

# Memorandum

**TO:** San Juan County Council  
San Juan County Planning Commission  
San Juan County Fair Board

**CC:** Mike Thomas, County Manager

**FROM:** Dona Wuthnow, Parks & Fair Director  
Jennifer Allen, Fairgrounds & Events Manager



**RE:** Fairground Master Plan Update 2019

## Introduction

The SJC Fairgrounds are unique in the county in that for nearly a century it has provided the landscape and facilities for the annual San Juan County Fair, the largest countywide community event. The fairgrounds are more than just the Fair, they also serve as a quasi-community center, urban day park, and camping area. Common activities include, recreation programming, private and public events, as well as, daily dog walking, playground use and more. A calculation of 2018 activities conservatively estimates an annual use of over 31,000.

A primary focus of this master plan update project was to do the analysis and planning to ensure that the county is working toward sustainable fairgrounds, with appropriate facilities to support the multi-functionality of the fairgrounds programming. This focus aligns with the overarching community vision for the fairgrounds moving forward. The master plan is not a detailed evaluation of specific programming or operational budgets of the Parks, Recreation and Fair Department. It is a concept that lays out projects that assist in a decrease of overall operational, repair and maintenance costs, and provide potential revenue sources.

The plan provides a description of the planning process, analyses and findings. Staff contracted with a professional consulting firm, MAKERS Architecture and Urban Design, LLP, as the primary consultant for the project. They assembled a team with planning, architecture, landscape architecture, civil engineering, project management and public engagement experience. Staff worked with MAKERS throughout the planning process to focus on our goals that included:

- Understanding the condition and functionality of all structures and infrastructure, including utilities
- Engaging the public in meaningful ways to understand public needs/desires and develop a vision for the future
- Documenting the historic landscape, facilities and important stories; recognizing that our history is part of our Fair and fairgrounds fabric
- Developing a snapshot of our internal economics, as well as, our economic niche on San Juan Island to help guide programming and capital project decisions

- Develop a sound capital improvement program that will position the fairgrounds for maintenance and operational efficiency and longevity, while meeting primary community needs and economic sustainability.

### Project Assessment

Stakeholder, community members and staff contributed ideas and observations on fairgrounds facilities and uses during the initial evaluation process. The plan includes a capital program with a 20 year outlook, describing the six year priorities and the longer term opportunities.

The following are the most notable concepts evaluated in the 2012 master plan, which are not included in the 2019 master plan capital program:

1. **Development of an equestrian center facility.** The project would include a new barn, equine exercise & washing facilities and a covered arena. The equine communities across the islands were interested and/or enthusiastic about some or all of this idea. During the evaluation process we considered overall capital investment need, operating management requirements, and variability of horse program participation. Final evaluation determined that the investment and ongoing costs outweighed the benefits to the overall community. Additionally, there is a concern that while there appears to be initial non-county financial support, the facility may become a cost burden for the county in the long term.
2. **Major renovations to the Main Building.** The 2012 capital plan included recommendations for major improvements to our largest building, including:
  - The addition of a large bank of windows on the south gable end
  - Construction of a catering kitchen on the east side
  - Replacing the translucent clerestory panels with transparent white framed windows
  - Installing acoustical panels in the ceiling
  - Renovating the main south entrance with larger doors and improved awning

The evaluation of investment needed vs. benefit or potential increase in use and fee income did not balance positively. The updated plan includes more modest improvements and soft good acquisition that will improve aesthetics for events and safety for recreational programming for a much lower investment. The fairgrounds economic niche is not intended to compete with more upscale private event facilities on San Juan Island, rather to serve the community. Island Rec and other existing recreation programming were given additional consideration so as not to displace programs that are considered anchor activities and benefit a large number of youth on the island. Currently there are no alternative facilities available on the island for these activities.

3. **Removal of dilapidated livestock area buildings and replace with rented exhibit tents for Fair Event only.** This idea considers reducing the fairgrounds capital investment in building replacement in the livestock area. The 2019 master plan calls for new multi-purpose buildings that would house livestock during Fair, and is one of the longer term capital proposals involving three projects. The

estimated cost for all three is \$1,060,000. The following considerations and financials were evaluated in considering the tent rental idea:

- a. Initial Project would include the following tasks and rough estimate costs :
    - i. Demolition/disposal of the existing buildings, grading and potential retaining wall to prepare the site. Estimated cost: \$95,000
    - ii. Developing new lawn in tent area – Imported topsoil, seed, mulch and irrigation to establish. Estimated cost: \$10,000
    - iii. Develop new arena area & accessible plaza. Estimated cost: \$95,000
    - iv. Annual Tent Rentals of 1 each @ 5,000 sq. ft., 3,200 sq. ft., & 2,500 sq. ft. Estimated cost of \$14,000 based on 2019 prices.
    - v. Purchase of about 35 freestanding livestock pens @ ~ \$1,000 each. = \$35,000
    - vi. Reconfiguration of electrical service to 3 to 5 power stands. Estimated cost: \$10,000
    - vii. Total estimate for initial investment: \$249,000
    - viii. Ongoing annual costs – grounds maintenance and tent rentals start at \$15,000+2% inflation annually.
  
  - b. Estimated financials over 30 years
    - i. Tent rental and grounds maintenance costs (2% price increase per year): Year 1 – 10 \$413,250, Year 11-20 \$200,200, Year 21-30 \$244,000. Total over period - \$857,450
    - ii. Opportunity cost for no year round rentals estimated at 20 recreation programming, private events, and group activities per year. Over 30 years - \$132,000
    - iii. Overall combined costs and lost revenue: Estimated at \$989,450
  
  - c. Tactical considerations and unanswered questions:
    - i. With 3 large tents in close proximity to each other how would we safely manage the guidelines and stakes required for all tents? Youth moving various sized livestock around tent stakes would require extra space and some barriers.
    - ii. In order to have the livestock arena we might need to eliminate the fairgrounds road. The tents will take up more space than the existing buildings due to guidelines/stakes.
    - iii. What would be the backup plan if the rental tents weren't available for Fair?
    - iv. All annual costs for this option would be expensed from the fairgrounds operating budget instead of capital funds. During economic downturns the County has historically cut operating funding. Could the county afford the tent rentals over the long term? The current program already has \$12,000 of operating funds dedicated to the horse tent rental alone.
4. **Sustainability Investments, i.e., Solar systems and rainwater catchment systems.** The addition of these features should be considered at the project refinement stage when moving toward construction. MAKERS' consultants determined that at this time it would not be cost effective to make those investments. However, technology is changing fast and costs for power and water are increasing, so it is important to evaluate the costs and benefits at the time of project implementation.

## In Conclusion

The San Juan County Fairgrounds Master Plan is a high level planning document that provides a road map for decision makers focusing on future county capital investments in the fairgrounds. The capital proposals included in this plan are intended to support long term production of the County Fair and continued year round use of the facilities by the community. Most of the current users will benefit from the improvements proposed through safer more functional spaces. The improvements will also increase the opportunities and flexibility to expand uses and grow our operations revenue stream.

Many of the existing buildings on the grounds were constructed 50 or more years ago and are used only during Fair or for storage. Maintenance & repair costs to keep them operational for Fair continue to rise. Replacement buildings, constructed to be low maintenance and flexible in use options, will help control costs and generate more revenue to support the Fair and the fairgrounds operations year round.

The ten month planning process that developed the updated 2019 San Juan County Fairgrounds Master Plan has:

- Established a clear picture of the current fairgrounds facilities, infrastructure conditions and capacities
- Provides an overall understanding of the fairgrounds economic position in the local community, as well as a comparison to other Fairs across Washington State
- Documented the rich history and evolution of the fairgrounds over nearly 100 years
- Proposes a moderate long-term capital facilities program for investments that will sustain the fairgrounds into the next century.

To obtain more information on the San Juan County Fair and Fairgrounds programs and operations please contact:

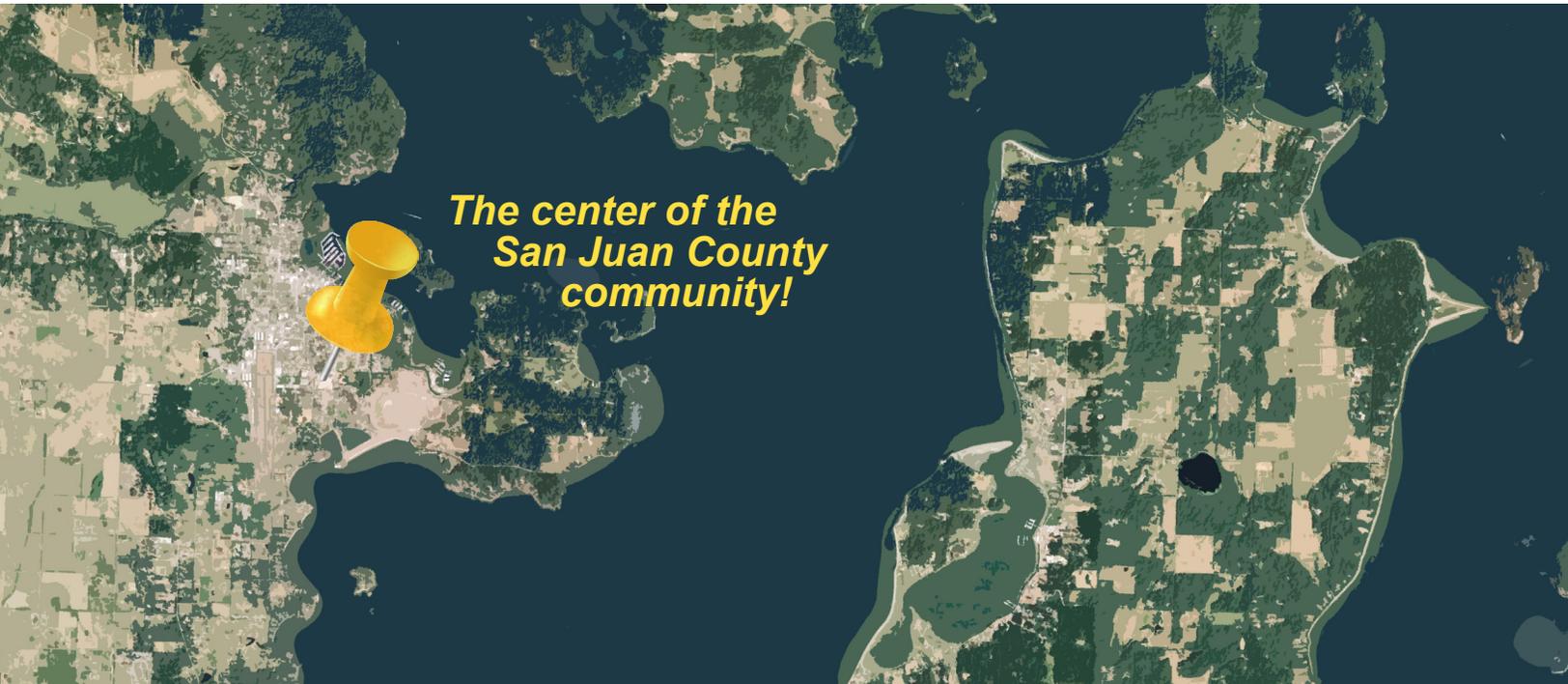
Jennifer Allen, Fair & Events Manager, [jennifera@sanjuanco.com](mailto:jennifera@sanjuanco.com) or 360-370-7453

Dona Wuthnow, Parks & Fair Director, [donaw@sanjuanco.com](mailto:donaw@sanjuanco.com) or 360-370-7452



# FAIRGROUNDS MASTER PLAN

March 2019



ENTRY TAG  
 DIVISION VI LOT 4B  
 CLASS VI LOT 4B  
 ARTICLE Pickled Cucumbers  
 AWARD No 19063  
 EXHIB NO 19063  
 NAME Cheryl Krueger  
 ADDRESS P.O. Box 1367  
 Friday Harbor, WA

**SAN JUAN COUNTY FAIR**  
 FRIDAY HARBOR WASHINGTON

ENTRY TAG  
 DIVISION VI LOT 19  
 CLASS VI LOT 19  
 ARTICLE Pickled Beets  
 AWARD No 17638  
 EXHIB NO  
 NAME G. Sweeney  
 ADDRESS P.O. Box 1367  
 Friday Harbor, WA

**FRIDAY HARBOR WASHINGTON**

ENTRY TAG  
 DIVISION VI LOT 20  
 CLASS VI LOT 20  
 ARTICLE CRYSTAL PICKLES  
 AWARD No 04237  
 EXHIB NO  
 NAME Kathy Sweeney  
 ADDRESS 2100 Wood Lane  
 Friday Harbor, WA

**SAN JUAN COUNTY FAIR**  
 FRIDAY HARBOR WASHINGTON

ENTRY TAG  
 DIVISION VI LOT 20  
 CLASS VI LOT 20  
 ARTICLE  
 AWARD No 20  
 EXHIB NO  
 NAME  
 ADDRESS

**SAN JUAN COUNTY FAIR**  
 FRIDAY HARBOR WASHINGTON



ENTRY TAG D.A.  
 DIVISION Q LOT 4B  
 CLASS VI LOT 4B  
 ARTICLE Dill Pickles - Crumble  
 AWARD No 03011  
 EXHIB NO 03011  
 NAME Michael Malone  
 ADDRESS 555 McDonald Friday Harbor

ENTRY TAG DQ  
 DIVISION Q LOT F  
 CLASS VI LOT F  
 ARTICLE Diced Carrots  
 AWARD No 03039  
 EXHIB NO  
 NAME Merry Ann Keare

ENTRY TAG DQ  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Pickled Bull Kelp  
 AWARD No 15989  
 EXHIB NO  
 NAME Klaus Bremer  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG DA  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Dill Pickled Potatoes  
 AWARD No 03960  
 EXHIB NO  
 NAME Michelle Herbo  
 ADDRESS P.O. Box 973 Friday Harbor, WA

ENTRY TAG DA  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Dill Pickled Potatoes  
 AWARD No 03958  
 EXHIB NO  
 NAME Michelle Herbo  
 ADDRESS P.O. Box 973 Friday Harbor, WA

**SECOND PRIZE**  
 SAN JUAN COUNTY FAIR  
 FRIDAY HARBOR WASHINGTON

**FIRST PRIZE**  
 SAN JUAN COUNTY FAIR  
 FRIDAY HARBOR WASHINGTON

**FIRST PRIZE**  
 SAN JUAN COUNTY FAIR  
 FRIDAY HARBOR WASHINGTON

ENTRY TAG D  
 DIVISION Q LOT 4B  
 CLASS VI LOT 4B  
 ARTICLE Dill Pickles  
 AWARD No 19063  
 EXHIB NO 19063  
 NAME Cheryl Krueger  
 ADDRESS P.O. Box 1367  
 Friday Harbor, WA

ENTRY TAG D  
 DIVISION Q LOT 17  
 CLASS VI LOT 17  
 ARTICLE Dill Pickles  
 AWARD No 17  
 EXHIB NO  
 NAME Michelle Casan  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG DQ  
 DIVISION Q LOT 4B  
 CLASS VI LOT 4B  
 ARTICLE Dill Cucumber Spears  
 AWARD No 20296  
 EXHIB NO  
 NAME Michelle Casan  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG DA  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Dill Pickles  
 AWARD No 03029  
 EXHIB NO  
 NAME Merry Ann Keare  
 ADDRESS 555 McDonald Friday Harbor, WA



ENTRY TAG DQ  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Pickled Bull Kelp  
 AWARD No 15989  
 EXHIB NO  
 NAME Klaus Bremer  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG D  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Pickled Bull Kelp  
 AWARD No 15989  
 EXHIB NO  
 NAME Klaus Bremer  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG D  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Pickled Bull Kelp  
 AWARD No 15989  
 EXHIB NO  
 NAME Klaus Bremer  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

ENTRY TAG D  
 DIVISION Q LOT 13  
 CLASS VI LOT 13  
 ARTICLE Pickled Bull Kelp  
 AWARD No 15638  
 EXHIB NO  
 NAME Klaus Bremer  
 ADDRESS 1432 San Juan Dr  
 Friday Harbor, WA

**FIRST PRIZE**  
 SAN JUAN COUNTY FAIR  
 FRIDAY HARBOR WASHINGTON

**SECOND PRIZE**  
 SAN JUAN COUNTY FAIR  
 FRIDAY HARBOR WASHINGTON

# TABLE OF CONTENTS

1. Introduction . . . . .	1
2. History . . . . .	9
3. Community Needs . . . . .	17
4. Financial & Economic Analysis. . . . .	23
5. Existing Conditions . . . . .	37
6. Capital Improvement Plan . . . . .	49
Appendices . . . . .	81



# 1. INTRODUCTION

*This plan sets a roadmap for developing and sustaining the San Juan County Fairgrounds as a flexible, multi-use facility focused on the recreational and social needs of all county residents.*

---

## 1.1 MASTER PLAN OVERVIEW

The San Juan County Fairgrounds Master Plan is a tool for prioritizing future investment in support of the Fairgrounds' vision. In line with County goals and community feedback, the Plan focuses on strategies that expand uses for the Fairgrounds while honoring its cultural significance and ensuring financial sustainability. The document is informed by on-site analysis of facilities and operations, stakeholder meetings and community surveys, market research, and a review of other fairgrounds in Washington.

The project goals include:

- Reviewing previous planning efforts and eliminating earlier proposals as needed
- Building community consensus on vision for both fair and non-fair uses
- Responding to community needs and County goals/policies (e.g. sustainability, affordable housing, etc.)
- Identifying short- and long-term investment needs

The plan was developed using the extensive input of interested stakeholders and county residents at large (see Community Needs chapter). In addition to a summary of community needs related to the fairgrounds, this document provides a historical context, an analysis of economic and financial considerations, and a report on existing facility and utility conditions at the grounds. The plan concludes with a near- and long-term capital improvement plan based on the findings generated during the planning process and presented in the other chapters.

For nearly 100 years, the fairgrounds have been a source of enjoyment and identity for the people of San Juan County. This plan aims to continue that legacy for residents today and far into the future.

The Master Plan provides a forward-looking strategy for the Fairgrounds as a dynamic site, while maintaining and honoring the role of the Fair itself

## 1.2 2012 MASTER PLAN

The 2012 Master Plan provided a list of recommended improvements grouped into categories: functional, landscape, cosmetic, and sustainable systems. The vast majority of these recommendations were relatively small improvements costing under \$1,000. These minor projects (e.g. gutter repair, landscaping, and painting) are still relevant and can be implemented on an ongoing basis through the Fairgrounds' maintenance program.

### COMPLETED PROJECTS

In the seven years since completion of the previous Master Plan, many of the recommended projects have been implemented, including:

- Demolition of the “Grey Top”
- Repurposing of the administration trailer and construction of a permanent facility
- Partial demolition and renovation of the Horse/Tack Barn
- Multiple electrical system upgrades
- Group camp vault toilet installed



*Figure 1. Construction of the administration space along the Main Building was one of the largest projects completed since the 2012 Master Plan*

## REVISIONS TO MAJOR RECOMMENDATIONS

The current planning effort did not analyze each recommendation from the 2012 Master Plan in detail, but it is important to clarify how the 2019 Master Plan addresses some of the previous major projects. Changes to major recommendations are summarized below; the rationale for each change can be found throughout the document.

**Food Court:** Removal of concrete slab is not recommended based on historical significance.

**Main Building:** Some previously identified functional improvements are no longer supported, including a proposed kitchen, major window alterations, interior drywalling, and enclosure of the building's northwest corner.

**Boy Scout Building:** Relocation to another site on the Fairgrounds is no longer recommended.

**Tractor Shed and Fiber Arts Buildings:** Major repairs are no longer recommended.

**Indoor Horse Arena:** Project is no longer recommended.

**Rambler's Shack:** Demolition no longer recommended.



*Figure 2. Changes to previous recommendations are based on current priorities and information, such as retaining the concrete slab (above) for its historical significance*



Weaving demonstration at the Fair



2018 Drive-In Movie



Island Rec skating



Equestrian at the 2018 Fair



Island Rec FANS Carnival in Main Bldg

Figure 3. The Fairgrounds are the largest multi-use public facility in the County and host a wide range of activities throughout the year

## 1.3 MISSION

Well-known sociologist Ray Oldenburg emphasized that every person needs three main “places” in their life: work, home, and a “third place” that provides a venue for social mixing, conversation, and civic engagement. For many people in San Juan County, the Fairgrounds are that “third place.”

The Fairgrounds most well-known event, the annual Fair, provides residents a sense of community and history, offers youth development opportunities (e.g. 4-H), and functions as one of the few chances where residents from all of the islands can interact and socialize. The Fair also benefits local groups like the Lions Club, Soroptomists, San Juan Community Foundation, and local high school organizations who use it as their major fundraiser. These organizations rely on the fair to reach thousands of people, which in turn provides financial support for their missions.

The San Juan County Fairgrounds are defined by much more than one week each year during the fair. In many respects, the Fairgrounds function as the de facto community center for the people of San Juan County. Throughout the course of a year the Fairgrounds host a diverse spectrum of activities including youth sports and recreation; theater productions; community meetings; camping; movies; 4-H programs; fundraising events; and even dog training. In essence, the Fairgrounds exist to provide the people of San Juan County a venue for life-enriching experiences that do not occur anywhere else.

