the Cache County Ordinance, I hereby submit and certify that the information contained in this application is accurate and complete to the best of my knowledge.

[Signature] 3-22-19
Applicant Date

Application Deadline: Completed application forms must be submitted to the Cache County Development Services Office forty-five (45) calendar days before an event is scheduled to take place. This allows sufficient time for evaluation of the application. Late applications shall be denied unless the applicant demonstrates that compliance with the 45 day deadline was impractical or impossible due to the nature of the event. A special event permit application may be approved and a permit issued to the applicant by the Director upon approval by all the agencies specified in Section 8.40.40.

Authority: Cache County has no authority to approve permits for events other than in the unincorporated area of Cache County. Permits issued by Cache County apply only to the unincorporated area of the county, and if an event crosses into a municipality within Cache County or across the county line, applicants should determine if a permit is necessary in the other jurisdiction.

Right to Deny: Cache County reserves the right to deny permit applications for proposed special events which may pose, or have posed a significant danger or threat to the public health, welfare or safety, or which may result in unreasonable inconvenience or cost to the public. In the event the application is denied, the applicant may appeal to the Cache County Executive.

APPLICATION CHECKLIST

A complete application must include the following unless specified otherwise:

- 1) Completed application form and application fee (\$75 – no refunds) submitted 45 days prior to event. Additional fees for services provided by the Sheriff's Office, emergency services, or others may apply.
- 2) Proposed location, including a plat or map of the proposed area to be used, including any barricade, street route plans or perimeter/security fencing.
- 3) Total number of participants: Estimate must include event staff, participants, and spectators.
- 4) Public health plans, including plans for culinary water supplies, solid waste collections and disposal, and waste water (toilet facilities).
- 5) Proof of insurance in conformance with the County Ordinance 8.40.050(F) minimums: \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$100,000 property damage.
- 6) Fire prevention and emergency medical services plans.
- 7) Security plans and/or law enforcement response.
- 8) Admission fee, donation, or other consideration to be charged or requested.
- 9) Plans for parking
- 10) *If* the event will be held on private property, a current taxation certification for that property.
- 11) Further information may be required by staff, other departments and agencies, and/or the Board/Committee/Council that reviews the application based on the proposed event.

PROJECT REVIEW PROCESS

- The applicant is encouraged to meet with staff prior to the deadline date to discuss the project and ensure that the information submitted is sufficient to provide a complete review of the project.
 - After the application is accepted, information packets are sent to various departments, agencies, and affected municipalities that provide comments and/or approval for the proposed event to the Director of Development Services.
 - In some instances a pre-event meeting may be held with planning staff and representatives from the departments and agencies that provide comments on the project review. Any issues present on a project will be discussed with the appropriate department or agency.
 - A draft permit is made available to the reviewing agencies, affected municipalities, staff, and the applicant.
 - Following agency/department review and approval, and correction of any outstanding concerns/issues, the permit can be issued.
-

16 Crossings Trail Run Permit Application

1) Payment to be brought in.

2) The race will begin at Mack Park and head up Birch Creek Canyon. Participants will stay on the main roads and double track trail. The route is an out and back with the participants returning on the same route they came up on. (See attachment)

3) We will have approx. 100 participants, 5-6 staff and volunteers, and possibly 10-15 spectators with a maximum of 150 people. Spectators will be at Mack Park.

4) Health Plan-

Any food/snacks on the route will be pre-made/pre-packaged. We will have personnel with food handlers permits and one person who is serve safe certified overseeing the food to ensure health standards are kept.

Water-

There will be three aid stations with culinary water in a cooler for participants. We will have culinary water and restroom facilities at Mack Park for all participants, spectators, staff, and volunteers.

Waste-

We will have trash bags at each aid station and our staff will clean up the route on their way back down the canyon. All trash/waste will be packed out and disposed of at the rec center.

5) (Please see attachment)

(6) (7)

Access for emergency vehicles: Ambulances may access the trail from Smithfield Canyon Road and Birch Canyon Road; helicopters may access the trail at the Birch Canyon trailhead (Approximately mile 3.2). We have the key to open the third gate to allow emergency vehicles onto the trail if necessary.

Number and location of first aid stations: There will be three first aid stations throughout the race; one at the start/finish line, one at the Birch Canyon trailhead (approximately mile 3.2), and one at the turnaround (approximately mile 5.8, just before the wilderness boundary).

Medical staffing: Members of the Smithfield Recreation Center are First Aid certified –

List of emergency phone numbers and local hospitals/clinics:

Emergency: 911

Smithfield Police Department: 435-563-8501

Logan Regional Hospital: 435-716-1000

North Cache Valley Clinic: 435-563-4900

Cache Valley Hospital: 435-713-9700

The Smithfield Fire/EMT and Police Departments have been notified of the event and will have a unit nearby in case of emergency.

We will have 3-4 volunteers on mountain bikes with radios riding the trail to assist participants and notify us and emergency personal in case of injury or emergency.

(8) Race entry is \$25-10K and \$40- 11.5 mile route. Fees are per participant.

(9) Parking- Participant, spectators, staff, and volunteers will park at Mack Park where the start and finish line is. There are approx. 65 parking stalls at Mack Park with spots available on the street if needed. The amount of spots is more than enough as the vast majority of participants will carpool.

16 Crossings Trail Run Medical Plan

Access for emergency vehicles: Ambulances may access the trail from Smithfield Canyon Road and Birch Canyon Road; helicopters may access the trail at the Birch Canyon trailhead (Approximately mile 3.2).

Number and location of first aid stations: There will be three first aid stations throughout the race; one at the start/finish line, one at the Birch Canyon trailhead (approximately mile 3.2), and one at the turnaround (approximately mile 5.8, just before the wilderness boundary).

Names and qualification of any medical staffing: Members of the Smithfield Recreation Center are First Aid certified –

Jace Egbert: 435-512-2879

Richard Varela: 801-833-2004

Tyson Mortensen: 385-248-7121

Courtney Egbert: 435-512-5249

Grant Hruby: 208-599-1237

Michaela Uresk: 801-928-1627

List of emergency phone numbers and local hospitals/clinics:

Emergency: 911

Smithfield Police Department: 435-563-8501

Logan Regional Hospital: 435-716-1000

North Cache Valley Clinic: 435-563-4900

Cache Valley Hospital: 435-713-9700

The Smithfield Fire and Police Departments have been notified of the event and will have a unit nearby in case of emergency.

16 Crossings Trail Run

Up and back race starting and ending at Mack Park in Smithfield and traveling through Birch Creek Canyon.

Legend

- 16 Crossings Trail Run
- Smithfield

