

TO: City Council Members  
THRU: Drew Nelson, City Administrator  
FROM: Diesel Post, Parks and Recreation Director  
Anissa Caiazza, Recreation and Aquatics Manager  
DATE: April 27, 2022  
RE: Special Event - **Touch a Truck '22**

The Parks and Recreation Department is hosting its **Touch a Truck '22** event on May 21, 2022 at Vandever Ranch. The one-day event is open to the public that Saturday from 10a to 2p with a no horn hour from 10a to 11a. **Touch a Truck '22** is planned to coincide with Colorado Parks and Wildlife & GARNA's Cleanup, Greenup event. Upwards of 200 people are expected to attend.

This event has been hosted by the Department in the past and will feature up to 50 trucks, vehicles, and pieces of equipment from various Salida and Chaffee County industries. This allows kids, especially, to touch, climb, sit, explore, toot, and take selfies with the displayed trucks. Equipment and vehicles from Police, Fire, Public Works, Golf, and Parks and Recreation will be exhibited, as will the REACH helicopter (provided there are no emergencies that day)! Local companies are asked to exhibit their trucks, vehicles, and equipment as well. Non-profit organizations, including a City info tent, will also be on site. Council members are invited to meet constituents at the City tent.

The intent of the event is to raise funds for the Recreation Scholarship Fund, and revenues will be derived from event sponsorships and donations. The Recreation Scholarship Fund provides financial support to Chaffee County families wanting to access our recreation and pool programming.

No liquor will be sold; the siren and vehicle horns require an amplified sound permit; no public right-of-way will be closed to the public; on-site trash will be handled by Parks; food trucks are invited but not yet confirmed. The site will be mowed by Parks staff and the dirt roads will be wet down for some dust mitigation. Adjacent homeowners and businesses will be notified of this event as a courtesy. Some equipment that will be exhibited on Saturday may be loaded in on Friday, May 20th.

We respectfully request your support and approval of this City event. Thank you.

## Special Event application

Event Name \*

Touch A Truck 2022

Event contact name \*

Tina Scardina, Recreation Assistant

Event contact email address \*

tina.scardina@cityofsalida.com

Event contact phone number \*

303-330-1942 cell or 719-539-6738 ext 14

The following questions are similar to the questions that were answered in the online "Park rental and Special event request form". Please provide more detail in this application.

Event location

Vandever Ranch (off CR 104 & US Hwy 50)

Event start date

MM DD YYYY

05 / 21 / 2022

Event start time

Time

08 : 00 AM ▼

Event end date

MM DD YYYY

05 / 21 / 2022

Event end time

Time

04 : 00 PM ▼

Estimated number of people in attendance

200

Please provide a short description of the event

City-hosted event with an estimated 50 pieces of equipment and vehicles exhibited that kids can touch and sit in. Municipal, County, and private sector companies will exhibit equipment. A City tent and a CPW/GARNA tent will be set up with info for the public. Food truck invited to sell. We are partnering with CPW/GARNA's Cleanup, Greenup Volunteer event, and thus are providing adjacent space for their volunteers to deposit trash and debris from the River.

Will food or merchandise be available from any vendor?

- ☐ Yes
- ☐ No
- ☒ Maybe

If yes, food and sale tax licenses must be obtained and possibly a multi vendor permit. Contact the Colorado Department of Revenue for sales tax licenses at (303) 232-2416, and the Chaffee County Public Health Department for food licenses at (719) 539-2124. Vendors must have a fire extinguisher on site. Vendor booths are subject to inspection by the Salida Police and Fire Departments.

Multiple vendor permit

<https://drive.google.com/file/d/1VHVSD9PEo0x-dNvllrrkWRlXr1JaL8o9/view?usp=sharing>

County form:

<https://www.chaffeecounty.org/EndUserFiles/57096.pdf>

Will Alcohol be sold or distributed at your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, please fill out the Application for Special Events Liquor License (available at the link below) and submit it along with the necessary fees. A State of Colorado Special Event Liquor License permit is ONLY issued to incorporated non- profit organizations. EVENTS REQUIRING ALCOHOL LICENSES MUST SUBMIT THEIR APPLICATION AT LEAST 90 DAYS IN ADVANCE OF THE EVENT.

<https://drive.google.com/file/d/1VGNG7tcBM4NP0KCIJ9hZqgrcvuypjPvu/view?usp=sharing>

Will there be amplified sound at your event?

- ☒ Yes
- ☐ No
- ☐ Maybe

If yes, complete the Amplified Sound Permit available at the City Clerk's office or at the link below.

<https://drive.google.com/file/d/1xzs0WynIEqU8bvC9owxr94VwpmhoeLTa/view?usp=sharing>

Are any streets, sidewalks or other right of way closures required for your event?

- ☐ Yes
- ☒ No
- ☐ Maybe

If yes, it is your responsibility to circulate and submit a petition signed by abutting residents/merchants as to their support or non-support of the closure.

<https://drive.google.com/file/d/1V3xAFRIMqozcGrAQsk9QC3BoCltmeO9V/view?usp=sharing>

If yes, please describe the request.

