



COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM REQUEST FORM

The Board of County Commissioners meets the 1st and 3rd Thursday of each month in the Columbia County School Board Administrative Complex Auditorium, 372 West Duval Street, Lake City, Florida 32055. The first meeting of every month is at 9:30AM while the second meeting of every month takes place at 5:30PM. All agenda items are due in the Board's office one week prior to the meeting date.

Today's Date: 8/8/2024 Meeting Date: 8/15/2024

Department: Zoning Department

1. Nature and purpose of agenda item:

Special Event Permit by Colin Maki to hold a Sky Lantern event on October 19, 2024. Event to be held on Racetrack Rd.

2. Recommended Motion/Action:

based on comments from Assistant Fire Chief - recommendation is to deny

3. Fiscal impact on current budget.

This item has no effect on the current budget.



Columbia County Gateway to Florida

FOR PLANNING USE ONLY	
Application # STUP	<u>ST# 240609</u>
Application Fee	\$500.00
Receipt No.	_____
Filing Date	_____
Completeness Date	_____

Special Temporary Use Permit Application for a Special Event

A. PROJECT INFORMATION

- Project Name: The Lights Fest
- Address of Subject Property: 287 SE Race Track Lane, Lake City, FL 32025
- Parcel ID Number(s): 21-4S-17-08638-002
- Future Land Use Map Designation: _____
- Zoning Designation: A-3
- Acreage: 25 Acres
- Existing Use of Property: Dirt Racing Track
- Proposed Use of Property: Festival, Music, Fireworks
- Duration of Proposed Temporary Use: 1 Day per event

OCTOBER 19th 2024

B. APPLICANT INFORMATION

- Applicant Status Owner (title holder) Agent
- Name of Applicant(s): Colin Maki Title: Director
 Company name (if applicable): The Lights Fest
 Mailing Address: 1594 talon Dr.
 City: Logan State: VT Zip: 84321
 Telephone: (435) 435-760-5648 Fax: () Email: MAKI@THELIGHTSFEST.COM

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

- If the applicant is agent for the property owner*.
 Property Owner Name (title holder): Tom BELL
 Mailing Address: 287 Race Track Road, Lake City, FL 32025
 City: Lake City State: FL Zip: 32025
 Telephone: () +13867548800 Fax: () Email: northfloridaspeedway.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

***Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.**

C. ADDITIONAL INFORMATION

- 1. Is there any additional contract for the sale of, or options to purchase, the subject property? If yes, list the names of all parties involved: NO If yes, is the contract/option contingent or absolute: Contingent Absolute
- 2. Has a previous application been made on all or part of the subject property:
 - Future Land Use Map Amendment: Yes _____ No _____
 - Future Land Use Map Amendment Application No. CPA _____
 - Site Specific Amendment to the Official Zoning Atlas (Rezoning): Yes _____ No NO
 - Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z NO
 - Variance: Yes _____ No _____
 - Variance Application No. V _____
 - Special Exception: Yes _____ No _____
 - Special Exception Application No. SE _____

CI. ATTACHMENT/SUBMITTAL REQUIREMENTS

Certain uses are of short duration and do not create excessive incompatibility during the course of the use. Therefore, the Land Development Regulation Administrator is authorized to issue temporary use permits for the following activities, after a showing that any nuisance or hazardous feature involved is suitably separated from adjacent uses; excessive vehicular traffic will not be generated on minor residential streets; and a vehicular parking problem will not be created:

- 1. In any zoning district: A temporary business, as defined within these Land Development Regulations. At least thirty (30) days prior to the commencement date of the temporary permit, the applicant shall submit an application to the County, which shall include the following information.
 - a. the name and permanent address or headquarters of the person applying for the permit;
 - b. if the applicant is not an individual, the names and addresses of the business;
 - c. the names and addresses of the person or persons which will be in direct charge of conducting the temporary business;
 - d. the dates and time within which the temporary business will be operated;
 - e. the legal description and street address where the temporary business will be located;
 - f. the name of the owner or owners of the property upon which the temporary business will be located;
 - g. a written agreement containing the permission from the owner of the property for its use for a temporary business must be attached to and made a part of the application for the permit;

William Goodin

From: Lance Hill
Sent: Thursday, July 18, 2024 12:50 PM
To: William Goodin; Jeff Crawford; Chad Williams; Joel Foreman; Troy Crews; Everett Phillips
Cc: Karen Aiken-Smoot
Subject: RE: application review
Attachments: SkyLanterns (2).pdf

CCFR cannot grant our approval of this event due to numerous concerns with these types of sky lanterns. US Forestry has grave concerns with their use, Florida Statute prohibits them, see below, Florida Fire Prevention Code prohibits the use of sky lanterns, and NFPA does not recommend the use of sky lanterns under any circumstances, see attached flyer. CCFR will follow these recommendations and suggest that this permit not be approved with the use of Sky Lanterns in Columbia County.

