

# Site Use & Access Rules & Procedures for Woodstock Farm

*All notices and rules posted below are subject to change at the discretion of the Director of Parks and Recreation. Woodstock is open to the public on a limited basis. Access and site planning is underway; please bear with us in the years that plans and policies are being developed for this site. 7/5/08*

## 1. GENERAL RULES & CONDITIONS

**Access in General.** Access by motor vehicle is restricted; a limited number of permits are issued to parties helping to maintain or improve the site or visiting as part of an approved site partnership agreement. (See part 3. below.) Walkers & bicyclists are welcome to visit Woodstock Farm without a permit.

The nearest public auto parking is at the North Chuckanut Mt. Trailhead .4 miles to the northeast. Visitors can walk to the site along the Interurban Trail and Spokane Street (from the trailhead parking lot and elsewhere) or they can bicycle along the Interurban Trail or Chuckanut Drive. See ***Getting to Woodstock*** on the City of Bellingham Parks Department website for more information. At most times only the unfenced parts of the site are open to the public; the closed areas are used as sheep pasture and the beach and cliff areas are presently closed to the public.

Ridesharing and shuttling from the North Chuckanut Mt. Trailhead parking lot and other locations is encouraged for all staff-monitored and permitted uses of the site. Single-occupancy motor vehicles are discouraged, to mitigate traffic congestion and impacts on the site and to encourage use of alternate transportation.

**Drive In and Use Permits.** Private motor vehicle visitors to Woodstock must have a written permit for entry or must enter the site under the oversight of Parks Department staff. (See part 3. below.)

**Visitor and Volunteer Sign-in At Information Station.** Un-permitted visitors are requested to sign-in at the Gates-Lee House information board; permit holders are required to sign-in. The purpose of signing-in is communication of posted site rules, enforcement and monitoring of permit provisions, mitigation of trespassing and theft, and documentation and facilitation of volunteer contributions and documentation of casual visitor numbers. Work party organizers must also have participant-visitors sign in.

**Public Phone Service.** There are NO PUBLIC PHONES on the site; users must supply their own cell phone. Permitted groups are required to have a cell phone available to group leaders.

**Toilets.** A toilet is currently located in the basement of the barn. It is rustic and not handicapped accessible. A fully accessible portable public restroom must be arranged for events fully serving the public. The Gates-Lee House toilets are accessible only under permit arrangements.

**Garbage.** All site users and visitors must collect and remove all packaging, waste and litter resulting from their visit and activities. Supply your own trash bags to make this easy.

**Dogs.** Visiting dogs are not allowed due to the Farm's wildlife and its sheep. The sheep periodically graze and move outside of the fenced pastures. Species using adjacent public properties and tidelands are very sensitive to disturbance by dogs. (There is significant use of the area by fish and birds during migration, spawning and roosting periods. Otter mink and other species frequent the shore. Historically low rates of compliance with leash laws compounds dog problems with wildlife and shared use of narrow trails and small lawn areas).

**Caretakers.** Contact the caretakers only in an emergency. Caretakers occupy the "Cook's House" (the first house on driveway when entering), the brown "Cowman's Cottage" below the barn, the "Chicken House" cottage below the Gates-Lee House and the "Maid's Apartment" in the bottom of the Gates-Lee House. Emergency contact information is posted in the Barn, Garage and Gates-Lee House kitchen.

**Use Fees.** In order to help defray costs of cleaning, supplies, and utilities, the City of Bellingham reserves the right to establish and collect fees for permitted events or building uses.

**Use of Indoor Areas.** Use of indoor spaces is generally limited to walk-through enjoyment and brief visitation only, unless City, caretaker or partnering public agency staff are present, in which case small gatherings may be permitted after staff orientation. Typical uses are open-door, fair weather occupation of the barn and garage. Use of the Gates-Lee House fireplaces is presently prohibited. Use of the Gates-Lee House and Barn Apartment kitchens, typically for outdoor serving, may be arranged by permit or used under staff oversight; clean-up and trash removal are required as provided for in the permit.

**Cooking, Camping, Outdoor Barbeques etc.** Camping and meal activities conducted by or for volunteer work parties and as site-promotion or recreation program activities may be allowed, subject to arrangements for clean-up, sanitation, supervision, safety etc. The intent of staff-supervised and permitted camping and picnicking is to increase the productivity and comradery associated with volunteer efforts and to provide recreational services to the community. A campfire may be possible, subject to fire regulations and support staff availability.

## 2. SITE ACCESS AND USE BY FOOT AND BIKE TRAVELERS

**Present and Future Access.** Bicyclists and walkers may reach the site using the Interurban Trail. Experienced roadway bicyclists can also reach the site via Chuckanut Drive. (See **Getting to Woodstock.**) Walk-in and bike-in visitors do not need a permit to visit the unfenced parts of the site but are requested to sign in at the Gates/Lee House information board.

With eventual provision of a new foot trail between the Farm and the North Chuckanut Mountain Trailhead, Woodstock Farm will be integrated into a shoreline trail system and walkers will find it easier to reach the site than using today's Interurban Trail route. Trail users will eventually be served by Farm-site amenities such as shelters, picnic tables, restrooms etc. located in the central building compound.