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Will you require any security or law enforcement services specific for your event?

☐ Yes

☒ No

☐ Maybe

If yes, for what purpose (security, traffic, parking or public control, Salida Trail System crossings, etc.? .

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If additional City of Salida Police Officers are requested, they must be requested through the Salida Police Department (719-539-6880).

Where will people park for your event?

on site

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How many additional trash cans are needed for your event?

4 large barrels provided by Parks Department

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Is a quote from a trash service included in your application packet?

☐ Yes

☒ No

Is the Emergency Action Plan included in your application packet?

☒ Yes

☐ No

Have you obtained insurance for your event that lists City of Salida as additionally insured?

☒ Yes

☐ No

Please check that you understand and will adhere to the following requirements:

- ☒ Any violation of the City of Salida Municipal Code or agreements made in the application process are grounds for denial of the Special Events permit in the future.
- ☒ You will be required to have insurance and name the City as an additionally insured party. Because this is often a lengthy process, the City will accept and approve applications pending receipt of proof of insurance.
- ☒ Applicants are also responsible for meeting any other agency requirements. For example, if you are serving food you must meet all Health Department requirements
- ☒ Chaffee County Department of Health requires at least one restroom for every fifty people attending the event.
- ☒ 1 trash can per 50 people is required
- ☒ The event is responsible for emptying ALL trash within the event, including pre-existing city trash cans.
- ☒ All clean up must be completed within 24 hours after the event concludes. If the City has to clean up after the event, a fee will be billed to the organizer.

Digital signature:

Tina Scardina

This form was created inside of City of Salida.

Google Forms





## CITY OF SALIDA

### OVERVIEW OF LOCAL NOISE REGULATIONS & PERMITTING

Chapter 10, Article IX of the Salida Municipal Code (the "Code") establishes regulations and standards for noise within the City of Salida (the "City") to reduce and eliminate unnecessary and excessive noise which would otherwise be detrimental to residents and the community in the enjoyment of life, property, and the conduct of business. Of note, Section 10-9-30(c) of the Code provides that it is "unlawful for any person to emit or cause to be emitted any noise which leaves the premises on which it originates, inclusive of a public premises, crosses a property line and enters onto any other premises in excess" of the specified levels.

Pursuant to Sections 10-9-40(14) and 10-9-80 of the Code, however, the City may specifically exempt a particular noise from this prohibition through the issuance of a noise permit. Such a permit may include limitations and conditions to minimize the adverse impacts of the proposed noise may have on the community or surrounding neighborhood. Such limitations and conditions include, but are not limited to, the following: the hours of operation, maximum decibels, the type of sound amplification equipment, and the type of sound that may be amplified. No permit shall be issued for noise after 10:00 PM, with allowances to go until midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend, and on the Thursday, Friday, and Saturday during the FIBArk Festival.

The issuance of a noise permit is at the sole discretion of the City Administrator or City Council, and the issuance of such permit does not confer any rights upon the permittee other than those expressly authorized by the permit. Violation of any of the conditions or limitations set forth in the noise permit may result in immediate revocation of the permit. Revocation of the noise permit does not preclude the City from seeking any remedies otherwise available under federal, state, or local law.

**Applications for a noise permit must be submitted on the attached "Application for a Noise Permit" form and submitted at least five (5) working days prior to the date for which the permit is sought.**



## CITY OF SALIDA

### NOISE PERMIT APPLICATION

Please fill out the form completely, including by signing and dating the application. Submitting an incomplete application is a basis for denial of a noise permit. Listing a particular type of audio amplification equipment, hours of operation, or any other information below does not guarantee the applicant's right to use such equipment or have an event at a particular time. Whether such application requests have been granted will be indicated in the issued permit.

Applicants may apply for events which are recurring (*i.e.*, live music every Thursday). Any such events should be clearly described as recurring in the event description and should identify all dates on which the event will occur.

Completed applications can be submitted in-person to the City Clerk at 448 E. First Street, Suite 112, or via email to [clerk@cityofsalida.com](mailto:clerk@cityofsalida.com). Applications must be submitted at least five (5) working days prior to the date for which the permit is sought.

#### I. Applicant Information.

Applicant Name:	Touch a Truck '22 Tina Scardina, Recreation Assistant
Applicant Business/Organization:	City of Salida Parks and Recreation Department
Applicant Phone:	303-330-1942 or 719-539-6738 ext 14
Applicant Email:	tina.scardina@cityofsalida.com
Applicant Address:	410 W Rainbow Blvd Salida, CO
Sound Supervisor <sup>1</sup> :	Tina Scardina
Sound Supervisor Phone:	303-330-1942

#### II. Event Information.

Description of Event: Touch a Truck '22 is a municipal event that hosts and exhibits privately owned or public entity-owned vehicles, equipment and trucks for display and interaction. It allows the kids to 'touch', sit in, climb on, and honk the horns on exhibited vehicles. There is an advertised no-horn hour for 10a to 11a, horns and emergency response vehicle sirens blown intermittently thereafter from 11a to 2p.