## 1.4 VISION

While most residents have an overall satisfaction with the current state of the Fairgrounds, the Master Plan still serves an important role because “doing nothing” is not an option. Strategic and proactive planning and investment are necessary to achieve these goals:

- Maintaining flexibility so the Fairgrounds remain relevant in the face of changing demographics and resident interests
- Achieving fiscal responsibility by ensuring facility maintenance and investment are cost effective

Through an extensive public outreach process, described in detail in Chapter 3, the public expressed their views on the Fairgrounds’ and their vision for its future. Only a small portion of residents who participated in an online survey stated they want to maintain the “status quo.” Furthermore, nearly 60% of participants said “expanding the range of uses” should be the most important factor for future investment.

Residents want the Fairgrounds to be a flexible, multi-use facility to accommodate their broad range of interests and needs



Figure 4. Overview of the Fairgrounds showing Master Plan recommendations



## NON-FAIR USES BY FACILITY

### MAIN BUILDING

Apart from the Fair, the Main Building is used by both short- and long-term users. The most frequent on-going user is Island Rec, which uses the building for indoors sports and recreation programming, such as futsal, roller hockey, and soccer. Island Rec also uses the Main Building for annual events like the Children's Festival and FANS Carnival. In addition to Island Rec and other rec programs, the Main Building is also used for one-time events such as the SJI Lions Bike N Brew fundraiser, WSU Master Gardeners Plant Sale and Expo, and occasional private events.

The Main Building is most frequently rented to government agencies and non-profit organizations. Users typically pay in the range of \$40-\$50 per hour. The current rate structure does not differentiate between non-profit and for-profit users or county residents versus non-county residents.

### MARIE BOE

The Marie Boe Building is used for small- to medium-sized events and frequently rented by Island Stage Left for theater productions up to a month at a time. The building, which was recently renovated, provides a space for activities when the Main Building is simply too big. The building's size and configuration have allowed users to host events like children's birthday parties and baby showers.

### RV AND GROUP CAMPING

The Fairgrounds hosts eight RV sites, which are some of the very few available on San Juan Island. RV sites rent for \$45 per night, are available year-round, and may be reserved in advance during the peak season. RV sites are not available for much of August during the Fair and related prep times.

The rear portion of the Fairgrounds site offers space for year-round group camping, often in support of events like the SJI Lions Bike N Brew. Existing county regulations prohibit Individual tent camping at the Fairgrounds.

### OTHER SITE USES

Apart from the primary Fairground buildings, the site is used by local residents and organizations, including:

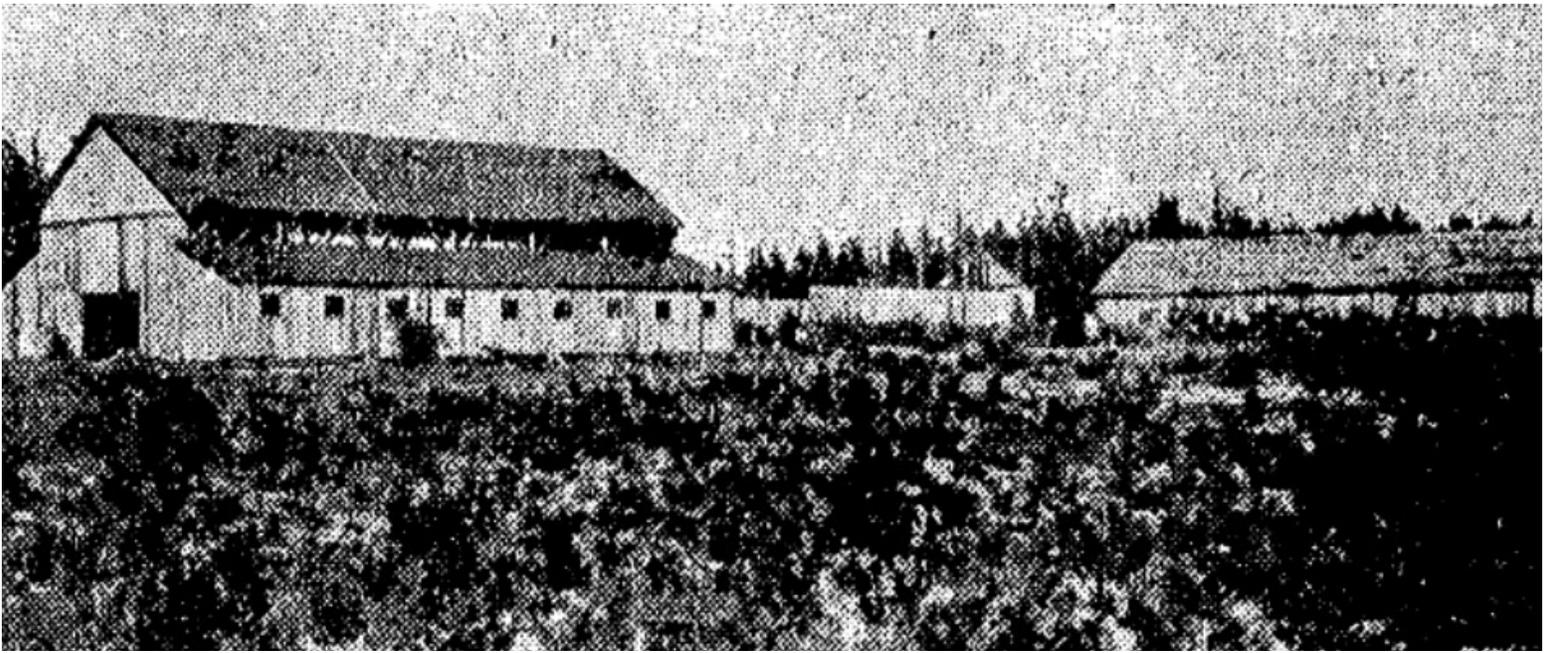
- Parks, Recreation, and Fair Department drive-in movies
- PADS for Parkinson's research and training
- Dog training (by local businesses) and local resident dog walking

NON-FAIR STATS		
	Event Rentals	Groups
2012	18	7
2013	15	7
2014	16	5
2015	20	13
2016	27	15
2017	26	18
2018	28	14

Over the span of a typical year, the Fairgrounds hosts an event or program six days out of every week.



Figure 6. San Juan Acoustic Music Festival was hosted in partnership with local musicians and the fairgrounds as a fundraiser for Soroptomist International of Friday Harbor in the Marie Boe Building



# 2. HISTORY

## 2.1 FAIRGROUNDS FACILITIES

The first San Juan County Fair was held in 1906 at a warehouse in Friday Harbor. The event was a success but was not held annually until 1921. In 1923, an association of shareholders established a permanent home for the fair with the purchase of ten acres at its current location. Development of the site occurred in several phases, beginning with the initial construction of a main exhibition barn, livestock barn, and pioneer log cabin in 1924. Over the next six years, the main barn was expanded, a kitchen and dining hall (a building possibly later known as the 4-H Building) were built, and the American Legion sponsored construction of a grandstand for a baseball field.

In the years between the Great Depression and World War II, little new construction occurred at the fairgrounds, despite a fire that burned the livestock and poultry buildings in 1936. Many local and regional fairs were not held during the war years. Not until 1947 were funds allocated to rebuild the Livestock Building, later known as the Horse Barn. Modest new construction in the 1950s and 1960s included a new 24-foot wide by 60-foot long barn, an extension to the dining hall, and extensions to the Horse Barn. The arena was fenced for the first time in the early 1960s, which solidified the emergence of horse showmanship and games at the fair. Just as in 1924, the bulk of exhibition activities continued to be centered in the northeast corner of the property.

It is estimated that sometime between the late 1960s and early 1970s a building named the Grey Top was placed along the northern edge of the property. The building, which served as a senior center, food bank, and later hosted Junior Arts and Crafts during the fair, was demolished in 2013.

Concurrent with a substantial spike in the county's population and the deeding of the fairgrounds to the county, in the early to mid-1970s three pre-engineered, unenclosed animal shelters from the Texmo Company (which still operates today in Bellingham) were added in the southeast corner of the property. This resulted in a new exhibition area for cows, sheep, pigs, and goats. After a fire destroyed the original Main Building in 1978, volunteers constructed a replacement. Unfortunately, this replacement building was condemned by the county just ten years later due to building code violations.

For several years in the early 1990s, the Fair Board and County Commissioners debated potential construction of a new Main Building. They considered proposals to build classrooms for the Skagit Valley Community College, a senior citizen center, and an agricultural building. To accommodate other events and uses staged at the fairgrounds such as the Jazz Festival and Pig War barbecue, the County Commissioners expressed their desire for the new building to handle multiple uses. Ultimately, a multi-purpose, pre-engineered building was completed in 1992 and designed for future additions if needed.



Figure 7. San Juan County Fairgrounds in 1972 (left) and 2018 (right); notice the original main building in 1972 which remains today as a concrete slab used for the food court.

Since 2000, the County expanded the fairgrounds with the purchase of additional acreage of the east side of the property and construction of the Marie Boe Building. The County also demolished the 4-H Building, which likely dated to the early years of the fair and the Grey Top building that was located along the northern edge of the property and likely dated to the late 1960s or early 1970s. The Grey Top demolition was completed in 2013 in response to deteriorating conditions. Most recently, much of the Horse (now Tack) Barn was demolished, while a portion was retained and renovated.

All of these efforts in recent decades have reflected a shift away from smaller, purpose-built facilities which were often built with volunteer labor.



Figure 8. Horse/Tack Barn before renovation (Photo: Greg Sellentin, Islands Sounder)



Figure 9. Horse/Tack Barn after renovation

## 2.2 ARCHITECTURAL CHARACTER

Architecture at the fairgrounds has remained remarkably consistent over the years in terms of general form. Core architectural characteristics commonly shared by buildings and structures include:

- Single-story
- Unenclosed, covered space along one side
- Wood post-and-beam structural framing
- Open and rectangular floor plan, sometimes with added interior framing for animal stalls
- Large doorways centered on ends for access to a central bay or open interior space
- End gable-roof with standing-seam or corrugated metal material
- Wood siding (either vertical plank, board and batten, or plywood)
- Windows: single-hung or one-over-one lights



*Figure 10. 40-year old pre-fabricated livestock building with many of the fairground's consistent architectural features*



*Figure 11. The Marie Boe Building, one of the newest structures, embraces the basic form of earlier buildings*

Existing and former primary buildings at the fairgrounds can be divided into two basic groups. The first is a farmstead vernacular (including the original Main Building, original Livestock Building, 4-H Building, Fiber Arts Building, Tractor Shed, and Stables). They are/were typically built by volunteers. The second major group of buildings includes pre-engineered, and in some cases also pre-fabricated, types ordered from and erected by commercial vendors and professional contractors. This group can be further divided into wood-framed or wood-sided buildings (Jim Crook, and Marie Boe Buildings), and metal-sided buildings (Texmo-brand livestock buildings and the Main Building). The Main Building is unique among the primary pre-engineered buildings in that it also has concrete walls and steel framing.

The Log Cabin, while considered a primary building, is an outlier with its log walls, wood shake roof, and stone chimney. Secondary buildings, such as restrooms and storage buildings, include examples of wood (Storage), metal (4-H Storage), and concrete block construction.

Nearly all fairgrounds buildings and structures have metal roofs, either standing seam or corrugated. When used, fenestration (i.e. the arrangement of windows and doors on the elevations of a building) at the Fairgrounds generally consists of single-hung one-over-one light types. They are either wood, as in the case of the Log Cabin, or vinyl or metal-clad wood such as with the Marie Boe and Main Buildings. Door types present include glazed, solid, and paneled.

Both the farmstead vernacular and pre-engineered types have historical significance. Earlier buildings are expressions of local knowledge, agricultural architecture, and the county's economy during a period when the fair was run by a private association, whereas buildings constructed after the 1970s reflect a newer approach to minimizing design, construction, and maintenance costs within a new framework of building codes and the transition to formalized county management by the Commissioner appointed Fair Board.

Each of the existing major facilities were assigned a score from 1 to 5 according to three weighted factors; chronological significance being the most important, followed by functional significance and building integrity. The results of this assessment, shown in the table below and Figure 12, approximate which structures are most significant from a historical perspective.

<b>HISTORICAL SIGNIFICANCE</b>					
<b>Building</b>	<b>Estimated Date</b>	<b>Chronological Significance</b>	<b>Functional Significance</b>	<b>Integrity</b>	<b>Weighted Score</b>
Log Cabin	1924	5	3	4	25
Arena	c.1960s	4	4	3	23
Food Court (paved area)	Remnant of original 1924 building; exact date unknown.	5	2	4	23
Tack Barn	Constructed in phases beginning in 1947; portion left may be 1962 addition.	4	4	2	22
Tractor Shed	c.1950s	4	3	3	21
Fiber Arts	c.1950s	4	3	3	21
Sheep and Goat Barn	c.1973	3	4	4	21
Cattle Barn	c.1970s	3	4	4	21
Main Building	c.1998	2	5	4	20
Swine Barn	c.1970s	3	4	3	20
Stables	c.1980s	3	3	5	20
Argyle Main Entry	c.1960s	3	2	5	18
Marie Boe	c.2005	2	3	5	17
Jim Crook	c.1990	2	3	5	17
Grandstand	c.1990s	2	3	5	17
Picnic Shelter at RV Area	c.1980s	2	3	5	17
American Legion Shack	??	3	2	4	17
Boy Scouts Building	1906 (moved to site c.1967)	3	1	4	15
BBQ Area	c.1972	2	2	4	14
Rambler's Shack	c.1972	2	2	4	14
4-H Storage	c.1972	2	1	5	13
Arena Restroom	c.1970	2	1	4	12
Old Restrooms (vacant)	??	2	1	3	11
Storage Bldgs	??	1	1	5	10
RV Restroom	c.1980s	1	1	4	9

While not exact, the ranking aids the planning process by identifying the relative significance among buildings. With that said, the potential historical significance of a facility is not the only factor that should inform future planning. Many of the facilities at the Fairgrounds have outlived their expected useful lives and further investment would not be cost effective. Demolition of facilities, including buildings that may be considered historically significant, is a necessary part of managing the overall facilities portfolio in a sustainable manner.



Figure 12. Estimation of historical significance based on characteristics of chronology, function, and integrity

\*indicates building owned and maintained by partner organization

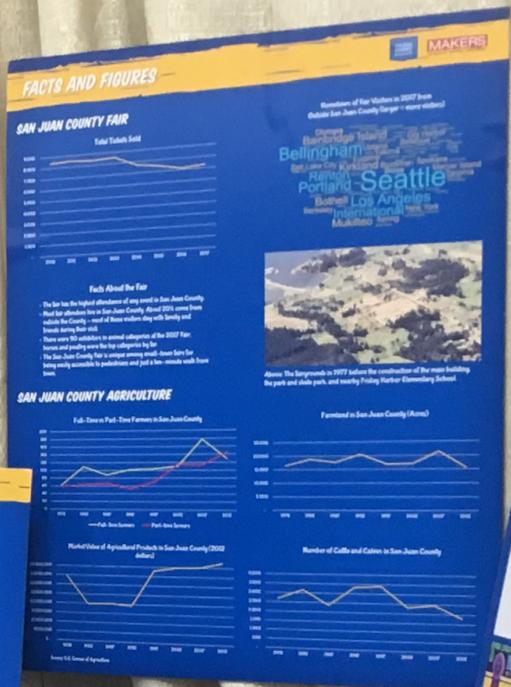


### FAIRGROUNDS MASTER PLAN

**WE WANT YOUR INPUT!**

1. Complete the survey online or at the fair using the tablet.
2. Share your fair memories and help us document the history of the fairgrounds.
3. Explore options for new or expanded uses and facilities at the fairgrounds using the model.

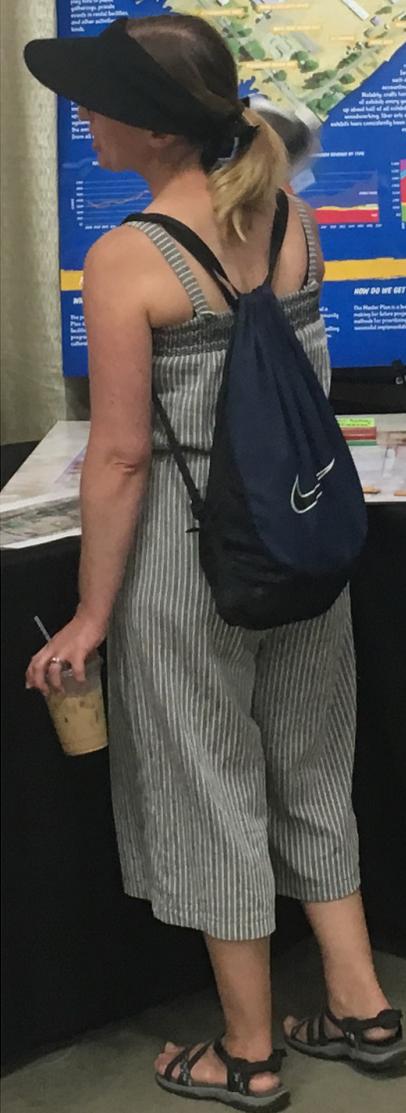
san juan county fairgrounds



### SAN JUAN COUNTY FAIRGROUNDS MASTER PLAN UPDATE

**WHAT ARE YOUR FAVORITE FAIR MEMORIES?**

**WHAT MAKES THE FAIR UNIQUE?**



# 3. COMMUNITY NEEDS

## 3.1 OUTREACH

Community engagement was integral to the Master Plan process. Public outreach was essential to creating development recommendations that best serve the needs of San Juan County residents. Outreach consisted of a series of stakeholder meetings, pop-up events, and online surveys.

Three stakeholder meetings were held with fairgrounds staff and members of the Fair Board, representatives from organizations that use the site and its facilities, residents involved in fair production, and other stakeholders. These meetings identified available resources and opportunities at the fairgrounds, elaborated stakeholder concerns, and refined opportunities for further engagement with the community.

Pop-up events took place at Friday Harbor Market Place, Orcas Island Market, Lopez Village Market, and on-board ferries between Friday Harbor, Orcas Island, and Lopez Island. These events featured informational posters and a survey kiosk. The survey offered respondents an opportunity to share their perspectives on current facilities and programming at the Fairgrounds, as well as the issues and community needs the Master Plan should prioritize. Community members were also invited to ask questions and share input with pop-up event staff. The Master Plan booth at the fair used the pop-up format with the addition of an interactive three-dimensional model of the fairgrounds to encourage visitors to experiment with the placement of new facilities and discuss potential uses.

The first online survey was available from July to early September 2018. Questions were identical to the kiosk survey offered at pop-up events. Community members were notified about the online version at those events and through online forums, local organizations' distribution channels, and physical fliers. Over 300 responses were collected from the kiosk and online survey. Approximately 90% of respondents were year-round county residents and nearly all had been to the fairgrounds. Based on feedback from the County Council, a second online survey was conducted to gather more input from youths aged 13-21. The survey was available for three weeks and gathered 35 responses. In both surveys, approximately 75% of respondents were from San Juan Island.

## 3.2 SUMMARY OF NEEDS AND OPPORTUNITIES

Community input from the outreach efforts clarified needs and opportunities at the fairgrounds. During meetings, stakeholders expressed a desire for expanded partnerships between the fairgrounds and local organizations. Facility improvements and other concerns were also identified. The pop-up events and surveys provided insight into how the community currently uses the fairgrounds and how they envision facilities and programs can meet their needs in the future.

### STAKEHOLDER MEETING TAKEAWAYS

- Year-round use of the fairgrounds is important for economic sustainability and provides the most common good
- Staffing needs and operating costs should be considered in any proposal presented by the Master Plan
- Proposals should expand uses and be responsive to community needs and culture
- Expansion of programming partnerships with local organizations would benefit the community and encourage more year-round use of the fairgrounds
  - Developing youth-focused partnerships such as mentorship and after-school programs are widely supported by stakeholders
  - Entertainment and equestrian groups are interested in growing partnerships
- Facility and grounds improvements are needed to better accommodate current uses and encourage more utilization during non-fair months
  - The commercial kitchen addition to Marie Boe has been previously explored and is widely seen as an opportunity to expand facility rentals and food production space for the Fair and other events
  - Upgrading the Main Building's heating and investing in soft goods could provide more opportunities to use facility's abundant space
  - Textile groups have demand for greater participation during the Fair but require more space than the Fiber Arts building can provide
  - Storage facilities need to be replaced and consolidation should be considered
  - Better circulation and ADA accessibility is a concern
  - Landscape and aesthetic improvements are needed to attract event rentals of facilities and would benefit all users

## SURVEY TAKEAWAYS

Community input from the surveys was primarily from residents with experience at the fairgrounds and mirrored many of the takeaways from the stakeholder meetings.