**Areas Where Walking Is Allowed; No Bicycling Off of Paved Surfaces.** Walking is allowed on all unfenced areas accessible from Woodstock driveway, and in accordance with signing posted. No walking is allowed in fenced pasture areas except by permit or during special events or as indicated by signing. No bicycling is allowed off of paved surfaces.

## 3. PERMITTED AUTO AND GROUP ACCESS TO WOODSTOCK FARM

**General.** The automobile gate at Chuckanut Drive may be locked or closed at any time at the discretion of caretakers or Parks Department staff. Permitted users will be instructed how to operate the gate and with respect to other permit obligations.

**Parks Staff, Contractors and Caretakers.** Parks Department staff and contractors, and site caretakers and their guests, are categorically permitted to drive onto the Woodstock property with the following stipulations:

- Before directing more than 5 contractor or staff vehicles to the site, the responsible City staff are advised to contact the Parks Department site managers (presently Tim Wahl and Heather Michael) or Parks Administration receptionists to reduce potential conflicts and congestion. The site managers can contact or identify caretakers and check if parking is committed to others. Staff parking cannot be guaranteed except through a reservation made through the site managers or Parks reception staff.
- Caretakers should coordinate with the Parks site managers (now Tim Wahl and Heather Michael) when planning events involving more than 2 guest vehicles.

## **Non-staff Auto Access & Group Use Permits.**

**Note: Walkers & bicyclists are welcome to visit Woodstock Farm without a permit.**

Permits are required for private vehicles and group uses and will be issued as staff and oversight resources permit under the following circumstances. These arrangements can include limited use of certain indoor and outdoor spaces.

Permits are issued based on the availability of staff to process and oversee permit provisions.

### **Group permits will be considered only if the proposed visit:**

1. Familiarizes an actual or potential partnering or supporting group with the site, or
2. Results in the ultimate physical improvement of the site for its increased use by the general public, or
3. Results in new information or products concerning the site which will ultimately improve its management for the public or which will enhance its value, appreciation and interpretation by the public, or
4. Accommodates a public agency group able to arrange ridesharing and special access measures and able to provide or pay for required support services for all users, and
5. Involves minimal impacts to SR 11 highway traffic, site ground cover and slopes, wastewater systems, natural resources, staffing and oversight.

### **To Request a Permit for Use of Buildings, Specific Yards or Surfaces and For Auto**

**Access:** Call City Parks and Recreation Department at 360-778-7000.

**Group Leaders Holding Permits Must Ensure Compliance.** Permits are issued via e-mail to group leaders who are responsible for informing their group members of permit provisions and ensuring that permit terms are honored. A signed copy of the permit must be provided to the Parks Department prior to its use or, alternatively, the permit holder must activate the permit by e-mailing an acknowledgement of permit acceptance to the Parks Department. In the case of drop-in, open-schedule permits issued to individuals or small groups (such as artists, data collectors, and special project personnel) for periodic visits to the site over longer periods, one member of every automobile party must carry a copy of the permit and be familiar with its terms.

**Regular Site Use by Organizations is Limited.** Due to limited staff and the transitional status of the site, regular, repeated meetings by community or agency groups to conduct ongoing, general business not related to the site are not allowed at present. Any use of the site for a series of meetings will be governed by a written permit that outlines clean-up and stewardship duties and

specifies what services or benefits will be provided to foster public use and enjoyment of the site.

**Approval Required for Advertising of Site Activities by Permitted Groups.**

Organizations permitted to use the site shall not advertise their event or activities in public news media except with approval from the City. This is due to the challenging nature of automobile access. The City seeks to ensure that advertising promotes ridesharing and clearly promotes a viable ridesharing, shuttle, or nonmotorized access plan.

**Winter Access by Automobile; Possible Driveway Closure Due to Ice or Snow.** Group uses involving private autos will be discouraged during the winter—between October 31 and February 28—due to potential slippery driveway conditions and darkness. The driveway is subject to closure due to ice and snow at any time during the winter. Any parties holding winter use permits or arrangements may have to cancel their use of the site at these times or adapt their access plans to a driveway closure. For this reason winter arrangements involving automobiles are not recommended, except on a short term basis using weather forecasts. (In the past, winter drop-off's have been made at the Spokane Street pull-out on the west side of Chuckanut, for groups walking into the Farm via the orchard).

**Access During Public Events: Private Auto Restrictions, Shuttle and Nonmotorized Access Arrangements.**

Private automobiles will not be allowed on site during public events unless permitted and except as part of a permitted event plan to accommodate private shuttle vehicles and visitors with disabilities. Public access during public events will require arrangements for shuttle service from off-site parking areas and access via trails by foot and via bicycle by Chuckanut Drive and the Interurban Trail.

**Drop-in Permits are Subject to Periodic At-Gate Cancellation for Scheduled Uses.** Some Woodstock permittees are issued longer term permits for occasional, unscheduled drop-in access to the site for activities such as volunteer work, water testing, plein air painting and photography and biological assessments.