Florida Statute 791 FSS 791.02 (1)- Except as hereinafter provided it is unlawful for any person, firm, co partnership, or corporation to offer for sale, expose for sale, sell at retail, or use or explode any fireworks. FSS 791.01 (4)(a) Definitions- "Fireworks" means and includes any combustible or explosive composition or substance or combination of substances or, except as hereinafter provided, any article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation. The term includes blank cartridges and toy cannons in which explosives are used, the type of balloons which require fire underneath to propel them, firecrackers, torpedoes, skyrockets, roman candles, dago bombs, and any fireworks containing any explosives or flammable compound or any tablets or other device containing any explosive substance.

Florida Fire Prevention Code NFPA 1:10.10.9.3 (2018 ed) The use of unmanned, free-floating sky lanterns and similar devices utilizing an open flame shall be prohibited.

*Thank you,
Lance Hill
Assistant Fire Chief
Columbia County Fire Rescue
509 SW Bascom Norris Dr.
Lake City, FL 32025
P: 386-754-7071
C: 386-965-3113
F: 386-754-7064*

From: William Goodin <wgoodin@columbiacountyfla.com>
Sent: Wednesday, July 3, 2024 12:37 PM
To: Jeff Crawford <jeff_crawford@columbiacountyfla.com>; Lance Hill <lhill@columbiacountyfla.com>; Chad Williams <chad_williams@columbiacountyfla.com>; Joel Foreman <jforeman@columbiacountyfla.com>; Troy Crews <troy_crews@columbiacountyfla.com>; Everett Phillips <ephillips@columbiacountyfla.com>
Cc: Karen Aiken-Smoot <ksmoot@columbiacountyfla.com>
Subject: application review

See attached application for a special event on October 17, 2024.
Please review and comment back to this office by July 31, 2024



Sky Lanterns Safety

Sky lanterns have become increasingly popular as a way to celebrate. However, they pose a serious fire safety hazard and their use is prohibited by National Fire Protection Association code requirements.

- »»» The lanterns are made of oiled rice paper with a bamboo frame, materials that can easily catch on fire.
- »»» A candle or wax fuel cell is used with the device.
- »»» The lit flame heats the inside of the lantern, causing it to rise into the air.
- »»» Once lit and airborne, it can travel over a mile in distance.
- »»» Wind can affect the sky lantern, blowing the sides, forcing the hot air out and sending the flaming lantern back to the ground.
- »»» These lanterns have the potential to cause fires.
- »»» A flaming lantern can drop onto a rooftop, field, trees or power lines before the flame is fully extinguished.
- »»» A destructive fire can result when a flaming lantern reaches the ground during dry conditions.
- »»» Sky lanterns should not be used under any circumstances.

Recent fires

A **sky lantern** landed on the canopy of a country club, igniting the canopy.

Two sky lanterns landed in forested land impacting valuable wildfire firefighting resources.

Name of Organization Here

Contact Information Here



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169



THE LIGHTS FEST

This family oriented event is the fastest growing festival of its kind in the nation. There are many things that sets our event apart, but the biggest one is the feeling and emotion that comes when seeing the magical sight of the lanterns float into a starlit sky. These moments shared with friends and family are not soon forgotten and last a lifetime. We are proud of the fact that we have a very high percentage of customers who return to experience the event multiple times when we return to their area. Music festivals and races are easy to find, but The Lights Fest has proven to be the most uplifting and magical night families can experience together.

Our Company

What are Special Event Lanterns?