### VISITING THE FAIRGROUNDS

Approximately 65% of survey respondents visit the fairgrounds at least a few times per year on average. Respondents to the first survey pointed to knowledge of events and activities as the primary impact on whether or not they visit the fairgrounds. Cost, quality of facilities, and convenience were also influential and in-person discussions with county residents from other islands frequently noted the difficulty of reaching San Juan Island and the fairgrounds on a regular basis.

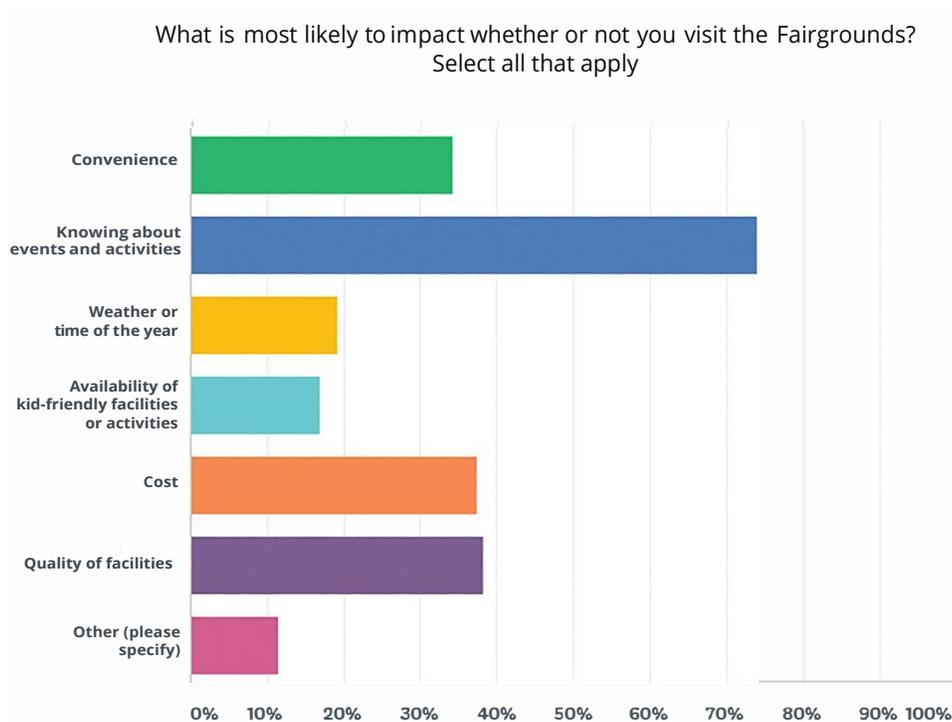


Figure 13. Survey Responses - Factors Impacting Fairgrounds Visits

Youth responses to similar questions suggest that the 13-21 age group see the fairgrounds as easily accessible and that the availability of certain activities is a main driver of visits the grounds. More than 60% of youth respondents enjoy the current activities offered, with Island Rec programs and the Skate Park being the most widely attended. Young respondents also showed interest in a wide variety of specific potential activities such as art classes and food events, but typically prefer organized activities that do not require an ongoing commitment.

These findings suggest that programming and information distribution are key factors to consider in Master Plan proposals.

### COMMUNITY VISION FOR THE MASTER PLAN

Notably, in addition to supporting the other findings from the stakeholder meetings, the respondents to the first survey showed support for a Master Plan that is progressive but balanced in its vision. This balanced approach should thoughtfully expand the range of uses at the fairgrounds where possible. When asked what factors should be considered the most important for determining projects to implement, an expansion of uses was chosen by nearly 60% of respondents.

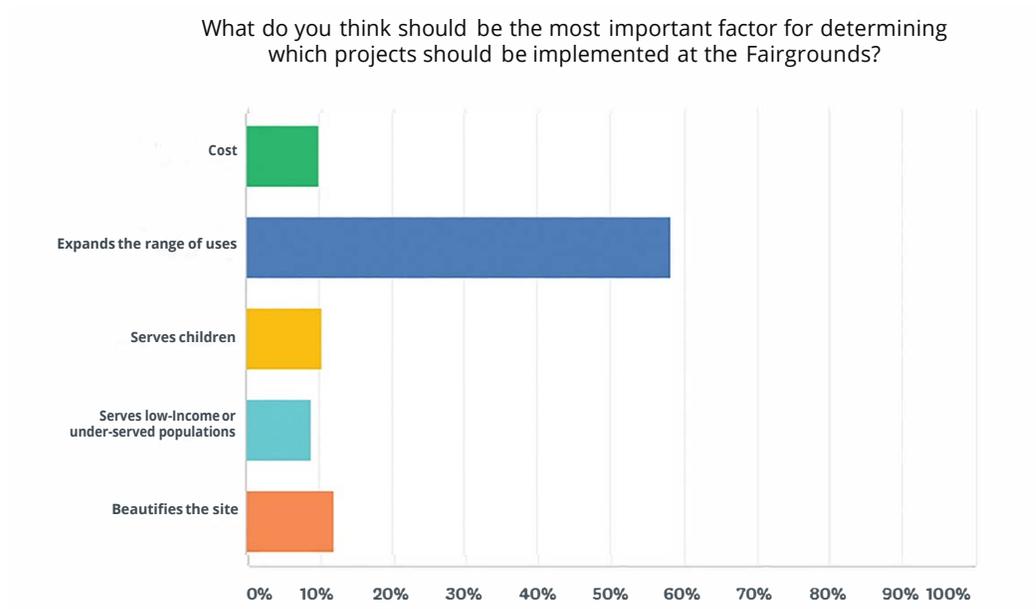


Figure 14. Survey Responses - Factors Impacting Fairgrounds Visits

Choose which statement best reflects your opinion for updating the San Juan County Fairgrounds Master Plan.

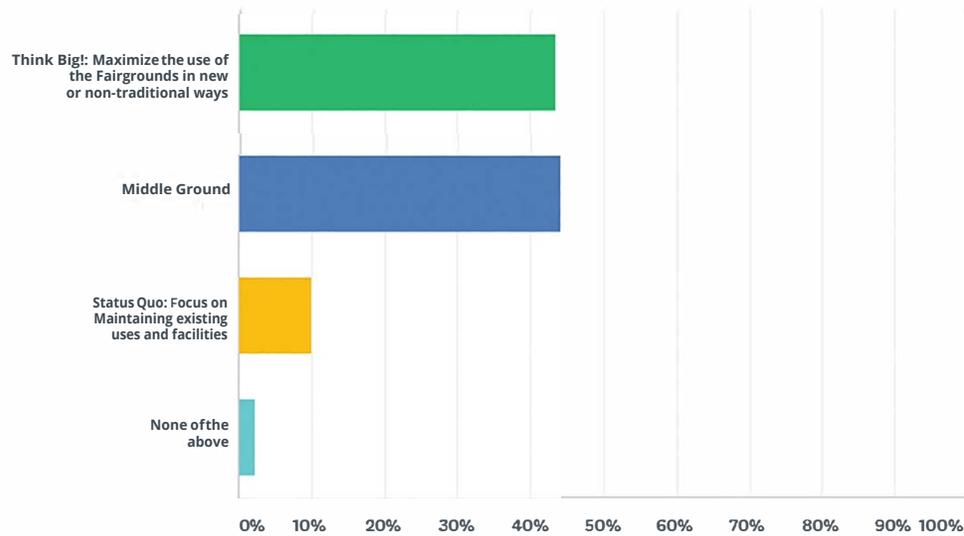


Figure 15. Survey Responses - Opinions on Updating the Master Plan

## 3.3 PLANNING FRAMEWORK

Based on the identified needs and opportunities, a set of guiding principles and strategies for meeting community expectations were developed to inform Master Plan proposals.

### GUIDING PRINCIPLES

- Expand uses at the fairgrounds while balancing existing and proposed uses
- Develop a cohesive and attractive environment that supports revenue-generating activities (e.g. facility rentals) and daily use of the grounds
- Remain responsive to community needs

### STRATEGIES

- Prioritize proposals based on ability to expand uses to meet community needs, generate revenue, and improve or maintain fair event operations
- Preserve cultural integrity of fairgrounds through historically-informed decisions on material selection, architectural forms, and use of areas on-site
- Design new facilities with a focus on multi-functional, adaptable spaces
- In developing and implementing proposals, partnerships should be identified and established in the early phases to encourage investment in and prompt utilization of new facilities and programs
- Establish and maintain effective distribution channels early in projects or program planning to keep the community informed and involved



# 4. FINANCIAL & ECONOMIC ANALYSIS

*The financial and economic analysis for the Master Plan is intended to give a complete picture of the fiscal circumstances of the Fairgrounds while providing a clear distinction between the Fair event and the Fairgrounds as a whole.*

---

## 4.1 INTRODUCTION

It is important that the planning effort draw the distinction between the fair itself and the fairgrounds. While the annual fair has the largest attendance of any single event at the fairgrounds, it only occurs for a week each summer. During the rest of the year, the fairgrounds hosts a wide range of other activities that are economically significant and support its role as a community center for the San Juan County.

The fair, as an annual event, and the fairgrounds, as a multi-purpose County-owned property that operates year-round, each have distinct facility and infrastructure requirements; revenue sources and opportunities; and operational costs. For example, the annual cost to pump the septic system to accommodate the influx of users during the Fair is a cost that would otherwise be unnecessary. In some cases these factors overlap, such as general repairs to buildings that host fair events in August as well as other programming during the rest of the year (e.g. the Main Building). When reviewing the following analysis and the proposed Master Plan projects (Chapter 6), it is important to keep both the distinct and overlapping factors in mind for the fair and fairgrounds.

The types of major projects recommended in the Master Plan require relatively large capital investment on the part of the County and any potential external funding partners. **These projects should be evaluated not only by the initial price tag, but also how they impact the longer horizon for operating revenues and costs.**

Ideally, new projects will reduce costs while increasing revenue. Capital investment helps achieve this goal in many ways. For example, a new building that include a high-performance features will rarely require maintenance. Compared to a structure from the 1970s that constantly needs repair, this will reduce the overall cost to operate and maintain the fairgrounds. At the same time, capital investment can support increased revenue. For example, adding amenities to a facility allows the fairgrounds to attract new rental customers and charge higher rates.

Analyzing all of the Fairgrounds' economic activities, not just the Fair event, is essential to planning for economic sustainability that will support both the Fair and the vision of the Fairgrounds as a broader community asset

Projects should focus on reducing costs while increasing revenue. For instance, strategic investment that adds amenities to a facility can attract new customers and allow higher rental prices.

## 4.2 THE FAIR

The Fair is the largest single event in San Juan County

The San Juan County Fair is the largest single event held in the county each year. Between 7,000 and 8,000 tickets are sold annually. While ticket sales reached a 10-year low in 2013, they began to rebound in 2017. Between 2017 and 2018 ticket sales rose close to 7%.

Typically, fair revenue is equal to about 40% of the fairground's operational expenses, excluding capital projects. Like other government-provided services such as parks, the Fairgrounds require taxpayer support, but they also have the ability to contribute to their own financial sustainability with fair (and non-fair) revenue.

The 10-year average for fair revenue is approximately \$158,000, which is dependent not only on ticket sales, but also vendor booth rentals, the number of fair entries, and merchandise and concession sales. In addition to fluctuating fair revenue, the composition of the fair itself has changed over the years in line with larger societal changes. As the county has developed and property has become more expensive, the local agricultural industry has seen a shift toward farms with smaller production and fewer large animals. For example, the current number of cattle in the county is at its lowest point in forty years. These changing conditions are logically reflected in factors that affect the Fair, such as the decline in large animals exhibits at the fair.



Figure 16. Vendor booths that generate a portion of fair revenue

## FAIR SPENDING IN CONTEXT

As the largest single event in the county, the fair generates substantial economic activity. The greatest economic impact occurs from “new” spending: money spent by visitors from outside the County or money spent by locals that would not otherwise occur. The latter point is critical because opportunities for entertainment and other forms of discretionary spending are fairly limited in San Juan County. As a result, resident spending “leaks” outside the county. The fair helps retain local money that might otherwise be spent at a movie theater in Burlington or restaurant in Anacortes.

Based on gate surveys, approximately 20% of fair tickets are sold to non-San Juan County residents. The survey also shows these outside visitors typically attend the fair as part of a longer visit and often stay with family or friends on the island. This means they are unlikely to visit specifically for the fair and may be unlikely to stay in local hotels or rental accommodations.

As discussed in the next section, Washington fairs typically attract visitors from within a two to three hour drive. Because less than 10% of state residents live within this distance from San Juan Island, the San Juan County Fair may be constrained in its ability to expand the customer pool.

Fair gates receipts are up 10% from their low in 2013

More than a third of survey respondents said they spend over \$100 on fair tickets, food, and other items



Figure 17. The Fair is an important fundraiser for local organizations like the Soroatomists

## 4.3 STATE CONTEXT

In order to better understand the broader context facing fairs today and to provide data points for comparison, a survey was sent to every fair/fairground in Washington. The survey asked the following questions:

- What is the governance structure (i.e. part of county, part of city, independent, other) and who owns the property on which your fair is located?
- What is your market region for the fair (i.e. where do fair attendees come from)?
- What are your latest fair attendance trends and how have the fairgrounds and fair performed financially over the past five years?
- What have you done to increase revenue, particularly during the off season?

The detailed information from fairs that responded to the survey can be found in the Appendix. Common themes are described below and the most relevant responses from each responding fair is in the table on the opposite page.

- A majority of respondents are governed as part of their county and most fairgrounds operate under a land ownership agreement or own the fairgrounds outright.
- Fairs typically attract from the host county and areas within 150 miles of the fairgrounds.
- 2/3 of respondents have seen stable attendance or limited growth in fair ticket sales.
- Overall financial performance of the fairgrounds varies.
- Strategies used to increase fairground revenue include: facility rentals (events, storage, equestrian, etc.), facility improvements, adapting schedules, expanding partnerships/sponsorships, rebranding, and marketing.

	<b>Key Takeaways</b>
<b>Whitman County/ Palouse Empire Fair</b>	Slowly declining attendance; supplements revenue with winter storage and facility rentals
<b>Evergreen State Fairgrounds</b>	Facility and RV site rentals are largest non-fair revenue sources; facility rental income is three times that of RV income; non-fair operations currently break even
<b>Grant County Fairgrounds</b>	Requires \$500,000 county subsidy; focused on increasing non-fair revenue; staff of 7 to operate 187 acres
<b>Spokane County Fair and Expo Center</b>	Financial performance during previous four years was “adequate” while current year was “great”; increase likely due to better weather and economy
<b>Pend Oreille County Fair</b>	Capital improvements and youth programming mostly funded by Kalispell Tribe; minimal county support
<b>Jefferson County Fair</b>	Overall performance is “doing well”; generates revenue from year-round campground, off-season boat/RV storage, and annual garage and holiday sales
<b>Northeast Washington Fair</b>	Ticket sales reliant on all-day sponsorship from companies like Boise Cascade; barns rented for off-season boat and RV storage; operate RV park April to November
<b>Kitsap County Fairgrounds Event Center</b>	Fairgrounds and Event Center operate at \$700,000 deficit; ticket sales increasing by about 1.5% per year
<b>Washington State Fair</b>	Attendance is flat other than a boost in 2016 from extending fair dates; spring fair and other events starting to grow
<b>Southwest Washington Fairgrounds</b>	2018 was best performing year since 2013; hosting more events like newly rebranded Washington State Garlic Fest



Figure 18. The Jefferson County Fairgrounds, with 58 RV sites, uses rental like many other Washington fairgrounds to generate revenue

## 4.4 FAIRGROUNDS FINANCIAL PERFORMANCE

While many people primarily associate the fairgrounds with the fair, it is critical to remember that the site serves a much broader purpose for the San Juan County Parks, Recreation, and Fair department and county residents. Fairgrounds operations include Island Rec programs, drive-in movies, theater productions, community events, private functions, and RV camping.

Avoiding dependency on the fair is critical to financial sustainability because fair revenue is generated during a condensed period of time and is vulnerable to external factors such as weather.

From a financial perspective, the majority of non-fair revenue generated by the fairgrounds is attributed to RV Camping and short-term facility rentals. These revenues are many times smaller than fair revenue but allow the fairgrounds to generate income throughout the year without having to rely solely on the fair. Avoiding dependency on the fair is critical for financial sustainability because fair revenue is generated during a condensed period of time and is vulnerable to external factors, such as weather, interruptions to the ferry system, and smoke from wildfires.

### REVENUE

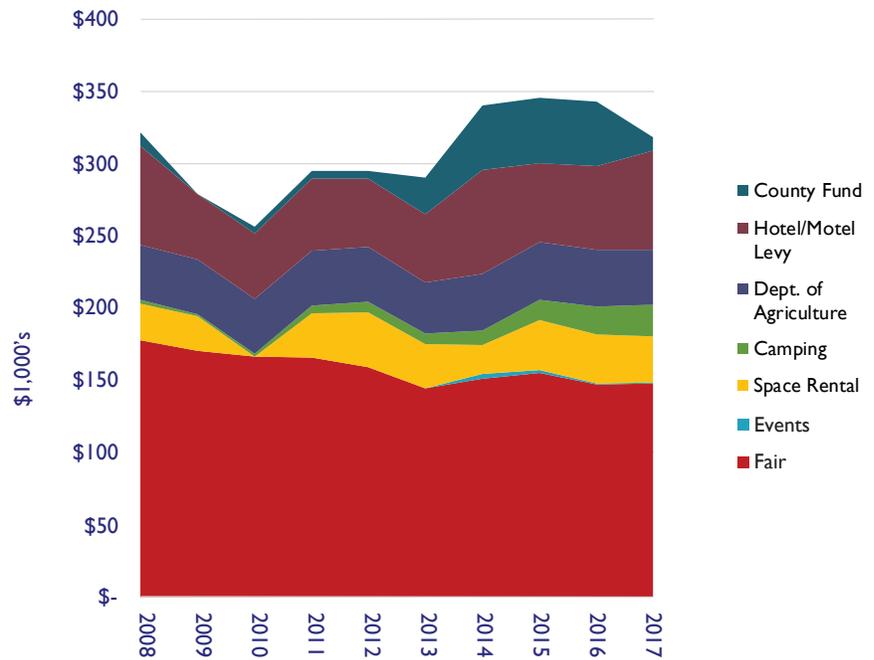


Figure 19. Fairgrounds revenue for recent years

\*Public funds does not include revenue from capital improvement account

Over the past five years, non-capital operational expenses for the fairground have averaged \$374,000 annually. As with most organizations, the largest single expense is personnel, which includes the salaries and benefits for the fairgrounds manager, grounds/facilities workers, part-time program coordinator, and seasonal labor. By comparison, capital expenses are highly variable, funded from non-operating revenue sources, and rise as major projects are implemented. As shown in the chart at the bottom of the page, capital expenses were \$50,000 or less in many years over the past decade, but spiked as major projects were implemented. These spikes were partially offset by grant funding. Recent increases since 2015 reflect projects like the partial demolition and renovation of the Tack Barn and electrical system upgrades.

### NON-CAPITAL EXPENSES

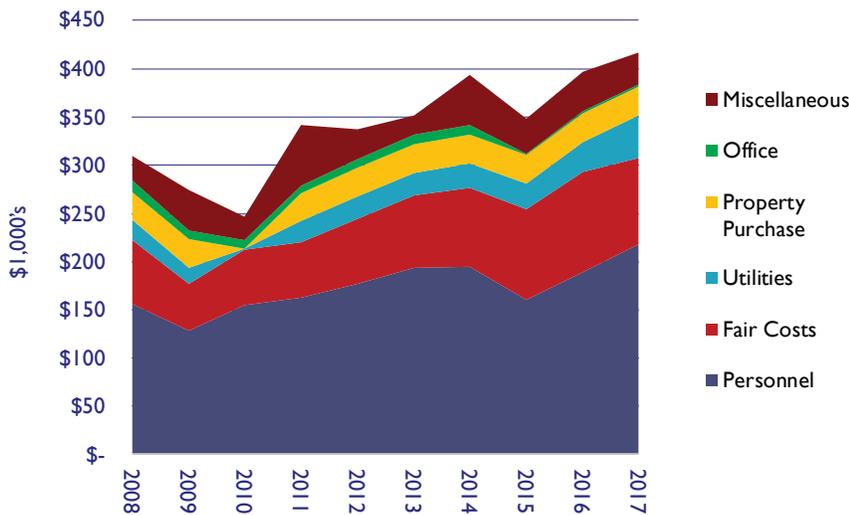


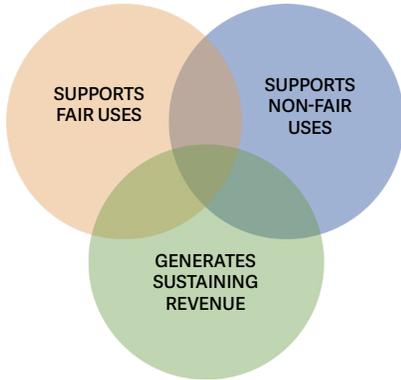
Figure 20. Non-capital fairgrounds expenses for recent years

### CAPITAL EXPENSES



Figure 21. Fairgrounds capital expenses for recent years

# 4.5 OPPORTUNITIES FOR NEW AND EXPANDED PROGRAMMING

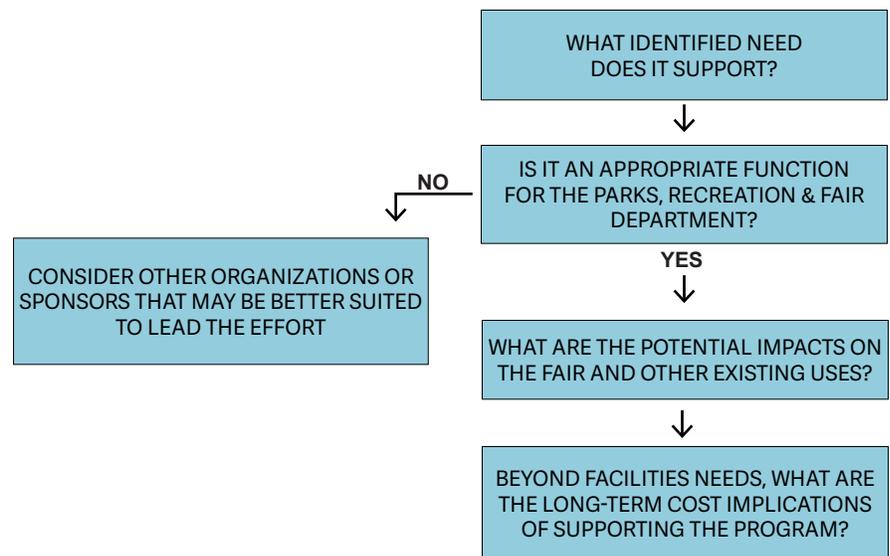


Residents understand that the Fairgrounds are like other public services, such as parks, that will always require some degree of subsidy. When considering which programs to support at the Fairgrounds, the ultimate goal is not to create a profit-making organization. Rather, the intention is to identify uses that can balance competing goals, as shown in the figure at left, and illustrated in a decision tree at the bottom of the page.