Estimated Attendance:	200
Date(s):	Saturday, May 21, 2022
Hours of Event:	set up at 8a and clean up by 4p; open to public from 10a to 2p, sound limited to 11a to 2p.
Location of Event:	Vandever Ranch (off CR 104 and Hwy 50) - city owned property

<sup>1</sup> The sound supervisor will be responsible for responding to and immediately addressing noise or other complaints in the absence of the applicant/permittee.



### III. Noise Information.

Type of Noise (e.g., live music, parade):

noise comes from vehicle, equipment, and truck horns and sirens

Type of Sound Amplification Equipment:

no additional after-market equipment will amplify sound, only original horn or siren on the vehicle, equipment, or trucks

### IV. Agreement.

As the applicant for this noise permit, I, Tina Scardina, Recreation Assistant, Parks and Recreation, hereby agree and understand that it is my responsibility to ensure compliance with the conditions and limitations set forth in the permit and all laws, rules, and regulations of the City of Salida, the state, and the federal government. I further agree and understand that any violations of the permit or applicable laws may result in the immediate revocation of the permit. Violations of the conditions and limitations set forth in the permit or applicable laws shall also be grounds for denial of future permit applications. I further understand and agree that the permit and application fee are non-refundable and non-transferrable.

Signature:

Tina Scardina (signed)

Date:

4/21/22

### For use by the City Clerk only:

Application fee received: [ ] Yes [ ] No ☒ N/A

Signature:

Evan Kelley

Date:

4/24/22



**CITY OF SALIDA  
NOISE PERMIT**

Signature by the City Administrator on this noise permit indicates that the noise permit has been deemed granted to the applicant and the requested noise has been so authorized, subject to the conditions and limitations set forth below. Where the conditions or limitations set forth below contradict or conflict with the information contained in the application, the conditions and limitations will control.

**I. Conditions and Limitations Applicable to All Permits.**

The following conditions and limitations are applicable to all noise permits:

- No noise is permitted after 10:00 PM, unless specifically authorized by the City Council following a public hearing. No noise is permitted after midnight on the Fridays and Saturdays of Memorial Day weekend, 4<sup>th</sup> of July weekend, and Labor Day weekend. No noise is permitted after midnight on the Thursday, Friday, and Saturday during the FIBArk festival.
- No noise is authorized in excess of the maximum limit of 85 dB(A), as measured from any point along the property line or within the property line of the receiving premises. Measuring devices shall be those specifically utilized by the City of Salida.
- All amplification equipment shall be arranged so as to minimize the disturbance to neighboring properties, and permittees shall take reasonable measures to baffle or reduce noise impacts to neighbors.
- No outdoor amplified sound shall be permitted between November 1 through May 1.
- A maximum of sixty (60) amplified sound permits may be granted to same location during a single calendar year, unless additional permits are specifically authorized by the City Council following a public hearing.

**II. Conditions and Limitations Applicable to this Permit.**

The following conditions and limitations are applicable to this noise permit:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**III. Expiration.**

This noise permit is issued for the following dates and expires on the following date:

Date(s): 05/21/2022

Expiration: 05/22/2022

**For use by the City Administrator only:**



Application granted: ☒ Yes ☐ No

Signature: \_\_\_\_\_

Date: 04/25/2022

## Salida Special Event Emergency Action Plan

I, the undersigned, agree to comply with the following Emergency Action Plan to the best of my ability. The first person on this list will be the designated Emergency Manager and will take responsibility for public addresses and instruction to the event participants.

Emergency Manager (1 lead, 2 alternates)	Contact info 1	Contact info 2	Signature
1. Tina Scardina / Ryan Wiegman	303.330.1942	719.539.6738 ext 14	
2. Anissa Caiazza	719-221-0852		
3.			
4.			

Please complete the following template according to your Events plan and location.

The following procedures should be followed in the event of an emergency.

### Communications

1. The manager or designee will communicate the designated evacuation space to participants at the beginning of the event.
2. The Emergency Manager will communicate to the event participants in an emergency with a  
xBull Horn  
☐ PA system  
xEmergency level voice

### Fire

1. Call 911
2. Assist injured or disabled personnel.
3. Evacuate the building. Activate emergency shutoffs if available.
4. Attempt to use a fire extinguisher only if you have been trained.
5. Evacuate participant to

### Medical Emergency

1. Identify the medical emergency.
2. If life threatening, call 911.
3. Administer first aid if properly trained.
4. Evacuate the injured person to HRRMC, Salida, CO

### Violent incident

1. Call 911.
2. Attempt to avoid the situation – move participants away
3. Try to deny contact-evacuate to Colo Parks and Wildlife Office – 7405 US Highway 50  
lock/block doors, turn off lights, silence phones.
4. If necessary defend - distract, attack, subdue.

### Severe Weather/Natural Incident

1. Move participants away from threat if possible.
2. Evacuate to US Highway 50 to leave site, or go to own cars parked on site.
3. Call 911

### Urgent Situation (suspicious person, package, activity or bomb threat)

1. Call 911.
2. State who, what, where, when, why, and how situation occurred.
3. If bomb threat, turn off all electronics.