

REQUEST FOR COMMITTEE ACTION

HENDERSON COUNTY TECHNICAL REVIEW COMMITTEE

MEETING DATE: March 5, 2024

SUBJECT: Belgian Waffle Ride Special Event Application

PRESENTER: Matt Champion, Zoning Administrator

ATTACHMENTS: 1.) Public Safety Plan
2.) Expo Site Plan
3.) NCDOT Permit

SUMMARY OF REQUEST:

Matthew Busche and Joe Schmalz on behalf of Monuments of Cycling has applied for a special event permit with an anticipated attendance of 1,200 participants. A special event with more than 500 participants requires Technical Review Committee approval. The event is called "Belgian Waffle Ride". The event is to be held at the Kanuga Conference Center on June 22, 2024. The public safety plan submitted lists 25 staff to serve the event.

SUGGESTED MOTION:

I move to approve, approve with conditions, deny the special event permit for Belgian Waffle Ride.



PUBLIC SAFETY PLAN FOR SPECIAL EVENTS

The purpose of this document is to provide special event planners a guide to address potential safety hazards and to identify safety procedures that should be in place prior to an event.

Complete all applicable fields, and identify any fields that are not applicable to the event with an N/A.

EVENT INFORMATION

Name of Event: Belgian Waffle Ride

Type of Event (recreation, athletic, concert, festival, etc): Cycling

Ticketed Event: Maximum Tickets:

Event Sponsor:

Event Location Property Owner: Kanuga Conference Center

Facility Address: 130 Kanuga Chapel Drive

City: Hendersonville

State: North Carolina

ZIP Code: 28739

Event Manager Contact: Matthew Busche and/or Joe Schmalz

Cell Phone: 414-736-5985, 785-393-2027

Email: buschem@gmail.com, joeschmalz@gmail.com

Date(s) of Event: June 22, 2024

Time(s) of Event: 7am and 7:10am starts.

Estimated Daily Event Attendance: 1200

Estimate of largest number of people that will be at the event at the same time: 1200

Description of Event Area: Start/finish area w/ expo and vendors. Food truck(s) at finish.

Additional permits required (Building, Fire, Health, NCDOL, ABC etc)?

YES

If yes, attach specific permit: ABC Permit in process.

Other Critical Event Information:

EVENT STAFFING

Number of Event Staff: 25

Event Staffing Plan (shifts, locations, duties and responsibilities etc):	
Will there be a need for be onsite Fire Services ?	NO
If yes, who and where will they be located at the event?	
Will there be need for onsite EMS/Medical Services ?	YES
If yes, who and where will they be located at the event? ->At the expo in a branded/marked tent.	
Will there be need for onsite Law Enforcement/Security ?	YES
If yes, who and where will they be located at the event? ->As directed.	
Is Fire Watch required for the event?	NO
If yes, what staff are assigned to Fire Watch?	
Are "Trained Crowd Managers" (TCMs) required for the event? (Events >1000 attendees)	YES
TCM Names and certifications attached? Michael Marckx, Randall Coxworth, Phil Tintsman	
Who are other key event staff and what are their roles in an emergency? Course director, aid station support, communications director.	
List any training that will be required for staff prior to the event (including volunteers): none	

EVENT PARKING, INGRESS AND EGRESS		
Description of the Event Parking Plan: Parking at the venue.		
Is there offsite parking?	NO	If yes, where (shuttle description)?
Are Law Enforcement Personnel providing traffic control on roadways?	YES	
If yes, where? There are numerous intersections that will be controlled.		
Are parking responsibilities being contracted to a vendor?	YES	
If yes, what vendor and describe the contracted services: Coordinated by Kanuga Conference Center		
What is the route for emergency vehicle ingress to the event site? Emergency entrance to Kanuga		

How will you maintain the emergency vehicle route, including during pre-event and post-event activities? The main road into Kanuga will remain open at all times, except during the rollout of the event.		
Describe the flow of pedestrians through the event: Parking in designated parking and walking or riding bikes.		
Describe any hazards or restrictions to mass evacuation of the event (fencing, limited emergency exits) and how these hazards will be addressed: There is fencing for the start finish, but it is a small footprint with many entrances/exits		
Provide a separate site plan of the area showing traffic flow, pedestrian flow, parking, event location, security, medical, food, restrooms, sanitation, areas of refuge, and fire locations.		
Other parking and access considerations:		
EVENT ACTIVITIES		
Description of Event Activities: Cycling event around Henderson, Polk, and Transylvania Counties. There will be an expo and registration on 6/21 at Kanuga Conference Center. The event is 6/22 with pre/post ride festivities at Kanuga.		
Will there be tents?	YES	
Individual tents greater than 400 sqft attach permit: N/A		
Will there be items that need power?	YES	
If yes, list the number and sources (permanent, temporary, generator): Generator to power PA system.		
Will there be chemical, environmental or other hazards present?	NO	
If yes, list the type, quantity, exact location at the event, and procedures for managing the hazard:		
Will there be rides?	NO	Inflatable Mechanical
If yes, list the quantity, type, and vendor information:		
Will there be animals?	NO	
Will there be other vendors?	YES	
If yes, will patrons be allowed to handle or touch the animals?		
NO		
If patrons can touch or handle animals, list sanitation procedures:		
Will there be food?	YES	
If yes, provide vendor information: Kanuga Conference Center		
Will there be other vendors?	YES	
If yes, provide all vendor information and location map attachment.		
EMERGENCY RELOCATION AND ASSEMBLY AREAS		

Primary and Secondary Indoor Relocation Area(s): Kanuga Conference Center facilities.
Primary and Secondary Outdoor Assembly Area(s): Tent and infield on Kanuga grounds.
EMERGENCY COMMUNICATIONS
Describe the methods available for communicating an emergency to staff, vendors and the public: mobile phones and PA system.