**Supports Fair Uses:** The Fairgrounds only exist in the first place as a venue to host the Fair. While uses have evolved and expanded over the years, the ability to host the Fair each year is a paramount function of the Fairgrounds. New or expanded uses should not negatively impact this role.

**Supports Non-Fair Uses:** While the Fair itself is critical, it only occupies the Fairgrounds for a small fraction of each year. The Fairgrounds also need to be able to provide event/activity space for users the other 51 weeks each year.

**Generates Sustaining Revenue:** The Fairgrounds have a unique ability to generate revenue that can help support its operations. At the same time, making money is not the primary goal. Revenue-generating activities are only useful so long as they still support the other two goals listed above.



## MAJOR DRIVERS

The master planning process is an exciting opportunity to “think big” and consider the wide range of possibilities for the Fairgrounds. At the same time, it is important to remain realistic, context appropriate, and responsive to local conditions. The following section outlines the major factors to consider for new and expanded uses.

### IMAGE AND PERCEPTION

The Fairgrounds are a public facility that serve a mostly rural community. As such, the grounds and facilities are rustic and relatively austere, with an emphasis on durability and flexibility. For these reasons, one must be careful when considering the Fairgrounds in comparison to other facilities on San Juan Island. The Fairgrounds provide a different value proposition than other venues, particularly in the private sector, because they offer greater affordability but reduced amenities.

### LOCATION AND PARKING

One of the Fairgrounds’ greatest assets is its location close to downtown Friday Harbor and the ferry terminal, both of which can be reached in a 15 to 20 minute walk. This provides unique opportunities to serve both local residents and visitors for whom downtown is a center of activity. In addition, the Fairgrounds have the space to accommodate large amounts of parking as needed, making the site well suited for large events.

### SEASONALITY

Like any other location in the Pacific Northwest, Fairgrounds activity is heavily driven by the season and weather. This factor is even more significant on San Juan Island given the local tourism industry and influx of visitors during summer. Seasonality must be taken into account, particularly as it relates to reasonable expectations for facility demand.

### BALANCE OF USES

The Fairgrounds are used throughout the year, so any new or expanded uses must align with existing activities. Scheduling and prioritization should be based on an established and transparent system. For example, certain users or uses may be given precedence during particular times of the day, week, or year.

### CAPACITY

Expansion of uses must be balanced against staff and other resources available at the Fairgrounds. In particular, uses and activities that require hands-on event management (e.g. facility rentals for private parties and fundraisers) should be structured in a way that does not shift an undue burden to county staff. More specifically, there may be a need to charge for these services in a different way. For example, some fairgrounds charge different rates to public (government) than private event organizers or offer reduced rates to residents compared to non-residents.

## 4.6 SPECIFIC OPPORTUNITIES

Based on public input, interviews with stakeholders, and a review of local conditions, two major opportunities were identified: increased facility rentals and additional RV and/or tent camping. Other opportunities for impacting revenue, such as adjusting fair ticket prices or booth rental rates are not addressed here, but are not precluded by the recommendations of the Master Plan.

### EXPANDED EVENT VENUE RENTALS

In general, revenue from facility rentals has been highly variable at the fairgrounds. In the past 10 years, annual revenue has ranged from around \$5,000 some years to more than \$30,000 in others. While facility rentals are offered, they have not been a core focus of the fairgrounds. More specifically, there has not been a strategic effort to attract short term event rentals such as special events and fundraisers. Currently, the facility is most widely used by non-profit and government organizations, such as Island Rec, under short-term lease agreements at \$30 per hour.

Before exploring opportunities to expand facility rentals, it is important to understand existing supply and demand. The median event space in San Juan County is 1,200 SF and only eight spaces are larger than 2,000 SF. The Main Building at the fairgrounds is the largest venue in the county (10,550 SF) and the next largest has half the capacity. This suggests an opportunity to exclusively hold larger events, but should also encourage investment in soft goods that allow the space to be divided into smaller footprints to meet a variety of demands and improve aesthetics.

In terms of medium to large venues, there are three main competitors on San Juan Island: the Grange, Brickworks, and Roche Harbor. These venues provide potential customers a range of price points for daily rentals, from \$300-\$400 at the Grange, \$1,400 at Brickworks, and at least \$1,500 at the Roche Harbor Pavilion, each of which includes some level of service and equipment (e.g. chairs, dishes, etc.). Currently the Fairgrounds charge \$225 per day or \$30 per hour for Marie Boe rentals and \$375 per day or \$37 per hour for Main Building rentals.



Figure 22. Brickworks

There are several factors affecting opportunities to expand facility rentals at the fairgrounds, including the balance between existing users; the appropriate rate structure; the level of service, equipment, and amenities needed; and staffing requirements.

Expanded use of fairgrounds facilities may require limiting access for existing users. Thankfully, there is inherent compatibility in the demand. Rentals for special events are likely to occur during the peak spring through early fall season, when users such as Island Rec are less likely to require indoor space. In the future, it may be necessary to develop a prioritization tool for user scheduling.

In addition to scheduling, the opportunity for increased rental revenue will require a strategic approach to the rates. It is recommended that the fairgrounds consider both the user type and demand. For example, Island Rec can be charged nominal user fees during weekdays and throughout the winter, while one-time events during weekends can fetch higher rates. Regardless of the approach taken, the rates should be established in a transparent and rational manner that reflects the rental market at the time of implementation.



Figure 23. San Juan Island Grange



Figure 24. Roche Harbor Pavilion



Figure 25. RV camping at Lakedale Resort

## EXPANDED RV AND TENT CAMPING

There are currently eight RV sites at the campground, which are located along the southern edge of the property. RV site rental revenue has been climbing steadily, going from under \$5,000 in 2012 to approximately \$20,000 in recent years. While the ferry ticket to bring an RV to the San Juan islands is relatively expensive, it is cost-effective for many visitors, as typical hotel rates exceed \$200 per night during the summer.

Including the fairgrounds sites, there are fewer than 20 RV sites on San Juan Island, excluding any informal sites on private property. San Juan County Park has five RV sites that can accommodate small RVs but lacks water and electricity hookups. Lakedale Resort has five campsites, each of which includes electricity and water, a fire pit, and picnic table. Lakedale charges up to \$70 per night but also offer greater overall amenities. The very low number of available sites on San Juan Island likely results in unmet demand, which is confirmed by anecdotal evidence from the fairgrounds manager who must turn away RVs during the summer.

Group camping at the fairgrounds is a relatively small operation that generates a few thousand dollars in annual revenue. A potential expansion of camping would take the form of changes to allow individual camping and some site reconfiguration, but would not necessarily affect the overall amount of space dedicated to camping or the infrastructure (e.g. toilets) necessary. The Fairgrounds are attractive to potential campers because they offer a good location close to downtown and the ferry, and most importantly, at an affordable price during peak season. Camping at the Fairgrounds offers relatively few amenities compared to other options but provides a good valuable proposition for some users. For example, cyclists would find it an attractive stopping point after arriving on the ferry and before heading out to the rest of the island.

The demand for RV and tent camping, like all accommodations in San Juan County, is highly seasonal. Sites are likely to be fully booked in July and August, and sparsely occupied during the winter season from October to April. This radical disparity is evident in county lodging receipts, which are seven times higher in July than January. Summer dates are likely to be fully booked, which winter will see little or no demand. For these reasons, improvements in support of greater use should be modest and focused on basic functionality. For example, most campers can use existing parking at the main fairgrounds entrance and walk to their sites so that new parking does not need to be constructed.

## 4.7 CONCLUSIONS

The San Juan County Fairgrounds are in a similar position to other fairgrounds across the state and the country that are responding to a changing population, aging facilities, and evolving fiscal conditions. Fortunately, the Fairgrounds have had the benefit of continued investment, allowing the facility to continue its service to county residents.

The Fair itself is in a steady position and even experiencing moderate growth. Given current macro-level economic conditions, there is no reason to doubt that Fair can maintain a healthy financial status as long as it continues to adapt to evolving attendee characteristics and preferences.

In the overall picture of the Fairgrounds, opportunities for new or expanded uses are relatively modest, but should not be overlooked. This is particularly true for improvements that are likely to be revenue neutral or profit generating while providing a new service.

In summary, the Fairgrounds are a healthy and effective operation that could benefit from ongoing improvement and experimenting with new ideas and programs, but radical changes are not necessary. The basic structure and functionality of the Fairgrounds serve the population well, yet there are opportunities for optimization.



# 5. EXISTING CONDITIONS

This chapter provides a snapshot of facilities and utilities at the fairgrounds based on field measurements, aerial imagery of the site, construction documents, stakeholder interviews, and observations at the 2018 Fair.

## 5.1 FACILITIES

### FACILITIES BY FUNCTION

The existing buildings and structures at the fairgrounds have a total floor area of approximately 40,000 gross square feet excluding uncovered outdoor areas like the main arena and the livestock ring. Nearly all facilities are owned by the County apart from a small number that belong to outside groups like the American Legion.

The facilities can be grouped into three general categories based on their primary use outside the fair: event spaces, animal facilities, and storage. The tables on the following pages list the facilities in each group with details of their conditions and uses.

### EVENT SPACES

The Main Building and Marie Boe Building are the two facilities used most extensively and also house active uses throughout the year. They are also two of the most recently constructed buildings and feature the best interior conditions (e.g. heating, sealing from the elements, etc). While minor improvements are needed for these two buildings, they are in good to excellent condition and generally serve their intended purposes well. Specific non-fair uses include private event hosting, 4-H group activities, Island Stage Left events, Island Rec and other indoor sports groups, as well as other uses.



Figure 26. Main Building Exterior



Figure 27. Marie Boe Interior

EVENT SPACES				
FACILITY	APPROX. AREA (GSF)	FAIR USER	NON-FAIR USES	CONDITION
Main Building (excluding storage)	13,750 Admin = 1,900 Restrooms = 1,300 Main Hall = 10,550	Main Exhibition Hall (Vendors and information booths; displays for fruits and vegetables, baking, food preservation, beer/wine, etc.); Administration; Restrooms	Event rentals; indoor sports and recreation	Good
Marie Boe	1,800	4-H	Event rentals, including theater productions	Excellent

Animal facilities at the fairgrounds are primarily used during the fair and are typically used for storage during the rest of the year. In recent years, about half of the space required for animals has been provided in temporary tents. The two main tent areas accommodate horses and poultry, rabbits, and cavy respectively. Apart from horses, large animals are housed in a complex of three barns along the southern edge of the property.

The permanent animal facilities are not adaptable to other uses, are not optimally configured, and are at the end of their useful lives

The permanent animal facilities present two major concerns. The first is their configuration and lack of flexibility. The buildings were constructed with fixed pens, rendering the structures useless for anything other than housing animals during the fair and for storage at other times. Second, the buildings were built as informal pole structures that were improved in an incremental and haphazard manner over the decades. For example, some of the barns have concrete floors that were poured years after construction. Without a more detailed structural inspection of the poles, footings, and other structural elements, it is reasonable to assume that any of the animal facilities constructed in the 1970s have a maximum of 10 more years of useful life.

ANIMAL FACILITIES			
FACILITY	APPROX. AREA (GSF)	NON-FAIR USE	CONDITION
Sheep & Goat Barn	3,500	Storage	Poor
Cattle Barn	2,600	Storage	Fair
Swine Barn	2,100	Storage	Poor
Tack Barn	1,300	Storage	Good
Stables	1,500	None	Fair
Poultry, Rabbit, Cavy Tent	3,400	N/A	N/A
Horse Tent	10,000	N/A	N/A
Main Arena (incl. grandstands and pen)	39,100	Arena	Good
Livestock Arena	3,850	None	Good

N/A indicates a temporary facility used only during the fair.



Figure 28. Typical pole barn construction

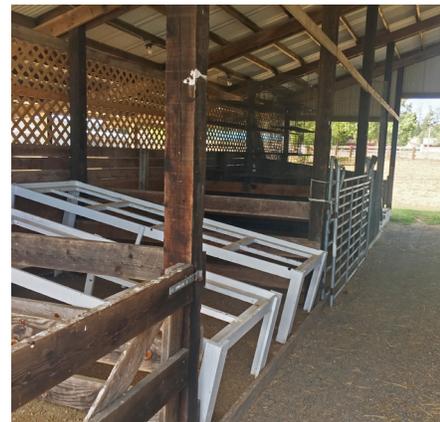


Figure 29. Interior of the Cattle Barn

Fairgrounds storage is currently located in multiple buildings throughout the site. Some are dedicated storage facilities, while others are used during the fair for exhibits. The condition of storage facilities ranges widely, reflecting their respective ages. Older structures like the Fiber Arts Building are poorly sealed and unheated so they are only useful for storage outside fair week and may even be poorly suited to the that purpose given rain and pest intrusion. Other structures like the Jim Crook Building have finished interiors, allowing non-storage uses during the winter.

STORAGE FACILITIES				
FACILITY	APPROX. AREA (GSF)	USE DURING FAIR	NON-FAIR USE	CONDITION
Main Building (storage portion)	400	Storage	Storage	Excellent
Tractor Shed	1,200	Storage	Storage	Poor
Fiber Arts Building	2,200	Textiles, weaving and wool, quilts	Storage	Fair
Storage Buildings	410	Storage	Storage	Fair
Jim Crook Building	850	Youth Arts	Storage	Excellent
Tack Barn	1,300	Tack Barn	Storage	Good
4-H Storage	650	4-H Storage	4-H Storage	Fair

There are many smaller buildings scattered across the fairgrounds as listed in the table below. Some of the buildings are no longer used and should be demolished immediately, as described in Chapter 6. For the most part, these minor facilities are functional but require upgrades that range from cosmetic improvements to alterations for improved accessibility.

MINOR FACILITIES		
FACILITY	APPROX. AREA (GSF)	CONDITION
Picnic Shelter (at Main Building)	1,000	Good
Restrooms (RV area)	900	Good
Picnic Shelter (RV area)	800	Good
Pads for Parkinson's Trailer	720	Fair
Boy Scout House	500	Poor
American Legion Shack	350	Good
Restrooms (arena)	350	Fair
Log Cabin	300	Good
Rambler's Shack	240	Good
Storage Buildings	200	Poor
Old Restrooms (vacant)	200	Poor
Gazebo	150	Good
<i>*Excludes Island Rec facilities (i.e. playground, skate park, and picnic shelter).</i>		

Storage is inefficiently dispersed throughout the grounds and some facilities are in poor condition

Many facilities, particularly pre-fabricated and volunteer-built structures, are at the end of their useful lives

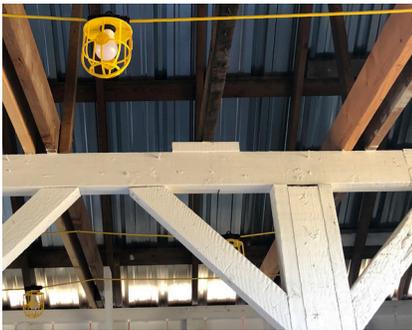
Facilities in fair or poor condition have major deficiencies; they require major investment (typically close to 50% of total building replacement cost) or should be demolished



*Figure 30. A livestock building showing signs of wood rot*



*Figure 31. Interior of Fabric Arts building where bracing appears to have been altered and added*



*Figure 32. Typical interior lighting*

## SUMMARY OF ISSUES

### CONDITION

Wooden post-and-beam construction typical of agricultural uses is common at the fairgrounds and the majority of facilities are at least forty years-old. These factors have led to roof deterioration, structural warping, and emerging wood decay in the pre-1970s facilities. Numerous improvements have been made to facilities over the years, but many of the wood structures require major improvements or replacement. Structural condition issues are most pronounced among the older livestock and storage buildings. The roofs are in particularly poor condition for the Sheep and Goat Barn and Tractor Shed.

Over many years, some of the facilities have been substantially altered, either to repair deficiencies or to improve functionality. Many of these improvements were designed and built by non-professional volunteers and may not meet current standards. All of these incremental actions have left the older buildings functional but patched together. Essentially, these substandard buildings can provide minimal weather protection during the fair but are not particularly useful beyond that.

Apart from the Main Building, Marie Boe Building, and the Jim Crook Building, structures at the fairgrounds are not in a condition to support users during the wet, winter months.

Substandard conditions of structures and buildings at the Fairgrounds will need to be addressed to minimize safety and liability issues. Risk of injury and cost of repairs can be expected to increase as facility conditions continue to deteriorate over time.

## ACCESSIBILITY

Given the age of the fairgrounds, many of the buildings offer poor accessibility for individuals with physical disabilities or mobility impairment. Generally speaking, buildings near the main entrance (e.g. Main Building and Marie Boe) offer the best accessibility. The buildings themselves are more accessible and are located close to parking areas.

Older outlying buildings along the northern and southern property lines are much less accessible. While the interiors of the buildings are open and have enough room for wheelchairs, they have poor ground surfaces and transitions from the exterior into the building. Furthermore, these buildings are more difficult to access due to siting and the lack of improved pathways. For example, the Fiber Arts Building is over 500 feet from the main entry and can only be reached using partially improved roadways and crossing over an open lawn. Overall, the primary obstacles to accessibility are ground conditions and the proximity of buildings to parking, not the slope of travel pathways.

## SITE

Outside of the building footprints, the site itself is only moderately developed with gravel parking and roadways and a minimal amount of concrete. The vast majority of the site remains covered with grass. The lack of site improvement and proper grading leads to stormwater ponding during heavy rainfall. Due to the age of the facilities, modern stormwater management practices have not been implemented at the fairgrounds. This issue is particularly apparent around the Main Building where roads and parking, which were originally unimproved, have been incrementally converted to gravel surfaces.

The site was generally developed informally and incrementally. This approach is not atypical for a 100-year old site, but does not meet the needs and expectations of current users. Isolated improvements have been made, such as the parking lot near the skate park, but the site is rustic and fragmented overall.



*Figure 33. Restroom with non-accessible entry*



*Figure 34. Typical ground conditions are a mix of gravel and natural surfaces; roadways are used for pedestrian circulation during the fair*



*Figure 35. Area in need of grading and other stormwater management improvements*

## 5.2 UTILITIES

### POWER AND GAS

While there are transformers at full capacity, the utility infrastructure at the Fairgrounds is generally in good working condition

The fairgrounds are powered by five single-phase transformers (three phase service is not currently available). There are six meters on site, two of which are connected to transformer 1210375. The Main Building is on one of these meters, with the other serving the Marie Boe Building, Horse Barn, Arena, animal facilities, and the gravel median used by vendors during the fair. Though this transformer serves the majority of facilities, it is currently at 60% capacity and capable of handling additional demand. Transformer 1210272 is also capable of greater usage. It is currently operating at 8% capacity. All other transformers are considered at full capacity and cannot handle additional loads.

Demand for electricity at the fairgrounds is highly dependent on the time of year. The usage measured at the Main Building’s meter nearly doubles during the Fair and the winter months, compared to average rates during the rest of the year. The other meters have recorded between four and ten-times the average demand during the fair as measured in kilowatt hours (kWh). Transformers 1210272 and 1210273 see very limited use during non-fair months.