Our Mission Statement and FAQ's

OUR UNIQUE SPECIAL EVENTS LANTERNS

Safety is our number one concern

As a company, we take great pride in ensuring the safety of our participants. We use non-standard, customized lanterns that stay in the air for a short period of time. In Comparison, Traditional Lanterns often climb to an altitude in excess of one mile, and travel multiple miles away from their original launching point. At The Lights Fest, we have engineered our lanterns to produce a limited flight time (on average, reaching a height of 250-300 yards and traveling a distance of 300-500 yards from their original launching point). Because our lanterns are customized, we are able to ensure that they will land within the designated property, for easy retrieval. They are made from non-flammable and biodegradable materials, aiding in the protection of our participants and the environment. (Upon request, we are willing to provide demonstrations before the event date) Any child under the age of 16 cannot light the lantern without supervision from a parent or guardian. We will never produce or take part in any event without the help of the local fire marshal and fire department. Wind Factors: The Lights Festival will not authorize the launch of lanterns if wind speeds exceed 15 miles-per-hour. If wind speeds don't reduce, The Lights Festival will cancel the Launch and reschedule it for a different date and time. Sustainability: All lanterns are biodegradable (asbestos-free) and Eco-friendly. The Lights Festival uses no metal wiring, nor any materials that could bring harm to the environment.

Special Event Lantern Indoor Test report Video [Click Here](#)

Special Event Lantern Outdoor test Video [Click Here](#)

MISSION STATEMENT

Providing a safe family event

Our mission at Vive Events has always been to produce an evening event where friends and families can build life long memories together. We have engineered our lanterns using state of the art safety protocols. Our lanterns are unique and are not available to purchase by the general public. These lanterns have a low burn time, and the improved burn pad lands with zero to little heat. If the burn pad has a flame the lantern is in the air. We take great pride in the time and resources dedicated to the design and manufacturing of our lanterns. However, we know that without an extremely thorough fire protocol and execution we would never feel agree to producing an event. Our Safety and Fire plan is what allows us to produce The Lights Fest at locations where others are unable to do so safely. Our events are located on both public and private properties outside city limits to ensure safety and avoid possible damage. All venues and property owners are familiar with the event and have agreed to host The Lights Festival. No lantern will ever interfere with airports, power lines, city buildings, or neighborhood houses. All lanterns will be cleaned off the property within 24 hours of launch. Clean Up: The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

Clean Up

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

FREQUENTLY ASKED QUESTIONS

WHAT IS THE LIGHTS FEST?

The Lights Fest is an experience where thousands of friends and families gather to listen to live music, fill up on food trucks and light up life by sharing personal wishes, dreams and goals. At the perfect moment, everyone ignites their personalized sky lanterns with Tiki torches and lets them take flight. It creates a surreal ambience, where time slows down and your single flame rises and joins with thousands of others to Light the Sky.

IS THIS SAFE?

Yes! Even though we utilize extremely safe, custom lanterns, we hire outside fire professionals who specialize in wildfire control throughout the US. These certified personnel help us better understand each individual region, and provide us with customized fire action plans and the onsite resources to combat any situation.

HOW DOES THIS EVENT AFFECT THE ENVIRONMENT?

The Lights Fest is dedicated to leaving a positive impact on everyone who attends our event. We are also dedicated to leaving a positive impact on the environment. We have a dedicated cleanup crew, waiting in the landing zone, whose focus is collecting lanterns after the event. All events are strategically located outside of populated areas where there is open space. We've engineered our lanterns for low flight and landing-site predictability. After the event, we have a large cleaning crew, picking up the lanterns. Our lanterns are 100% biodegradable, so in the rare chance that we miss one, they are designed to quickly disintegrate. Our "Leave No Trace Policy" allows us to make sure that our venues look the same after we leave as they did before we arrived.

WHEN AND WHERE CAN I LAUNCH MY SKY LANTERN?

Due to safety concerns, Lanterns are only permitted to be launched at the authorized time and place. Lanterns are not to be purchased for use outside of the venue. Participants who fail to abide by these rules may be subject to prosecution by local fire authorities and law enforcement.

CAN I EXCHANGE MY TICKET FOR A DIFFERENT DATE OR LOCATION?

Unfortunately, our ticket platform does not allow for tickets to be transferred to a new date or location.

REFUNDS AND TRANSFERS

Though we don't allow refunds, we've made it simple to transfer your purchased ticket into a new name. The new ticket holder will just need to bring their transferred ticket to "Check In", and fill out a new waiver before being admitted into the event.

WHAT IF THE EVENT IS CANCELLED?

In the unlikely occurrence that we cancel an event, our policy is to return to the city within three months of the original date. You will be contacted via email with updates and a new itinerary.

ALCOHOL

Alcohol is not permitted at the event. Venues and their owners may request to serve alcohol. Vlive Events, LLC does not provide licensing and permits to serve alcohol on our behalf. Property owners will be required to have all documents and permits before any alcohol can be sold.