FIRE PROTECTION AND LIFE SAFETY SYSTEMS AND EQUIPMENT		
Describe the systems in place to assist with an emergency (Public Address System, Fire Alarm or Sprinkler System, etc.): PA system and emergency personnel on site.		
Describe the equipment available to assist in an emergency including quantity and location (First Aid Station(s), Fire Extinguishers, First Aid Kits, Automated External Defibrillator (AED), etc.):		
Describe the time and date of on-site preplanning meeting before event: likely Wednesday June 19th around 10am.		
ADDITIONAL INFORMATION		
PLAN REVIEW AND APPROVAL		
Plan Created By:	Date:	
Plan Reviewed By:	Date:	
Plan Approval	Yes No	Date:

Check List and Instructions:

Plan must be submitted to Henderson County Zoning Administrator no later than 60 days prior to the event.

Plan must be submitted for review with any applicable attachments including

- Event site plan (map)
- Parking plan
- Facility floor plan (evacuation route map)
- Any other applicable permits or attachments

Upon completion and approval of the event public safety plan:

- Keep the plan in a readily accessible location.
- Provide on-site Emergency Action Plan meeting with all appropriate agents before event. • Provide access to the plan to all event staff.
- Allow all event staff adequate time to review the plan.

- Ensure that all event staff understand the plan and their duties as assigned in the plan.

On event day the following procedures will be followed:

Proper electrical and mechanical codes will be utilized at all times.

All event staff will be familiar with emergency procedures and relocation areas.

Required PPE items will be on hand for use, this will include the following; First Aid, Safety Glasses, Safety Vest, Hearing Protection and Flashlights. Event Safety Coordinator will advise on any additional safety items.

Event Manager/Event Safety Coordinator will monitor weather for changes. This will include some type of monitoring alert system such as a weather radio.

All inflatable rides will be inspected prior to start of the event by the Event Manager/Safety Coordinator. All Fire Watch and TCM personnel will begin ½ hour prior to start of the event and remain in effect ½ hour after the conclusion of the event.

All traffic controllers will have the following PPE provided to them: safety vests (minimum level II); safety glasses, flags for daytime use; flashlights or glow sticks for nighttime use; and hearing protection if deemed necessary and communication if deemed necessary.

Event staff working around heavy equipment, generators or any other device deemed by the safety coordinator as producing sound levels greater than 90 decibels will wear ear protection.

Event staff will be informed of procedures to follow related to security issues prior to start of event. All Patron injuries will be tracked and recorded.

All vehicles that are used during the event will have the following: First Aid supplies (as prescribed), fire extinguishers 10lb (A-3, BC-40).

All tents will be equipped at a minimum with appropriate tie downs (includes vendors). All tents will have the following: 5lb (A-2, BC-10) fire extinguishers (mounted) and "No Smoking" signs. There are additional requirements that shall apply based on size, type and location of larger tents. All tent data should be provided during the written or lay out plan.

All ride vendors must comply and pass inspection prior to the start of the event (refer to vendor inspection sheet).

All inflatable rides shall be taken out of operation when any of the following is met: severe weather (that does include rain storms); winds exceeding 25mph; or temperatures that exceed manufacturers recommended design (that is 90° F for most inflatable rides).

Key Definitions:

An **Area of Refuge** is a location in a building designed to hold occupants during a fire or other emergency, when evacuation may not be safe or possible. Occupants can wait there until rescued by firefighters.

The **Indoor Relocation Area** is an interior space that can accommodate the occupants of the event and provide the most protection from outside hazards, the most recognizable threat being severe weather.

The **Outdoor Assembly Area** is an open outside location at least 100 feet from the evacuated facility where occupants temporarily gather following an evacuation in an effort to make sure everyone is out of the building safely. This area should be located away from access points used by emergency vehicles.

Trained Crowd Control (training):

http://www.ncdoi.com/OSFM/Fire_Safety_Programs/Default.aspx?field1=Crowd_Manager_Training&user=Crowd_Manager_Training





STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

January 31st, 2024

Matthew Busche
Race Director
Monuments of Cycling
(414) 736-5985

Dear Mr. Busche,

We appreciate notification of the Belgian Waffle Ride that is scheduled for June 22nd, 2024, in Transylvania, Henderson and Polk counties. Currently, we do not have any scheduled construction or maintenance activities that would interfere with the race. Therefore, we approve of the event and hope that it will be successful.

If you have any questions, please contact me at (828) 631-1152 or swmcdonald@ncdot.gov

Regards,


Spencer McDonald
Assistant Division Traffic Engineer