Propane needs are serviced by three above ground tanks at the Main Building, Marie Boe Building, and the RV Restrooms. No capacity or system issues have been reported, but community outreach surveys and meetings identified that the existing propane system in the Main Building may not provide adequate heat.



Figure 36. Updated power panel servicing the Food Court area



Figure 37. Example of wiring in one of the livestock barns



Figure 38. Circuit breakers and propane tank at RV Shed and Restrooms

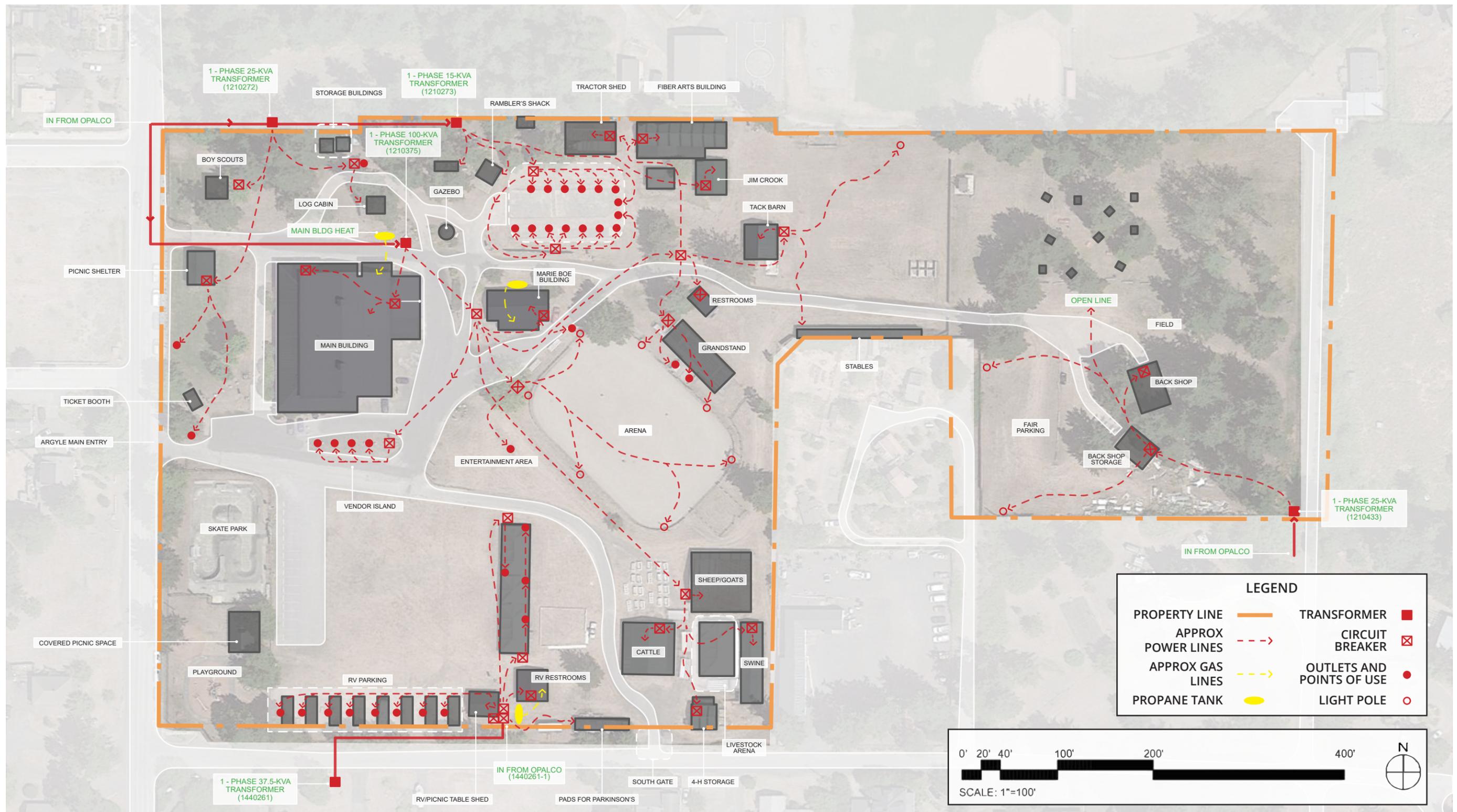


Figure 39. Map of existing electricity and gas infrastructure

## WATER

Domestic water at the fairgrounds is provided from an 8-inch main owned by the Town of Friday Harbor. From the connection point on Argyle Avenue near the main entry, a metered 2-inch line provides domestic water service to the entire fairgrounds via various pipes. Water is readily available throughout the western half of the site. Water availability is extremely limited in the eastern half where group camping and the shop are located. Service in this area is limited due to a utility sink at the fence that separates this location from the rest of the site.

The fairgrounds water system for fire suppression is connected to the public system via an 8-inch water main that runs through the center of the main portion of the site. Hydrants are located along this main, which also provides water for the fire sprinkler system in the Main Building.

No maximum fire flow rate and static pressure data is available. According to fairgrounds staff, no water capacity problems have been encountered.



Figure 40. Water hookup at RV site



Figure 41. Camping Area water service located at the west fence

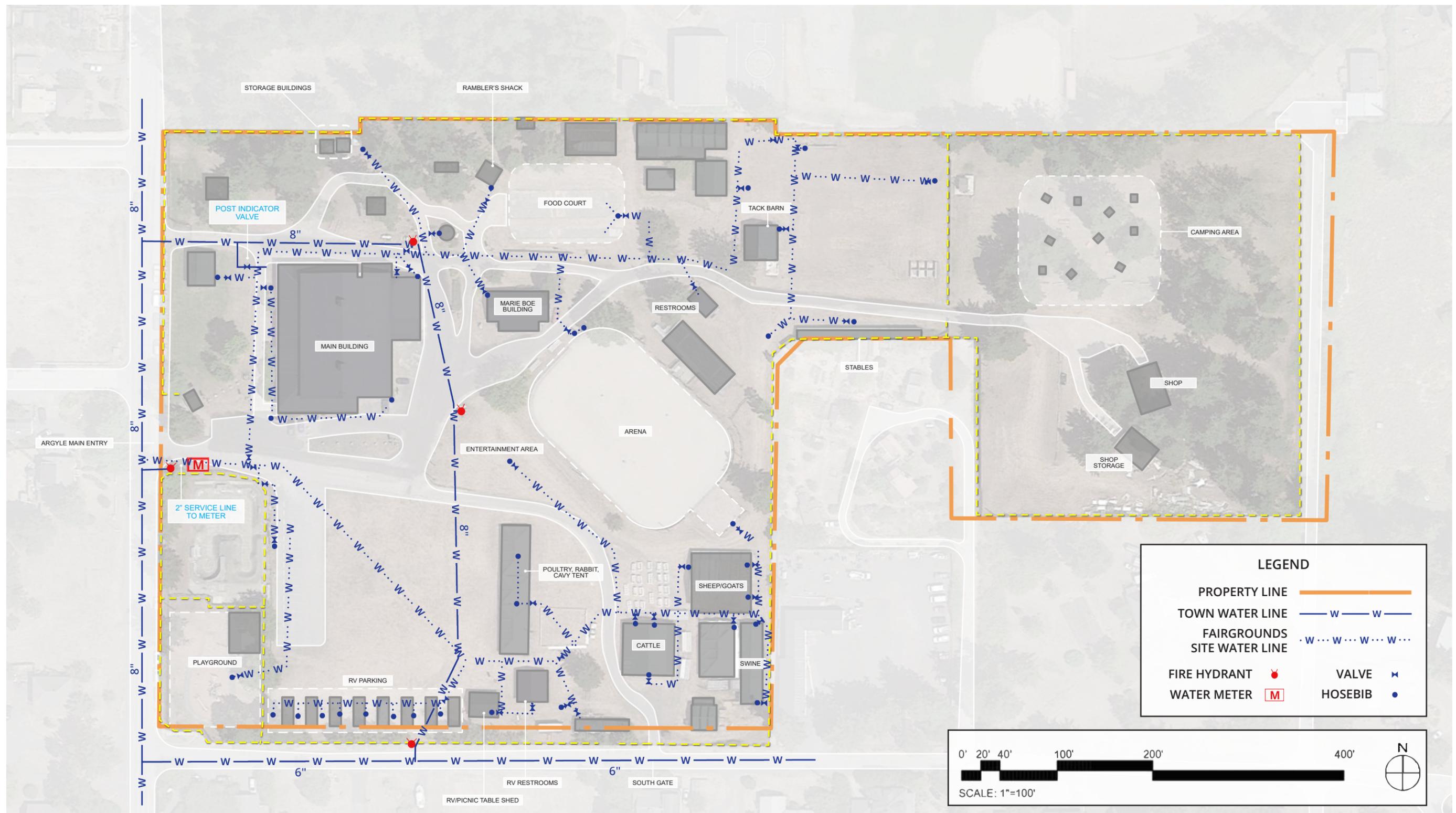


Figure 42. Map of existing water infrastructure

## SEWER & SEPTIC

The fairgrounds are outside the Town of Friday Harbor limits for sewer system service. As such, the entire site is served by septic. There are seven septic tanks with four drainfields on-site, all of varying sizes. There is a 3,000-gallon holding tank at the Main Building. The largest drainfield is below the main horse arena surface and services the Main Building. The potential for soil compaction is not a serious concern if arena usage remains limited to the week of the fair. Certain details of tank construction and drainfield locations are unknown but were estimated based on field observations and interviews with staff. All tanks are regularly pumped and maintained. Staff did not identify any urgent issues with the septic system.

Connection to the town sewer system under current conditions is not necessary. The scale of development proposed in the Master Plan will not trigger a necessity. Municipal sewer would require the fairgrounds to negotiate connection and usage fees with the Town of Friday Harbor. An extension of the existing sewer main located north of the property would be necessary, which in turn would require construction in the public right-of-way at significant cost. In addition, pumps may be required for service to buildings located far from the Argyle Avenue service point. For these reasons, connection to the public sewer is not proposed at this time.



*Figure 43. Septic system access between the Main Building and Marie Boe Building*



*Figure 44. The largest septic drain field is located underneath the arena*

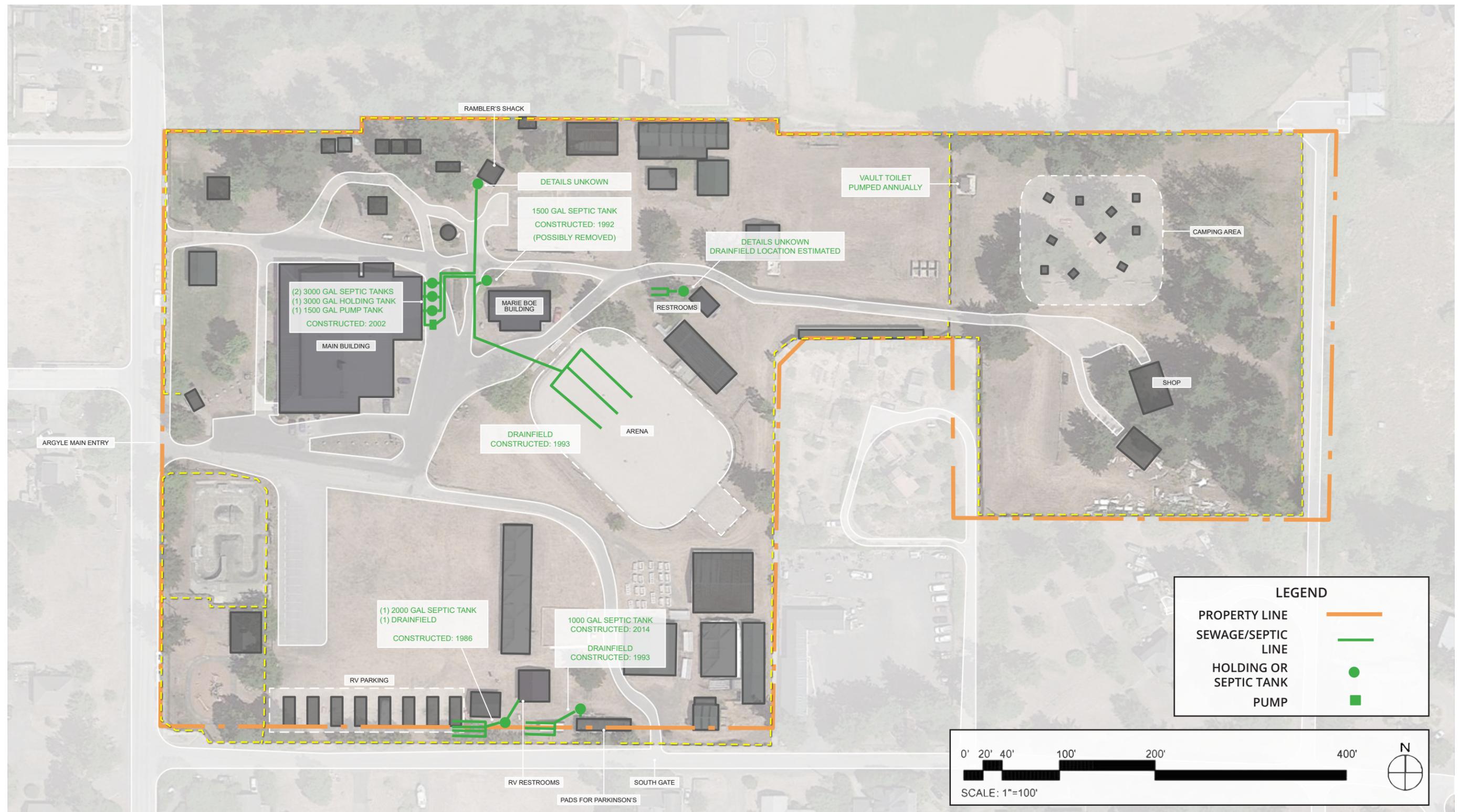


Figure 45. Map of existing sewage/septic infrastructure



# 6. CAPITAL IMPROVEMENT PLAN

## 6.1 OVERVIEW

The Capital Improvement Plan outlines a 20-year plan for investment in the fairgrounds and its facilities. It is based on the five-month planning process described in the previous chapters, including public input, collaboration with fairgrounds staff, consultation with the Fair Board, and analysis performed by the consultant team. All projects are described at a conceptual level for planning purposes. The descriptions and cost estimates are tools for prioritizing investment and planning efforts. Actual costs and the more detailed elements of projects will be identified and refined at later stages if and when individual efforts move forward.

Some projects that received community and stakeholder support during the development of the Capital Improvement Plan were determined to not be feasible at this time due to staffing and funding limitations. Projects such as covering the Arena and expanding equestrian facilities could ultimately prove to be practical if partnerships are active in providing the organization and funding required to make such facilities successful. Projects that were determined to be community-supported and in need of external partnerships are briefly outlined at the end of this chapter. The Commercial Kitchen (Project 5) requires external partnerships but is at a more advanced stage of planning and is included as a detailed long-term project.

Projects in the Capital Improvement Plan are at a conceptual level and do not include many of the elements that will be identified and refined at later stages if and when individual efforts move forward.

## IMPLEMENTATION STRATEGIES

Each of the projects described in this chapter represent a significant investment by the County and its residents. As such, the strategies below have been identified to ensure responsible, forward-focused investment in the fairgrounds.

- Prioritize projects that serve multiple purposes and users.
- Avoid constructing and maintaining facilities that are only useful during the Fair.
- Plan for expansion and evolving needs over time.
- Define clear expectations for site partners and building users.
- Support non-County capital projects on the site as appropriate but ensure functional capability with the fair and fairgrounds.
- Staffing needs and costs should be considered in the early stages of project implementation. Where beneficial, partnerships with contractual staff such as local event planners should be established.
- Refer to historical preservation and architectural character recommendations

Strategies focus on creating a cohesive and adaptable fairgrounds that is economically sustainable and in line with community needs and character

## 6.2 GENERAL ARCHITECTURAL RECOMMENDATIONS

The projects included in the capital improvement plan are guided by the mission of the Fairgrounds, and aim to preserve and honor the history and character of the site. The following commemoration project and the architectural character guidelines in this section should be used to ensure development of the Fairgrounds works towards this goal. Further recommendations from the Town of Friday Harbor Historic Preservation Review Board may need to be considered and are included in the Appendix.

### COMMEMORATION

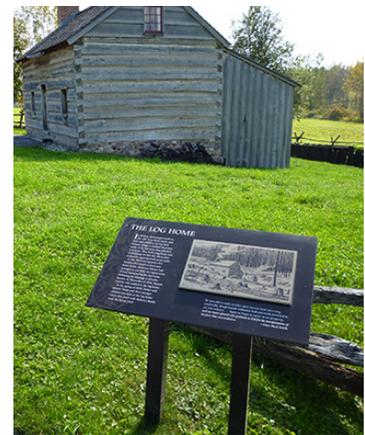
Recognition of the fairgrounds' historical and cultural significance requires an effort beyond the retention of buildings, but also efforts to share the site's history. Based on public engagement during the planning process, it became apparent that many residents do not understand the history or evolution of the fairgrounds besides what they have experienced directly.

As a simple method of education, the fairgrounds should incorporate historical signs and building markers that identify some of the oldest built features on-site, such as the original main building foundation (e.g. food court). A high-quality sign can likely be built and installed for under \$1,000, particularly if local historians or other interested volunteers will provide pro bono assistance. The sign installation should be considered in tandem with some of the other improvements in the north portion of the property as discussed in Chapter 6.

Beyond historical markers, there should also be an effort for future development to help convey the fairgrounds' history and meaning to the community. In particular, as was done during the recent renovation of the Tack Barn, building materials should be salvaged for potential reuse or incorporation into the landscape.



*Figure 46. Nondescript concrete pad remnant from an earlier fairgrounds building; this and other historically significant features should be identified*



*Figure 47. Example of interpretive historical sign*

# TRADITIONAL, CONSONANT ARCHITECTURAL CHARACTER

The Master Plan proposes future development, but recognizes the importance of reflecting the history and established forms of the fairgrounds in new projects. Any new structures should embrace the “farmstead vernacular” architectural style present today. The basic elements recommended for incorporation are illustrated below.



**End-gable form**



**Rectangular footprint**



**Relatively low height;  
generally single story**



**Open interior space**



**Wood framing and vertically oriented wood siding**



**Metal roof**

*Figure 48. Basic recommended building elements*

In addition to the inclusion of specific design elements, other strategies should be embraced to promote lasting connection and traditions, including:

- **Design and construction of buildings with a long-term perspective.** The fairgrounds have nearly a century of history and will continue to exist with the community's support. Capital investment and other development decisions should recognize the fairgrounds as an importance source of shared history and continuity.
- **Cultivation of long-term uses.** Promotion of permanent uses will help solidify the fairground's role in the community and the connections to people's lives. Traditions, like attending the fair every year, are what ensure the fairgrounds matter to people.
- **Preservation of long-standing relationships in the built environment.** Given the fairground's origin as a private endeavor by local residents, organizations like the 4-H and American Legion are critical to the identity of the site and should always be taken into account.
- **Programmatic focus on inter-island community building and local use.** Above all else, the fair and fairgrounds are an asset built by and for residents. In a county scattered across multiple islands, the fairgrounds are one of the few convergence points that can truly unify people.

# MATERIAL SALVAGE & STORAGE

If and when structures are demolished, there should be a coordinated effort to identify materials that can be salvaged for new buildings, interpretive displays, or other uses. Particular attention should be paid to how and where materials are stored in the time between salvage and reuse, especially in terms of protection from the elements.



**Roofing**



**Wood siding**



**Wood posts**



**Framing lumber**

*Figure 49. Examples of materials to consider for salvage*

Projects recommended for near-term implementation are focused on functional improvements and cost-effective strategies for increasing revenue.

## 6.3 PROJECTS

The table below and the map on the opposite page identify the projects that comprise the Capital Improvement Plan, which is divided into near-term (e.g. the next six years) and the long-term (7-20 years). The cost estimates for each project are intended to provide a rough order of magnitude for planning purposes only. They were developed using the best available cost information and attempt to take into account local factors, such as the increased cost of labor and materials on San Juan Island. In addition, building construction costs include contractor fees and other “soft” costs, a 10% project contingency, and price escalation to 2021 (e.g. potential cost increases beyond inflation).