WHAT TO BRING?

Make your experience comfortable by bringing collapsible chairs, blankets, etc. If you want to travel light, feel free to purchase these items at our on-site merchandise tent.

WHAT'S IN MY SWAG BAG?

Each adult ticket purchase comes with a Sky Lantern, and a burlap sack containing a marker, key-chain, and flashlight.

VIP vs EARLY BIRD REGISTRATION

The difference between the "VIP" ticket and the "Early Bird" ticket is the price. Those who have managed to save their spot on their city's event page will get VIP access to registration. After VIP tickets are sold out, early bird registration will begin, followed by other pricing tiers.

ANIMAL ATTENDEES

We love your pets! ... but they're not allowed at the event. We do make exceptions for service animals with their current NSAR paperwork. Keep in mind that loud music and the possibility of fireworks may provide an uncomfortable atmosphere for your service animal.

WHY IS THE EVENT NOT LOCATED IN THE ACTUAL CITY LISTED?

Due to safety regulations, The Lights Fest is unable to hold events within city limits. To ensure we produce a safe and magical evening, Fire Marshals require our events to be held at venues with sufficient acreage and away from homes and businesses.

IS THE LIGHTS FEST A CHARITY?

The Lights Fest is an event produced by Vlive Events. We are a for-profit company with a dedication to making a lasting impact in each community we visit. For this reason, we partner with local charities and causes wherever we go. Visit the Events section of our website to see who we have partnered with. Feel free to send us an email at charities@vliveevents.com to share your suggestions for ways we can help your community!

HOW CAN I CONTACT THE LIGHTS FEST?

Send us a message on Facebook - <https://www.facebook.com/thelightsfestival/> Send us an email at - info@thelightsfest.com

Event Day Protocol

Set-up, timeline, and Lantern test run

Set-up and Event Time-Line

(Depending on Night fall- Event starts 4 hours before night fall.)

Event Schedule – (Below is an example. Times will vary depending on location.)

Friday –

8:45am – Staff arrive on site for set up.

9:00am – Vendors arrive to drop off equipment.

5:00pm – Staff off site for the day.

Saturday –

12:00pm – Staff arrive onsite site.

1:00pm – 2:00pm – Food vendors arrive.

2:00pm – Parking team arrives.

2:30pm – Volunteers arrive.

2:30pm – EMS and Security arrives.

3:00pm – Police arrive for traffic control.

3:30pm – Gates open.

6:30pm – Fire arrives.

7:39pm – Sunset.

8:10pm – Estimated launch time.

8:30pm – Labor begins clean-up of lanterns.

9:00pm – Staff begins tear down.

11:00pm – Staff is off site for the day.

Sunday –

9:00am – Staff arrive to finish tear down and clean up.

4:00pm – Venue clean and ready for a final walk through.

Monday –

Ideally equipment will be removed by the end of the day.

If you have any questions regarding products or services, please send an email or give me a call

Event day Lantern Test run

FIRE

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with two fire professionals, Tender Truck, (or type 6 truck) and the Fire Action Plan.

TEST RUN

Before any participant can light the lantern, we ensure the flight and landing location is marked and the proper fire personnel by running one or more test lanterns. We will have the fire personnel mark the location from the festival area and be ready before the events begin. This process is for precautionary measures and our team of fire personnel will be equipped with all-terrain vehicles, or Razors, as they are commonly known. We equip the fire personnel with fire extinguishers and any other tools needed. We also have dedicated staff from The Lights Fest and our volunteer teams set up and prepared to help in any way possible.

Clean-up Plan

Bullet points of our cleaning process

- Cleaning will begin at the end of the Lantern Ceremony. Times vary depending on night fall. Cleaning can begin as early as 8:30 to 10:30.
- Staff will begin clean up process after event.
- Focused areas will be landing area of our Special Event Lanterns and Festival area
- Staff returns Sunday. All areas from Lantern landing location and festival area are cleaned to ensure completion.
- Monday will be included for cleaning day. Our over-night Manager will be in charge to have cleaning completed.
- Saturday cleaning times: 8:00 pm to 12:00 pm.
- Sunday cleaning times: 9:00 am to 5:00 pm.
- Monday cleaning times: 9:00 am to 2:00 pm (may vary depending on needs).

Clean-up Video

Bio-degradable Lanterns

Parking Plan

- **Time Zones-** Leading up to the event. When people buy their ticket, they will select a time zone. 2 hours before the event starts. Each time zone is 30 min long. This will help with the flow of traffic.
- **Parking -** We will have 20-35 parking staff working all of parking.