Project #	Description	Planning Level Cost Estimate
<b>6-Year Projects</b>		
1	Grandstand Cover & Storage	\$150,000
2	Northwest Corner Building Demolition & Landscape Improvements	\$55,000
3	Additional RV & Tents Sites	\$60,000
4	Main Building Improvements	\$92,500
<b>Long-term Projects</b>		
5	Marie Boe Kitchen Addition (building and equipment)	\$1,100,000
6	New Pavilion #1	\$575,000
7	New Pavilion #2	\$365,000
8	New Small Animals Tent, Livestock Ring & Plaza	\$130,000
9	New Multi-Use Community Space	\$750,000
10	3-Phase Power Upgrade	\$40,000
11	Accessible Pathway Improvements	\$50,000
12	Restroom Upgrades	\$525,000
13	Ground Improvements Near Main Building and Marie Boe Building	\$200,000
<b>Demolition and/or Relocation (see map in Section 6.4)</b>		
	Boy Scout House	See Project 2
	Old Storage Building	See Projects 1 & 2
	Old Restroom Building	See Project 2
	Sheep & Goat Barn; Swine Barn; 4-H Storage; and Cattle Barn	See Projects 6-8
	Tractor Shed	See Projects 1 & 2
	Fiber Arts Building	See Projects 1 & 9
	Old Building Foundation (used for Poultry, Rabbit and Cavy Tent)	See Project 8

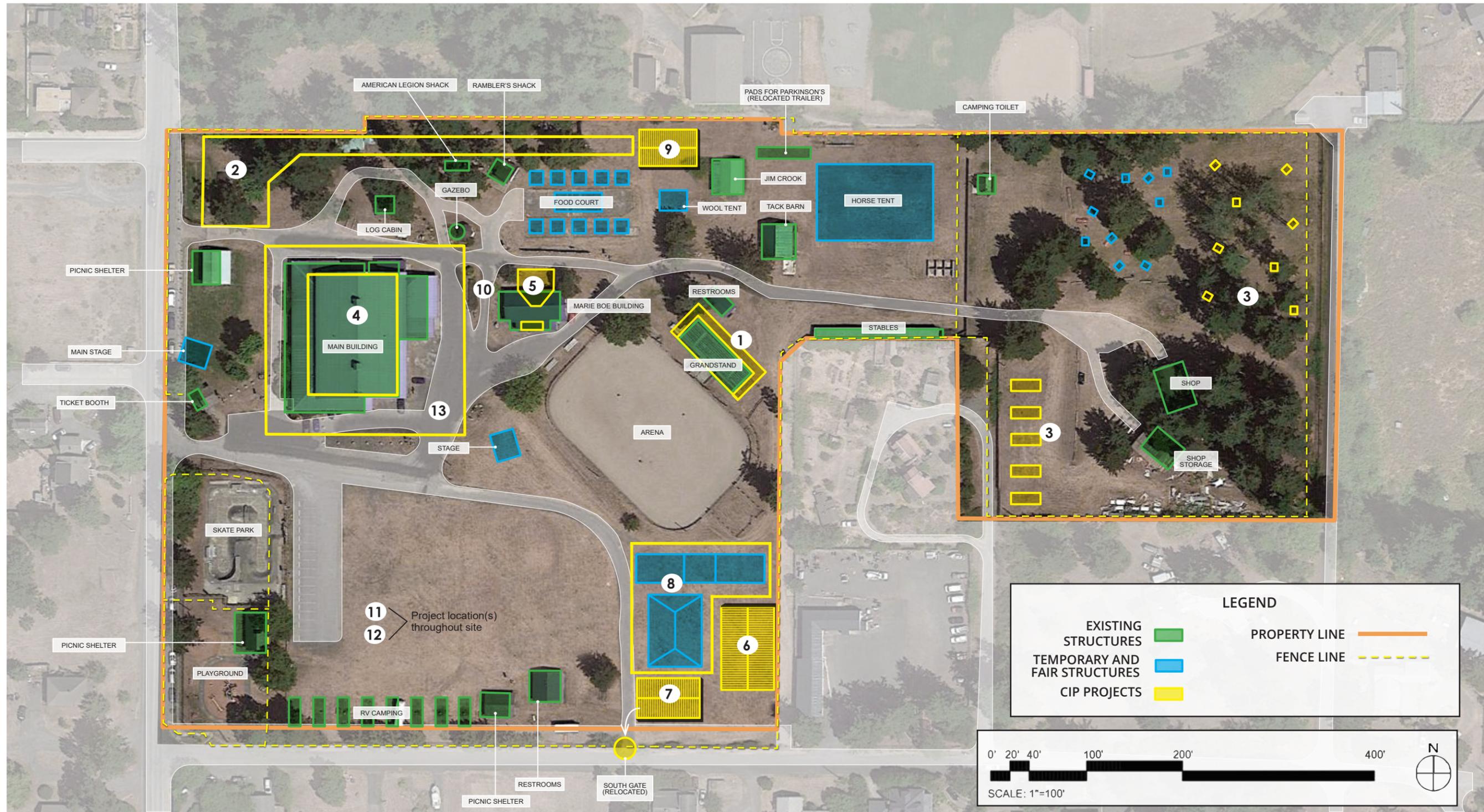


Figure 50. Map of proposed capital improvement projects

Project 1 will consolidate and optimize storage while strengthening the fairground's character, lowering maintenance time and costs, and reducing liability concerns

## PROJECT 1

### GRANDSTAND COVER & STORAGE

**Description:** Constructs a consolidated storage facility that also includes a partial awning for the arena bleachers and a new landmark sign for the fairgrounds.

**Rationale:** Existing fairgrounds storage is inefficiently scattered throughout the site in multiple aging facilities. Storage consolidation allows the demolition of numerous older buildings that detract from the site's appearance and require maintenance. In turn, maintenance costs will be lowered and staff time will be more efficiently used. Liability concerns will also be reduced as buildings that are in particularly poor condition, such as the Tractor Shed, will no longer be used. In addition, a new facility provides the opportunity to optimize storage (e.g. racks or other equipment) and will likely enable an overall reduction in the storage footprint.

The partial awning and landmark sign will improve user experience at the arena and provide a signature structure that improves the site's appearance. The new signage offers the opportunity to honor the original grandstand sign, or embody the historical architectural character of the grounds in a new way.

**Fiscal Considerations:** The estimated project cost is \$150,000 for a purpose-built post-frame structure with concrete slab.

**Implementation Considerations:** The project should be designed to support a comprehensive consolidation of all storage across the fairgrounds for both fair and non-fair uses. Construction should be completed prior to the demolition of older storage structures in order to ensure there is adequate storage on the fairgrounds and minimal impact on fairground operations.



Figure 51. Concept for storage with canopy and signage behind the arena bleachers.

## PROJECT 2

### NORTHWEST CORNER BUILDING DEMOLITION & LANDSCAPE IMPROVEMENTS

**Description:** Demolish or relocate the Boy Scout House and demolish the storage buildings, old restroom building, and tractor shed. Develop the following grounds improvements to transform the area into a year-round park-like setting: 1/4 mile gravel loop path; gravel parking lot for five vehicles; and landscape improvements and additional seating.

**Rationale:** The northern edge of the property is the most vegetated and park-like area of the fairgrounds but the presence of vacant and dilapidated buildings detracts from the setting. Furthermore, there are few fair-related activities in this area, leaving the area underused and overlooked.

**Fiscal Considerations:** The estimated cost for demolition and removal of the four buildings is approximately \$20,000. Development of a gravel parking lot (with one paved ADA space) and loop pathway is approximately \$25,000. New plantings, bench seating, and similar improvements vary in cost but are estimated at \$10,000 for planning purposes.

**Implementation Considerations:** Clear signage is recommended that identifies the “park”, outlines allowed uses (e.g. no off leash dogs), and directs cars to the appropriate parking areas. The parking can be constructed with gravel but should include one paved ADA space. The path should be built with stabilized gravel. A path alignment should be chosen so that at least a portion is ADA accessible; the accessible route should be marked with signs.



Figure 52. Concept for gravel walking path, seating, and landscape improvements in the northwest corner of the site.

## PROJECT 3

### ADDITIONAL RV & TENT SITES

**Description:** Develop five additional RV sites, eight walk-in tent camping sites, and a 600-square foot picnic shelter on the far eastern portion of the fairgrounds, known as the “back four acres.” Parking for tent sites will be located at the main fairgrounds entrance and users will access sites on foot. All visitors will use the existing vault toilet in the camping area or the restrooms located elsewhere on the fairgrounds property. The location of the additional RV sites is currently used during the fair for livestock and horse trailer parking. This will continue to be the case, as fair preparation and operation have priority over both RV and tent camping site operations.

**Rationale:** RV and tent camping provide an opportunity for the Fairgrounds to generate revenue with a relatively low capital investment and minimal disturbance to the site. Maintenance and staffing costs can also be expected to be low. The current RV sites are at capacity during summer months and, as noted in the Economic and Financial chapter, there is little competition for the Fairgrounds in meeting the demand for RV sites in the County. Additionally, RV sites have the potential to bring in “new money” as they attract visitors from outside the county. The supplies and activities that these visitors purchase will help contribute to the local economy as well as the Fairgrounds’ financial stability.

**Fiscal Considerations:** The total estimated cost is approximately \$60,000, including the gravel RV pads; connection to electricity with hookup posts; one picnic table per RV or tent camping site; and a 20 by 30 foot pole structure picnic shelter on a concrete pad. To decrease development costs, RV sites will be constructed with electricity connections only (i.e. no water or sewer service). The cost can be further reduced depending on the design and construction of the picnic shelter, which accounts for approximately \$40,000 of this estimate, which is based on concrete pad construction; labor costs; and typical 20 by 30 foot shelter costs. The planning cost estimate does not account for any investment that may be required to update electrical infrastructure due to an increase in power demand. Information on potential electrical infrastructure improvements can be found in the Project 10 section of this chapter.

Based on RV site rentals in previous years, anticipated demand, and the lack of accommodations on San Juan Island during peak season, the investment in camping and RV sites will quickly recoup costs. A conservative financial model was developed using a rate of \$30 for RV sites and \$25 for tent sites. Assuming 50% occupancy during the summer peak, 25% during shoulder seasons, and 10% during the rainy October to April season, a \$60,000 initial investment would be returned by the third year of operation. If development costs increase by 50%, the project would be profitable by the fourth year of operation.

**Implementation Considerations:** The primary implementation concerns are ensuring electrical system capacity for the RV hookups and securing the necessary revisions to the Fairgrounds Overlay in the San Juan County land use code. Changes to the Overlay are required to allow additional RV sites and individual tent camping.



*Figure 53. Existing tent camping during the fair*



*Figure 54. Location of proposed RV sites*

The Main Building is the most heavily used fairgrounds building.

Project 4 will make the Main Building more useful, enjoyable, and safe while attracting more rental customers at higher rental rates.

## PROJECT 4

### MAIN BUILDING IMPROVEMENTS

**Description:** Non-structural improvements to the Main Building to better serve existing users and attract revenue-generating events, such as weddings, community events, conferences, and retreats.

The project adds two propane-fueled 300,000 BTU/h unit heaters with downward deflectors.

In addition to the improvements recommended here, there are smaller improvements such as painting and repairs that should be performed as necessary.

**Rationale:** The main building is the most heavily use fairgrounds building and serves the widest range of uses. Further investment achieves two goals. First, it will make the building a more useful, enjoyable, and safe space for all users. Second, an improved space will attract a wider range of rental customers and can be rented at higher rates.

**Fiscal Considerations:** The estimated project cost is \$92,500, which includes:

- \$20,000 for heating units
- \$5,000 for safety padding
- \$25,000 for event tents
- \$7,500 for high volume low-speed (HVLS) fan
- \$10,000 for event decor, lighting, and equipment
- \$25,000 for floor/wall repair and cosmetic improvements



Figure 55. Example of a multi-use fairgrounds building prepared for event rental (Kendall County Fairgrounds, Illinois)

**Implementation Considerations:** Beyond better serving existing users, the improvements provide opportunities to rent the facility more often and at higher rates. Successfully marketing the facility and operating events will require contracting an event planner/manager or additional staffing. As demand for the space is uncertain, the county should consider contracting an events planner on San Juan Island to help identify likely customers and event needs, and to assist with event production on an as-needed basis. An event planning professional will help the fairgrounds staff understand the market and establish essential elements of the event-management structure.

While opportunities for increased revenue generation will help to sustain the fairgrounds and its facilities, it is essential to take a systematic approach to determining availability of the Main Building. For example, by developing a tool that gives customers paying market-rate prices priority for high-demand days will increase overall revenue. Regardless of the approach, the system should be transparent and its need to balance fairground operating goals clearly stated.



Figure 56. Example of an event tent installed inside an existing building



Figure 57. Example padding to protect users such as Island Rec

## PROJECT 5

### MARIE BOE KITCHEN ADDITION

There is strong community backing for a commercial kitchen project, which was first proposed in the 2012 Master Plan

The project would support a wide range of users and attract year-round use of the fairgrounds facilities

**Description:** Project 5 is a 1,000 SF commercial kitchen addition to the Marie Boe Building. The project was included in the 2012 San Juan County Fairgrounds Master Plan and a conceptual design study was developed by HKP Architects for the Fairgrounds in 2017. The project has been re-examined during stakeholder meetings, community outreach, and economic analysis for the 2018 update. The 2017 design includes a restroom open to the Marie Boe room during non-kitchen events, storage, a small office or file storage room, and pass-through windows. The figures in this section are from the conceptual design document by HKP Architects.

**Rationale:** The community currently lacks a well-equipped publicly-available kitchen and must rely on private organizations that, based on stakeholder experiences, are frequently booked far in advance. Survey input from the Master Plan’s community outreach efforts shows that 91% of respondents were willing to support a commercial kitchen and similar uses at the Fairgrounds (see Appendix C). The Fairgrounds can meet this need and strengthen its vision as a community center with the construction of a kitchen that is multi-faceted and will serve a wide range of users year-round.

Implementation of this project provides a resource for education and skill development by organizations like the 4-H, and supports economic development by providing local food producers and caterers with a resource they could not otherwise afford. The kitchen will also support the Fairgrounds’ financial stability by increasing the appeal of the grounds as a rental venue for weddings and comparable events where food service is an integral part of the activity. This appeal is even greater for larger events



Figure 58. Proposed site plan of Marie Boe Building and kitchen addition

that can utilize the Main Building, which can accommodate more people than any other commercial kitchen rental venue in the County. During the Fair, the kitchen will allow vendors that typically don't have access to a commercial kitchen to comply with food preparation regulations. Advanced or off-hour preparation by such vendors will allow the kitchen to be operational during the Fair event, potentially for use by a vendor willing to pay a higher rate for the premium location and amenities that the kitchen would offer. The choice of location for the project will be further discussed in the Location section.

The Fairgrounds' role in emergency situations further justifies the construction of a commercial kitchen. The Fairgrounds is currently designated to serve as a disaster relief site for the Red Cross; the Emergency Operations Center (EOC) for the Department of Emergency Management (DEM); and the congregation site for active shooter situations at Friday Harbor Elementary school, among other emergency functions for the community. The kitchen will support the Fairgrounds' in these functions by allowing for extended congregation or relief efforts without the need for external food preparation. This could be vital to the community during a natural disaster or other emergency.

**Location:** The decision to locate the commercial kitchen at the Marie Boe facility as an addition to the building is based on its central location, size, and the desire to expand uses of the facility. Marie Boe's location also makes it more appealing as a rental venue due to kitchen users being able to easily access the Main Building for larger events as well as the food court during the Fair. The central location also provides proximity to a transformer and existing water lines, which will reduce costs for any new or upgraded utilities (electrical upgrades and costs based on location are covered in the Project 10 section of this chapter). The existing Marie Boe building is also beneficial as it is the appropriate size for smaller food related events or classes that also need non-kitchen space. A standalone location would require investing in a larger structure with non-kitchen space or having customers travel between facilities. By adding the kitchen to Marie Boe, the existing space can be utilized for a far wider range of uses and attract more rental customers.

**Fiscal Considerations:** The estimated project cost is approximately \$900,000 for design and construction of the addition, plus \$200,000 for kitchen equipment. Costs for non-building site development (e.g. parking, pedestrian paving, etc.) and bringing 3-phase power onto the fairgrounds site are covered in the Project 10 section of this chapter. The Fairgrounds' septic system is currently considered adequate to handle the additional requirements of the kitchen and restroom. However, a grease interceptor will be required and the system should be reevaluated during the early stages of project implementation to ensure continued functionality and to assess the costs of any upgrades that will be required. Implementing specific waste management practices is necessary to avoid damaging the system and may involve additional costs for training and informational

A commercial kitchen would benefit the local economy, expand rental uses, support fair vendors, and improve the Fairgrounds' ability to aid the community during emergencies

By building the kitchen as an addition to Marie Boe, this proposal utilizes the central location and size of the current facility to attract more rentals

materials. Consideration should also be given to staffing needs and the associated costs. Scheduling management and marketing will be fundamental to the successful operation of the kitchen and will require a contract with a partnering organization, or additional staffing. The contractor or staff should have experience in these areas, as well as in kitchen waste management, to reduce training costs. Event production and staffing is currently beyond the capabilities of the Fairgrounds, but partnerships with local organizations may provide an alternative to hiring additional staff for these positions while also encouraging a wider variety of events at the kitchen.

Discounts and various rate schedules can be used to support community organizations and off-hour users that could not afford the kitchen otherwise

All users will be expected to pay for use of the kitchen, but development of the rate schedule should be carefully considered. Discounts for partners, non-profit organizations, or other community users are offered at many other kitchens in the County. For instance, Lopez Center for Community and the Arts (also known as Lopez Community Center) currently offers a free hour of use on Wednesdays for events that are free and open to the public. Trip assistance and partnerships with caterers, event producers, and other related industries can be used to create discounted event packages that include kitchen use. These types of discounts can be an effective method of boosting the local food economy by providing the community with an affordable commercial kitchen venue as discussed in the previous section.

Commercial kitchens as standalone rentals typically rent for \$15 to \$25 per hour, with some kitchens offering off-hour and daily rates as well. Odd Fellows on Orcas Island is a San Juan County example of a 24-hour kitchen that offers off-hour rates. Most kitchens charge users based not only on the length of use, but also what they use. For example, bakers requiring extensive use of ovens are charged higher rates to compensate for electricity consumption. Users may also be charged for refrigerator



Figure 59. View of existing Marie Boe Building and proposed addition

or freezer storage. Split pricing allows users to tailor resources to meet needs. Tailoring rates can also be expanded to include use of other facilities for events or for the use of tables, chairs, etc. Due to the wide range of possible rate schedules and programming for a commercial kitchen, it is difficult to determine an expected annual revenue.

As the kitchen is a substantial investment for the County and is expected to serve a variety of users, consideration should be given to non-County financial support. Entities such as the San Juan Island Community Foundation may provide direct or in-kind assistance through its supporters. Partnership and grant funding should aim to account for 50% - 70% of project costs.

**Partnership Considerations:** A variety of potential external partners have been identified for this project, including:

- WSU Extension and 4-H
- San Juan Island (Joyce L. Sobel) Family Resource Center
- Island Rec
- San Juan Island Agricultural Guild
- Local schools
- San Juan County Health & Community Services for educational programming

The kitchen will likely host a variety of uses and users, from food safety programs and cooking classes to commercial food production by local farmers. As such, development and operation of the kitchen should balance these various interests and ensure that existing programming of Marie Boe is considered. Partner organizations and users should be consulted before purchasing equipment and installing fixed building components to ensure the space will serve the targeted audiences.

Partners will be vital to obtaining adequate funding for implementing the project and should be consulted to ensure the kitchen will meet user needs



Figure 60. Proposed floor plan of the Marie Boe Building kitchen addition

Projects 6, 7, & 8 will reconstruct and reconfigure the animal facilities, resulting in multi-purpose spaces that are more adaptable and cost-effective

## PROJECTS 6, 7, & 8

### NEW MULTI-PURPOSE PAVILIONS AND ANIMAL FACILITY AREA

Projects 6, 7, & 8 are planned as phased projects to implement a total reconstruction and reconfiguration of the livestock facilities located along the southern edge of the property near the South Gate. This strategy was chosen in order to reduce the financial burden of overhauling the animal facilities. A phased approach maximizes the use of existing facilities and spreads the cost of the overall project across a variable period of time, allowing for the Fairgrounds to implement the projects as funding becomes available and reducing the likelihood that unforeseen scheduling and budget concerns will interrupt normal operations. In line with this strategy, the Cattle Barn was determined to be in the best condition and the most suitable facility for continued short-term use. Project 6 focuses on accommodating the needs of both the Swine and Sheep & Goat facilities, leaving the Cattle Barn intact for the time-being. Project 7 replaces the Cattle Barn and shifts the South Gate to the west. Project 8 constructs a plaza for the pavilions and relocates the Poultry, Rabbit and Cavy facility to a new temporary tent at the plaza.

While these projects replace structures with long histories at the Fairgrounds, they maintain the historical use of the location and are planned to embody the architectural character of the grounds.

The estimated cost for all three projects is approximately \$1,060,000 consisting of \$575,000 for the first pavilion, \$365,000 for the second pavilion, and \$120,000 for the plaza. These costs include demolition of the existing structures and site preparation. If funding and time permit, the projects may be implemented simultaneously.

### PROJECT 6 (PHASE I)

#### PAVILION #1

**Description:** Project 6 requires the demolition of the Swine facility, the Sheep & Goat Barn, and the 4-H storage building. Construction for Project 6 includes Pavilion #1 - a 5,000 SF multi-purpose facility with open sides and a concrete floor. The facility will be designed as a clear-span structure to maximize flexibility. During the fair, portable animal pens and natural ground cover will be added in order to house sheep, goats, swine, and other animals that are currently shown in the Swine and Sheep & Goats buildings. Outside the fair, the building will be available as a rental for groups, youth programs, fundraising, recreational activities, and other events.

**Rationale:** While existing animal facilities adequately house animals during the fair, they are nearing the end of their service lives, do not meet the evolving needs of year-round fairground users and are not adaptable to the ever-changing composition of fair exhibits. With the construction of multi-purpose facilities the area can become a hub of protected outdoor

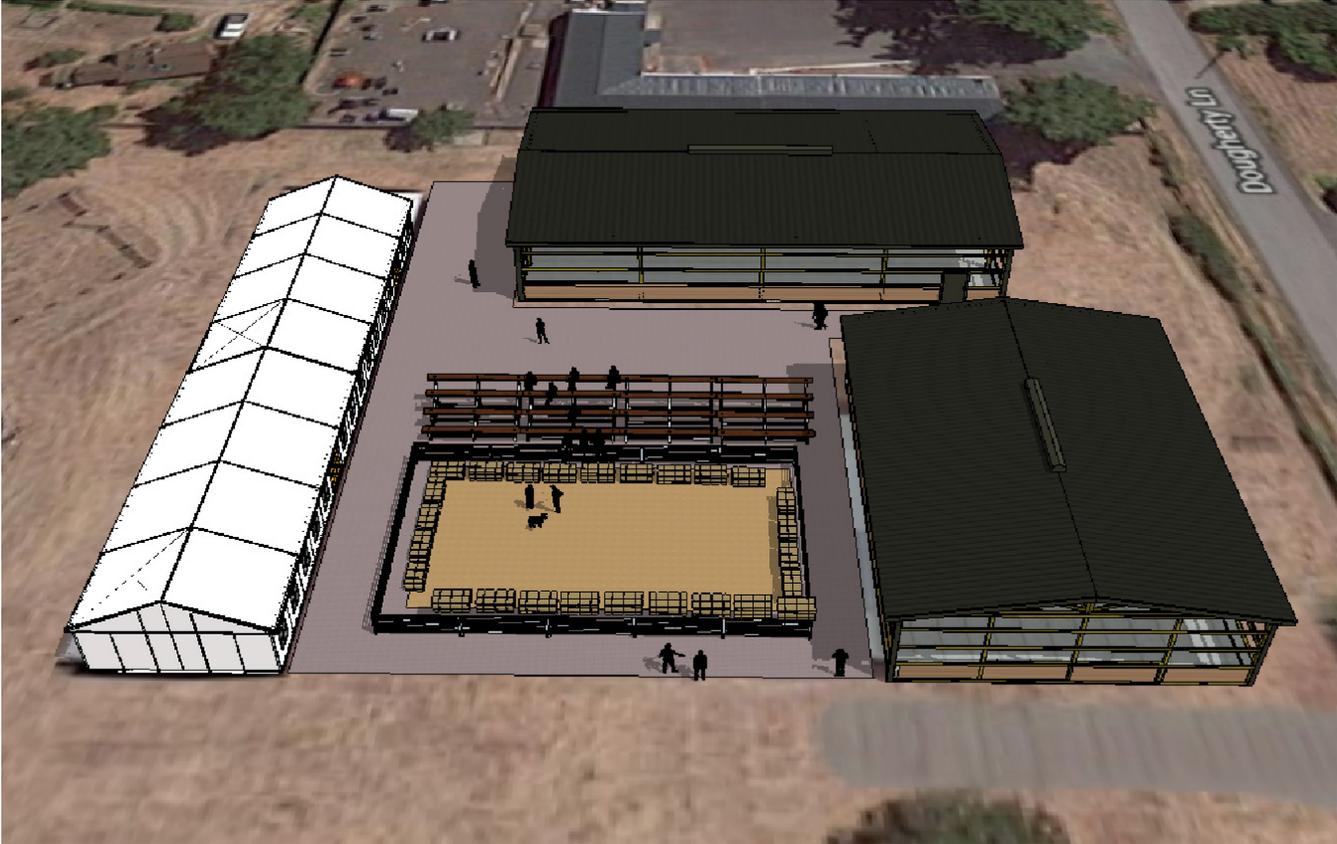


Figure 61. Concept for the completion of Projects 6, 7, & 8 (looking east) with Pavilion #1 at the top of the image, Pavilion #2 on the right, the temporary tent for small animal exhibits to the left, and the Livestock Arena in the plaza

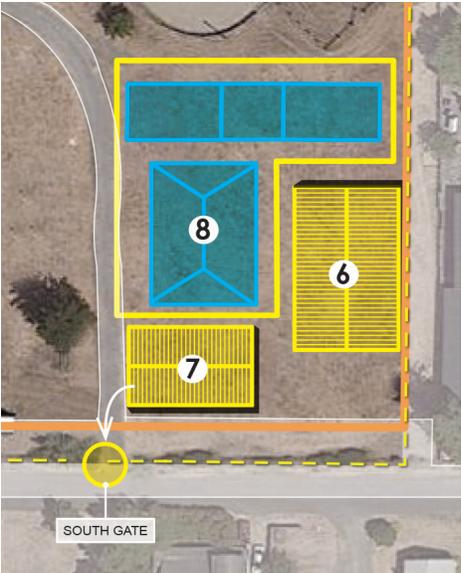


Figure 62. Map of all phases completed



Figure 63. A multi-purpose unenclosed structure at the Nevada County, California fairgrounds similar to the proposed Pavilion #1 and #2

Project 6 will create more open space, improve animal facility functionality, and provide adaptable multi-purpose rental space that will encourage year-round use of the grounds

events and recreational activity during non-fair months, increasing the rental revenue and year-round viability of the Fairgrounds. Pavilion #1 (and eventually Pavilion #2) will also be more adaptable to animal exhibition needs, allowing for the configuration and size of pens to be efficiently changed depending on the needs of the exhibitors rather than being pre-determined by structural posts. Proper configuration will improve human and animal traffic flow and safety.

Combining the Swine and Sheep & Goat facilities in the first phase allows for the construction of a single structure that will be easier and more economical to maintain than two structures. Consolidation will also open up valuable space in this area of the site, allowing for more temporary structures during the fair, including the relocation of the livestock arena.

**Fiscal Considerations:** The estimated planning cost of Project 6 is \$575,000. Staff will need to be assigned to maintain the building and handle any programming during non-fair months. Costs of soft-goods for rental events, equipment and staffing for fair exhibit set-up, and other non operational costs will need to be considered. While the utility load of the structure is minimal, upgraded electrical infrastructure may be required depending on capacity at the time of implementation.

**Implementation Considerations:** The Livestock Arena (a temporary structure) should be relocated as needed during the fair, with consideration of pedestrian flow and animal interactions. The map below shows a possible location for the arena before Projects 7 and 8 are implemented.

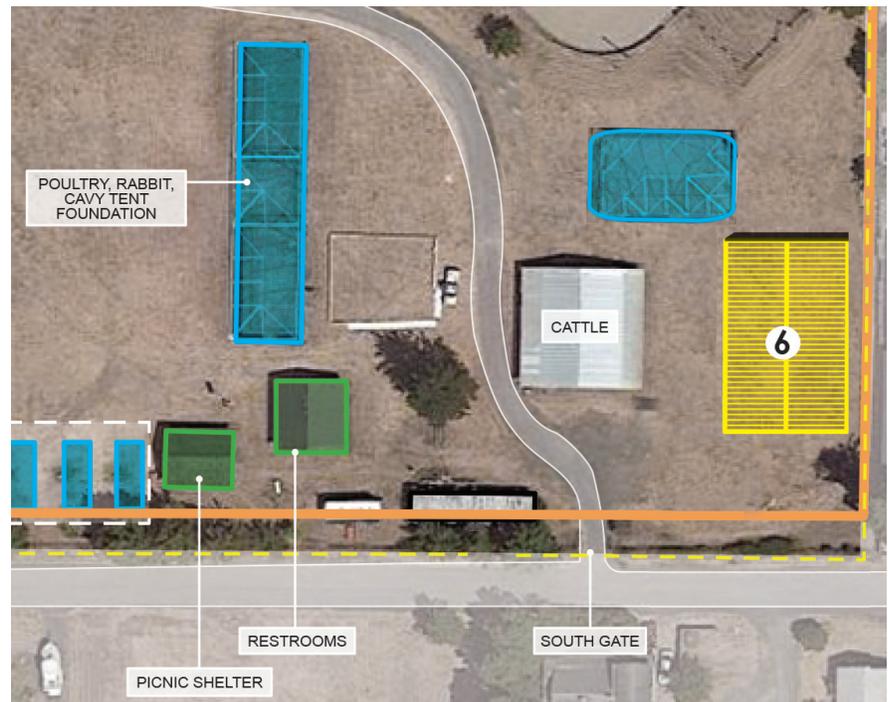


Figure 64. Map showing Project 6 completed and a potential location for the Livestock Arena before implementation of Projects 7 & 8

## PROJECT 7 (PHASE II)

### PAVILION #2

**Description:** Project 7 requires the demolition of the Cattle facility, the relocation of the PADS trailer, and the relocation of the South Gate. Construction for Project 7 includes Pavilion #2 - a 3,200 SF multi-purpose facility with open sides and a concrete floor. The facility will be designed as a clear-span structure similar to Pavilion #1. During the fair, portable animal pens and natural ground cover will be added in order to house livestock that are currently exhibited in the Cattle Barn. Outside the fair, the building will be available as a rental in along with Pavilion #1 for weddings, fundraising, recreational activities, and other events.

**Rationale:** The rationale for Pavilion #2 is in line with the reasoning behind Project 6. While the Cattle Barn is currently still functional, it is not adaptable and is nearing the end of its useful life.

**Fiscal Considerations:** The estimated planning cost of Project 7 is \$365,000. Costs discussed in Project 6 should also be considered for Pavilion #2. With the relocation of the South Gate, there is an opportunity to upgrade accessibility and signage. The estimated cost does not address these potential upgrades.

**Implementation Considerations:** The Livestock Arena should again be located with consideration of traffic flow. The map below shows a potential layout for the arena.

Project 7 will continue and enhance the benefits gained from Project 6 by providing another pavilion and further optimizing the configuration of animal facilities

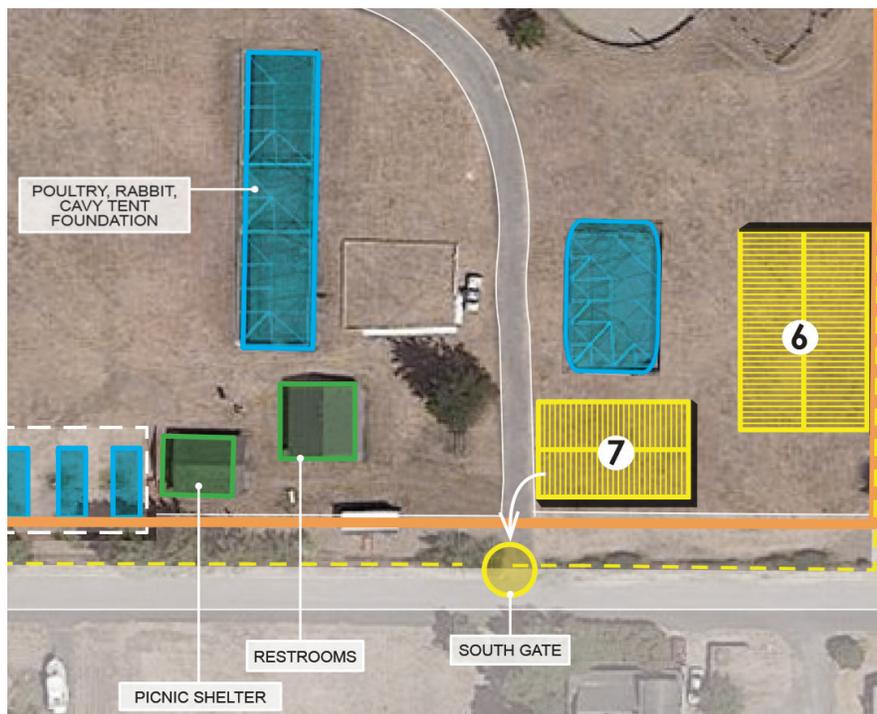


Figure 65. Map showing Project 7 completed and a potential location for the Livestock Arena before implementation of Project 8.

## PROJECT 8 (PHASE III)

### PLAZA

Project 8 completes the animal facilities upgrade near the South Gate and provides adaptable outdoor space

**Description:** Project 8 will construct a plaza for the pavilion buildings and provide an updated replacement to the current livestock arena. The Poultry, Rabbit and Cavy Tent will also be relocated to the plaza during the fair and the foundation that is currently used to support the temporary structure will be demolished. During non-fair months the plaza can be cleared or programmed to be utilized as an outdoor space for Pavilion events and activities.

**Rationale:** The new plaza will provide space for the updated tent and arena as well as an outdoor space that can be programmed according to the needs of pavilion users. This will create a cohesive space that will be better suited for group rental events. As the final phase of these projects, Project 8 completes the transition to an animal facility area that brings all non-equestrian animal exhibits into a common location. This will make navigation of the fair easier and exhibit operations more efficient.

**Fiscal Considerations:** The estimated planning cost of Project 8 is \$120,000. The project will require an additional project cost of up to \$10,000 to adapt the Rabbit, Poultry, and Cavy tent (e.g. purchase of longer tent poles).

**Implementation Considerations:** When providing an upgraded arena and tent, consideration should be given to animal safety and the needs of exhibitors. Consultant with 4-H and other participants is recommended.

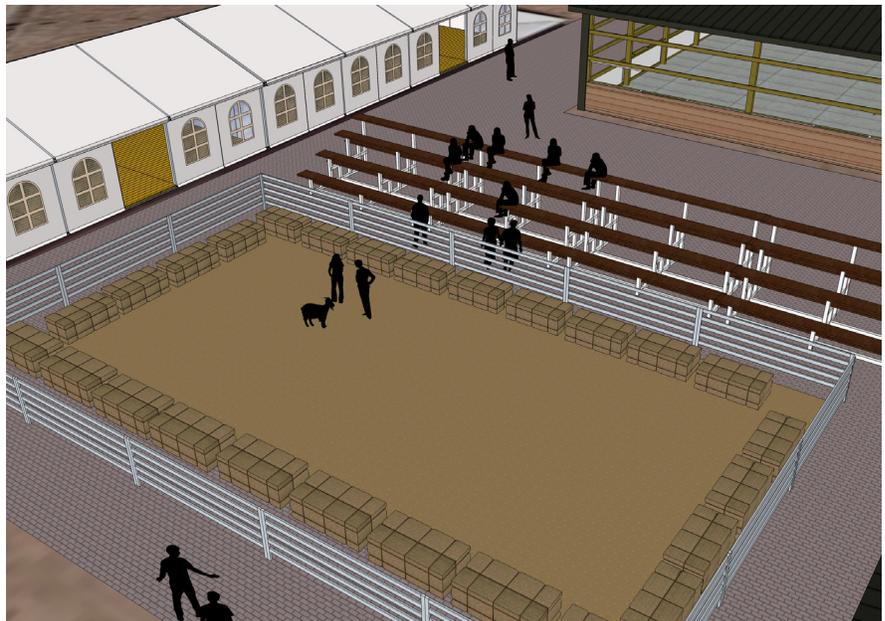


Figure 66. View of plaza during the Fair

## PROJECT 9

### NEW MULTI-USE COMMUNITY SPACE

**Description:** Project 9 is a new, climate-controlled multi-use space similar to the existing Marie Boe building. The building will serve as a replacement for the Fiber Arts building as well as a secondary activity and rental space for when Marie Boe is in use or when a slightly larger indoor facility is needed.

**Rationale:** The Fiber Arts building has been modified many times, likely through volunteer labor, but is poorly designed for permanent occupancy. Even with storage consolidated to the new storage facility, posts and other structural elements will make it difficult to use the space efficiently or to adapt it to any other uses. By replacing the building the Fairgrounds can alleviate related maintenance costs and liability concerns while expanding its ability to rent facilities and host community events that are small to medium sized and require indoor space.

**Fiscal Considerations:** The estimated planning cost is \$750,000 based on construction of a 3,000 SF enclosed structure with heating and electricity. Consideration should be given to maintenance costs and, as with other rental facilities, any cost associated with staffing, programming, and marketing for events and activities.

**Implementation Considerations:** The design of the building offers an opportunity to honor the structure that it is replacing by adhering to the architectural character guidelines in this document and directly paying homage with similar exterior design elements such as an awning.

Construction may require temporary displacement of existing fair uses (i.e. quilting, weaving, and textile exhibits) to the Main Building. Project timing should seek to limit this disruption and provide sufficient time for exhibitors to develop a relocation plan.

Project 9 replaces the Fiber Arts building with a new multi-use facility that can host small to medium sized community and rental functions

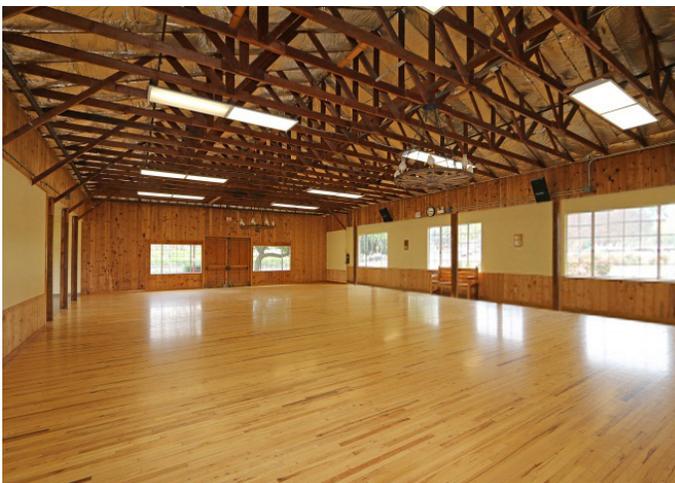


Figure 67. Example of a simple, multi-use space with basic finishes similar to the facility proposed for Project 9

## PROJECT 10

### 3-PHASE POWER UPGRADE

In anticipation of the project to construct a commercial kitchen addition to the Marie Boe Building, 3-phase service should be requested from OPALCO. The estimated cost for installation is between \$30,000 to \$40,000. This new service will not only support the kitchen but also provides additional capacity for possible future demand. If a new location is selected for the commercial kitchen these costs could change dramatically. Trenching is typically the most expensive portion of an electrical infrastructure project at the site scale, and savings on utility upgrades at Marie Boe compared to a structure elsewhere on the grounds is very likely to be significant. Whenever possible, power upgrades should be performed on a comprehensive, site-wide basis in anticipation of projects for the sake of efficiency and cost-savings. Again, trenching is the primary expense of electrical infrastructure, so if multiple projects can be completed simultaneously the cost of improvements can be reduced significantly.

## PROJECT 11

### ACCESSIBLE PATHWAY IMPROVEMENTS

The cost to develop paved pathways across the site is primarily dependent on the length of pathway. For a point of reference, a 4-foot asphalt path costs approximately \$14 per linear foot. The cost includes materials, labor, and soft costs. A 500-foot long path from the Main Building to the livestock buildings would cost approximately \$7,000, while a connection from the Main Building to the camping area would cost roughly \$11,000.

Pedestrian circulation on the site primarily occurs along the existing gravel roadways. As such, construction of accessible paved pathways should occur alongside established routes. Approximately 2,000 linear feet of pathway is needed to provide thorough connections throughout the site, including linkages to adjacent public sidewalks. Including design and other costs, a basic, 4-foot wide network of pathways will cost approximately \$50,000.

## PROJECT 12

### RESTROOM UPGRADES

In order to serve increased fairground use, particularly from additional RV and tent camping sites, restrooms should be upgraded. Current facilities include the Main Building restrooms and two stand-alone restrooms: one behind the arena and another at the existing RV area. Upgrades should include new toilets, sinks and showers, as well as ADA access to at least one shower. Costs are estimated at \$525,000 with the assumption that the arena restrooms will be completely replaced. The cost of restroom renovations can be spread out by implementing individual building-level

projects rather than a simultaneous overhaul of all restroom facilities. It is recommended that replacement of the arena restrooms be implemented first as they are not ADA accessible and are in the worst condition. Upgrades at that location will also serve the new RV and camping sites in the back acreage, making them more attractive to customers. In addition to improving overall restroom quality, upgrades will likely generate electricity and water use savings through modern fixtures.

## PROJECT 13

### GROUND IMPROVEMENTS NEAR MAIN BUILDING AND MARIE BOE BUILDING

A package of improvements near the Main Building and Marie Boe Building supports the entire fairgrounds. The image below shows a conceptual configuration for the addition of paving, gravel parking areas, and stormwater infrastructure. These improvements serve complementary purposes. First, paving and regrading around the Main Building provide the opportunity to address persistent stormwater ponding that occurs as a result of the gravel surface. Second, the paved areas allow for a better use of this centrally-located outdoor space, particularly during the fair. In order to accommodate a rearrangement of uses, such as moving the quilting and wool exhibits into the Main Building, additional space will be needed for the informational booths and vendors they displace. Lastly, these improvements provide better accessibility in the most heavily used portion of the fairgrounds. The cost to implement these improvements will vary based on the scope, choice of paving materials, and other factors. For planning purposes, the conceptual package of improvements has an estimated baseline cost of \$200,000.