Fire Department

Role and Safety

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with at least two fire professionals. Depending on the needs and requirements, we can provide such equipment as, Tender Truck, (or type 6 truck) and the Fire Action Plan or Fire Assessment plan.

EMERGENCY MANAGEMENT

Traffic control plan, site map, and emergency plan

Keeping the safety of participants is the most important factor in any public event. We follow the same guidelines that many counties and townships require. Here is the list of essential services we hire and account for at each event:

- copy of the medical contract
- copy of the security contract
- copy of the Fire Department's contract
- Contact person of who will be working the event.
- Medical Plan: Indicating the number medical personnel on the application and provide a copy of the contract.
- Indicate the location of the medical station and dedicated emergency medical/fire ingress and egress route(s).

Maps: Site map(s) of the event indicating the following:

- Parking plan: parking area(s) and ingress/egress routes
- Property lines
- Adjacent roads
- Food and event booths
- Restrooms • Medical station
- Medical/fire ingress/egress routes
- Existing structures, including any fencing
- Temporary structures (e.g., tents, stage(s), bleachers, etc.) • Location for security command post

POLICE

Providing Security, and traffic control

Police play a key role in safety of our participants. From the moment they arrive to the event the Police will help with traffic control on major intersections and provide us with their knowledge of where we need to pay more attention to helping participants arrive safe and on time. Having police at the festival area helps to ensure the standard of keeping the event a family safe event. Items that we can provide:

- Contact, coordinate and schedule officers
- Hire State or Local Police troopers for event (average of two to three depending on venue).
- We will provide copy of the contract/letter of Security Company working this event.
- Ensure approval through the Sheriff's Office

PUBLIC HEALTH

Restrooms, and Medical assistance

Health of the people at our events is something that we go above and beyond the call of duty to ensure. The correct minimum number of restrooms, medical personnel with ambulance, and the health of others at top concern is crucial to returning. Some of the things that may need to provide:

contract signed by applicant and the provider. If there is no formal contract, we would need a letter or email from the provider.

- Will need to provide Medical Personnel with contract or Invoice
- Scheduled the correct number of Restrooms and Handicap restrooms
- Each participant will be tested to check temperature at check-in tent.

- All participants will be required to wear masks.
- Participants will be asked to only sit with the people or persons they came with.
- Tiki torches will be in a 20x20 squares to promote social distancing

PUBLIC WORKS

Department of Transportation

We partner with Public Works to make sure we have the best Traffic Control Plan. The insight they provide help make our event run smooth from the moment participants arrive to park their vehicle. Public Works help by pointing out any areas that need police or parking assistance. Commonly needed items to provide Public Works Division:

- Provide any "DOT" permit that is required
- Provide traffic control plan and a map showing the setup of traffic control, and where all the signs and cones will be located.
- Show handicap parking

RISK MANAGEMENT

Certificate of Insurance (COI)

Insurance is a must for any large public event. As we plan for a safe event we know we must have insurance. The "COI" will be provided for every event. We will provide 2 million General Aggregate and 1 million Occurrence. We'll provide your department with any, if not more, from the list below:

- We will provide the needed insurance certificate
- City or Country will be named as additional insured on certificate (located on the lower left hand corner of the insurance certificate)

ENVIRONMENTAL HEALTH AND FOOD

Food Trucks and permits to sell

The Lights Fest strives for the safest in food vending. We provide the Health and Food department with certifications, and permits for each of our food vendors. They must comply with local laws to sell food at our events. Typically, we hire 10 to 18 food trucks. This depends on total number of expected participants. Requirements typically needed:

- Require list of all participating food trucks and food vendors.
- All Vendors provide county or city permit requirements.
- Providing the list of vendors will be submitted to county or city

Clean Up

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long

term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

BUILDING SAFETY

Necessary site plan, stage location, parking, generators, etc

The Lights Festival will provide your department with the necessary site plan, showing location of stage, parking, and booths. Any specs needed about our mobile stage can be provided. If the department needs building permit completed, we can provide that with the additional information above. By having a clear understanding of the map layout, both parties can ensure a smooth and safe event.

- Building Permit
- Site plan, showing location of stage, generators, parking and booths
- Specs and information regarding the stage
- Identify ADA parking on site plan

Important Documents

Insurance, MSDS, Testing and Videos

THE
LiGHTS