Figure 68. Concept for paving (white), stormwater management infrastructure (green), and additional parking (yellow) near the Main Building and Marie Boe Building

## 6.4 DEMOLITION

As shown in the Existing Conditions report, one of the major challenges of operating and maintaining the fairgrounds is the number of outdated and deteriorating buildings. These structures not only detract from the appearance of the site, they also create long-term cost and safety liabilities, especially as major building components such as roof and structural elements require repair or replacement. Using stakeholder input and field analysis of facilities, a demolition plan was developed that would reduce such liabilities and support the Fairgrounds' vision through the implementation of projects in the previous sections.

Some buildings included in the proposed demolition plan are currently in use and may have historic value to the community. While historic preservation and the character of the Fairgrounds are a priority of this plan, the reality of economic sustainability is that it will not be fiscally responsible or operationally prudent to continue use and maintenance of the facilities listed for demolition. Demolition and replacement facilities were only proposed in situations where it was determined that the existing facility is (or will soon be) at the end of its useful life, that preservation would be too costly, and that the proposed action would be a cost-effective way to improve the Fairgrounds ability to serve the community. As indicated in the General Architectural Recommendations section, new facilities should honor the architectural character of the Fairgrounds and, where appropriate, should maintain a continuation of historic use in order to preserve the site's identity. Further, retaining specific structures such as the Log Cabin will maintain a sense of progression through time that captures the history of the grounds despite the replacement of the facilities proposed for demolition. Using these strategies (in conjunction with those in the General Architectural Recommendations section) to implement project and demolition proposals, the Fairgrounds can encourage economic sustainability, better serve the community, and preserve its traditional character simultaneously.

The buildings listed on the following pages are recommended for demolition. Each facility has a description of the action and rationale for its proposed demolition as well as a label showing the relevant project number from the Capital Improvement Plan. The map on the opposite page provides locations of buildings proposed for demolition.

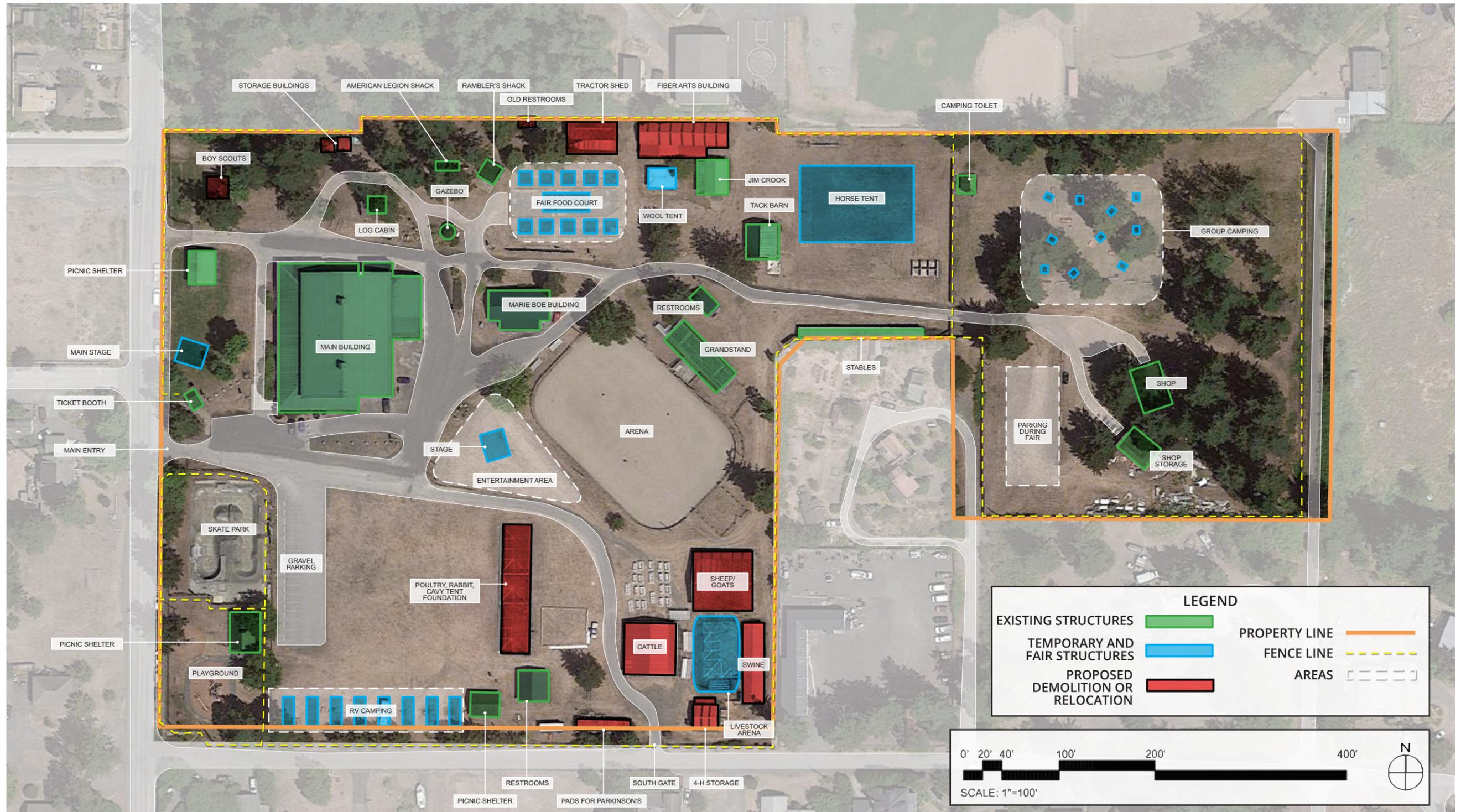


Figure 69. Map of proposed demolition



**Boy Scout House**

(see Project 2)

Action: Provide the Boy Scouts the opportunity to relocate the facility off site; otherwise the building should be demolished.

Rationale: The building is deteriorating, does not serve fairground related uses, and is poorly configured for reuse.



**Storage Buildings**

(see Projects 1 and 2)

Action: Demolish

Rationale: Buildings are small and in poor condition. Storage needs would be better served by an improved and consolidated facility. Demolition will allow for site-beautification.



**Old Restrooms**

(See Project 2)

Action: Demolish

Rationale: Facility is vacant and no longer used. Demolition will allow for site-beautification and alleviate any associated maintenance and safety liability concerns.



**Sheep & Goat Barn**

(See Projects 6, 7 and 8)

Action: Demolish and replace with multi-purpose animal facilities.

Rationale: Building has reached the end of its lifespan, requires roof replacement, and lacks permanent structural elements, such as a concrete foundation.



### Swine Barn

(See Projects 6, 7 and 8)

Action: Demolish and replace with multi-purpose animal facilities.

Rationale: Facility has reached the end of its useful life. Structural integrity is compromised and poses a liability over time.



### 4-H Storage

(See Projects 6, 7 and 8)

Action: Demolish and relocate storage to consolidated facility.

Rationale: Building is functional but will require replacement as it continues to age. Demolition supports storage consolidation and allows site to accommodate new livestock buildings.



### Cattle Barn

(See Projects 7 and 8)

Action: Demolish and replace with multi-purpose animal facilities.

Rationale: Building is more suitable for continued use than the Sheep & Goat Barn or Swine Barn, but lacks structural features necessary to remain permanently, is poorly configured for evolving needs, and is in the latter portion of its useful life.



**Tractor Shed (P1, P2)**

Action: Demolish and relocate storage to consolidated facility.

Rationale: Building is primarily used to store surplus materials that can be kept elsewhere. Structure requires repair to vital components. Due to condition and configuration, the building is poorly suited for reuse or repair.



**Fiber Arts Building (P1, P9)**

Action: Provide minor or short-term repairs as necessary but eventually replace with a new facility. Relocate storage to consolidated facility.

Rationale: The building has been modified many times, likely through volunteer labor, but is poorly designed for permanent occupancy. Support posts and other structural elements make it difficult to use the space efficiently.



## 6.5 EXTERNAL PARTNER PROJECTS

In addition to the County-sponsored projects discussed in the previous section, the planning process identified other potential projects for the fairgrounds property that could be developed and implemented by external partners. External partner projects are described below.

### COLD STORAGE FACILITY

The San Juan Islands Agricultural Guild is studying alternatives for providing cold storage locations to serve the county's agricultural producers and consumers. The fairgrounds property has been identified as a potential location for one of the facilities. The project would initially be a 650-square foot container, but could grow if the concept is successful. Beyond a site for the cold storage equipment, the project would also require vehicle access and parking for up to four pick-up trucks. This fairgrounds would serve as a host to the project but would not be the primary financial sponsor.

### LOG CABIN UPGRADES

The log cabin located behind the Main Building is identified for continued preservation. This effort will require planning and funding support from partner organizations, particularly the San Juan Historical Museum. The fairgrounds' role would continue mostly as host, with some financial support possible depending on the requirement.

### HORSE FACILITY

During the planning process, various members of the community identified their desire to incorporate a covered horse facility, including a covered riding area. This project was not included in the list of recommended capital projects in favor of moderately-scaled facilities that serve multiple uses. While a permanent, covered horse facility is not included as part of the Master Plan, the fairgrounds staff and Fair Board will continue to consider proposals from external partners.

### HOUSING

Given the fairgrounds well-situated location, multiple community members suggested exploring the potential for short-term, seasonal and employee housing at the fairgrounds. Further studies are needed, particularly regarding sponsorship of the project, its scale, who it would serve, and other factors. For these reasons, potential sites have not been identified. Fairgrounds staff remain open to exploring how the site can help meet county goals related to housing and other needs.



# APPENDICES

A. Fairgrounds Comparison Survey

B. Interview Notes

C. Online Survey Results

D. Teen Survey Results

E. Comments from Town of Friday Harbor Historic Preservation Review Board

F. Kitchen Addition Study

# APPENDIX A.

## FAIRGROUNDS COMPARISON SURVEY

### SURVEY OVERVIEW

The Fairgrounds Comparison Survey was an email survey distributed to fairgrounds throughout Washington in an effort to gain a better understanding of how fairgrounds in the state are organized, their recent financial performance, and what strategies they are using to increase revenue. Responses were used to give context to the San Juan County Fairgrounds' recent financial performance and inform strategies in the San Juan County Fairgrounds Master Plan.

### QUESTIONS

Each email survey asked the following questions:

1. What is the governance structure? (i.e. part of county, part of city, independent, other)?
2. Who owns the property on which your fair is located?
3. What is your market region for the fair (i.e. where do fair attendees come from)?
4. What are your latest fair attendance trends?
5. How have the fairgrounds and fair performed financially over the past five years?
6. What have you done to increase revenue, particularly during the off season?

### SUMMARY OF RESPONSES

The following are the main takeaways from survey responses:

- Majority of respondents are governed as part of their county and all properties other than the Washington State Fair are under an ownership agreement or outright owned by the governing county.
- Market regions typically consist of the host county and areas within 150 miles of the Fairgrounds.
- 7 of 11 respondents have seen stable attendance or limited growth. Whitman County / Palouse Empire Fair (slowly declining), Spokane County Fair & Expo Center (growing), Columbia County Fair (strong growth), and Southwest Washington Fairgrounds (growing) are exceptions.
- Financial performance varies. Respondents that gave actual figures were split - two of the four are operating at a loss, Evergreen State Fairgrounds is profiting, and Columbia County Fair and Southwest Washington Fairgrounds are improving but do not state if they are profitable.
- Successful strategies to increase revenue include: Renting facilities (events, storage, equestrian), improving facilities, adapting schedules, expanding partnerships/sponsorships, rebranding, and marketing.

# FULL RESPONSES

## WHITMAN COUNTY / PALOUSE EMPIRE FAIR

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

Government – Whitman County

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

Whitman County, some from Idaho

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

From what I see in past State Fair reports, the attendance has been slowly declining (as has our entries).

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

That one is tough for me to answer. I am trying to understand how the previous management justified their numbers, and I am unable to. My numbers show differently.

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

Whitman County

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

We are looking at building some new buildings and improving the equestrian area.

## EVERGREEN STATE FAIRGROUNDS\*

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

We are part of Snohomish County Parks, Recreation & Tourism

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

We are the largest government owned fair in Washington so we will get visitors from within 150 miles

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

We typically have around 340,000 people but are very weather dependent

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

We have typically have revenues exceed expenses by about \$800 to \$1M

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

Snohomish County

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

Winter Storage. Indoor Riding Arena Rental. We also rent our Community Building for meetings, wedding, and special events. We have a second smaller building that we rent out for birthdays, and small meetings. We are working on updating the heating/cooling system in a third building to hopefully attract more off season events.

## GRANT COUNTY FAIRGROUNDS

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

We are a county Government, Grant County with three commissioners. We are not a charter county I believe.

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

Most of our fair attendees come from this county and the neighboring counties of Adams and Kittitas.

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

We saw a slight downturn in attendance this year but that was primarily attributed to smoke. Our trend is slightly up each year coinciding with growth in our county.

**4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?**

Financially over the past five years we have requested county funds to break even. This number typically runs around \$500k. But we are seeing rental revenues increase and expect this trend to begin to move towards zero.

**5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?**

The county owns the fairgrounds – 187 acres.

**6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?**

Our primary focus is non-fair related revenue. We are seeing larger numbers of Equestrian events at the fairgrounds and have geared our goals toward increasing this number. Our draw is 187 acres, 310 covered horse stalls, two large indoor riding arenas, one large outdoor practice arena and a rodeo arena that seats 6000 people. We are also centrally located in the state of Washington and draw attendees from Idaho and Oregon in addition to Washington. We also have more than 300 days of Sunshine each year and more than 300 RV sites on the grounds. In addition to Equestrian events two of our buildings are rented for family events, parties, etc. I can provide a rate schedule if that helps and you are more than welcome to tour our facility.

We currently have a staff of three office people plus myself and four grounds folks. Our last master plan was done in 2004 but we are needing an update in the not-to-distant future.

**SPOKANE COUNTY FAIR AND EXPO CENTER****1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?**

County

**2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?**

Eastern Washington, Idaho, Western Montana, British Columbia, Alberta

**3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?**

Up significantly over last year around 15%. No smoke or rain, better economy. New attractions

**4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?**

Last 4 years adequately, this year great!

**5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?**

County owned but within city limits of Spokane Valley.

**6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?**

Advertise calendar of events in tourism publications, networking with Chamber and visitorsâ€™ Bureau.

**PENDE OREILLE COUNTY FAIR****1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?**

Pend Oreille County Fair is run by board elected by citizens of Pend Oreille County for three year terms. twelve members plus one county commissioner.

**2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?**

Market is primarily Pend Oreille County plus some from Spokane County and Stevens County.

**3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?**

Fair attendance pretty consistent at about 4000 per year.

**4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?**

We have been pretty self sustaining but not much extra for big capital improvements. Kalispell tribe had been extremely important in financing some remodeling and supporting youth.

**5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?**

Pend Oreille County owns property fair, board allowed to operate fair. County provides near zero financial support.

**6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?**

Primary off season use is rv and boat storage October to April.

**JEFFERSON COUNTY FAIR ASSOC.****1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?**

Jefferson County Fair Assoc is a nonprofit and we have a Memorandum of Agreement with Jefferson Count to fund, maintain and operate the fair and fairgrounds year round.

**2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?**

We draw from Jefferson, Kitsap, King, Clallam, Island

**3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?**

We average about 11,000

**4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?**

We have been doing well over the past years.

**5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?**

Fairgrounds property is owned by Jefferson County

**6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?**

We have a year round campground that provides income. We also have grounds & building rentals for events, off season storage for boats, cars, rvs. The Fair Assoc also hold a Garage Sale and Holiday Fair.

**NORTHEAST WA FAIR****1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?**

The NE WA Fair and Fairgrounds is under the Stevens County Commissioners funding - I get a budget for the fairgrounds event center and rv park separate from that is the 4 days of the fair that is funded by the state and the county-the fair Association is an advisory board only used to be they put on the fair but that has been 13 years ago

**2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?**

about 150 mile radius

**3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?**

we run about 12,000 people each year - we have a good support base

**4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?**

since we are a small tri county fair we have the local lumber mill Boise Cascade pay for everyone that comes on Thursday—(it was voted before I came to make thurs and Sun \$1 to get more people to come—so boise started out 5 years ago with about 1,200 people now we are up to almost 2,000—and Sunday was running about 125 people and with the local chevy dealership he started with 300 people and is up to over 800--

**5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?**

Odd deal for me - the fairgrounds sits on City of Colville Property but there is an agreement that states as long as there is a "Fair" - the ground is considered the county but the minute that there is no longer the 4 day fair the ground reverts back to the City.

**6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?**

All the barns are full of Rv's and boats since I took over-They pay a one time fee for winter from Oct to May-\$12 a foot—I house over 60—I host Fire Camps- just had a Dog rescue for about a month-then the event center is busy each weekend and meetings during the week- can't get a weekend until after the first of the weekend. I have

family reunions and bike tours that come through on a regular basis- the RV park is full this winter with a logging company-

I am curious about others that have similar jobs as my management job—what they are paid—I am a party of one no employees—so I organize the fair and the events and take care of maintaining the grounds- the grounds sit on 6 acres –also the snow removal in the winter- I am in a city population of 5,000 so it would be good information to know

## COLUMBIA COUNTY FAIR

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

we are county subdivision board structure. Cty Comm’s appoint board members who vote on fair business. Within Fair Board we have op committees that are then delegated responsibility for areas of fair.

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

mostly local, but some pull from couple 100 miles around.

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

gate was up about 30% year over year. We had better whether this year. It has been better every year

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

about 14k gate in 2014 about 30k this year. Id guess sponsors at about 9k in ‘14 and 30k this year.

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

County

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

other than the fair, we have no other revenue generating events. Sponsor drive and state funding allocation are the only other rev generators.

## KITSAP COUNTY FAIRGROUNDS EVENT CENTER

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

County Government - Parks Department with Fair & Rodeo Advisory Board

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

Kitsap County and portions of Mason and Pierce Counties

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

Attendance the past 3 years has been about 1.5% increase, annually.

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

Fair & Rodeo has generated revenue to offset approximately 85% of direct and indirect costs. Operation of the County Fairgrounds and Event Center, absence the Fair, runs a deficit of approximately \$700,000 annually.

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

Kitsap County owns the 129ac County Fairgrounds, and leases adjacent property for overflow parking.

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

Permitted events have been fairly stagnant. Establishment/revision of fees to reflect a greater cost recovery has produced minimal revenue increases.

I would be happy to chat with you if you need additional information. We have contracted an outside firm to conduct a Fair Sustainability Study to determine the best organizational/management structure to continue the success of the Kitsap County Fair & Stampede. We expect the study to be presented January 2019.

## WASHINGTON STATE FAIR

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

We are an independent 501(c)3 organization with a board of 12 directors elected by shareholders.

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

Ultimately we draw attendees from all over Washington State, Canada, and other Pacific Northwest states. The greatest percentage of attendees comes from Pierce County followed by King and Snohomish Counties.

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

We receive a slight attendance boost when we extended our dates in 2016. Other than that, the State Fair's attendance has been flat. However, Spring Fair and other year round events have seen steady growth.

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

On average, over the past five years the Fairs financial performance has been very strong.

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

The 501(c)3 corporation; legally named Western Washington Fair Association dba Washington State Fair.

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

The organization continually evolves with a particular eye towards financial performance and strategic planning. For instance, in the last five years, we have rebranded from the Puyallup Fair to the Washington State Fair, we have extended our dates from 17 days to 20 days of Fair, we have gone dark on Tuesdays during Fair, we have more aggressively promoted and driven attendance to the Spring Fair, and smaller details, too many to mention.

## SOUTHWEST WASHINGTON FAIRGROUNDS\*

### 1. WHAT IS THE GOVERNANCE STRUCTURE? (I.E. PART OF COUNTY, PART OF CITY, INDEPENDENT, OTHER)?

The Southwest Washington Fair is a division of the Central Services Department of Lewis County. The Fair Manager reports to the Central Services Director who reports directly to the Board of County Commissioners. We have a 7 member Southwest Washington Fair Advisory Commission that meets monthly to give advice to the Fair Manager and the BOCC.

The Southwest Washington Fair was originally established by RCW 36.90

<http://app.leg.wa.gov/rcw/default.aspx?cite=36.90>

### 2. WHAT IS YOUR MARKET REGION FOR THE FAIR (I.E. WHERE DO FAIR ATTENDEES COME FROM)?

We generally market from Seattle to Portland and Ocean Shores to White Pass. 45% of our attendees come from the immediate areas of Chehalis and Centralia.

### 3. WHAT ARE YOUR LATEST FAIR ATTENDANCE TRENDS?

Attendance for 2018 was up almost 10% from 2017.

### 4. HOW HAVE THE FAIRGROUNDS AND FAIR PERFORMED FINANCIALLY OVER THE PAST FIVE YEARS?

2018 was the best year since 2013. Our bad years were 2015 and 2016 where revenue was down by almost \$100,000 from 2018.

### 5. WHO OWNS THE PROPERTY ON WHICH YOUR FAIR IS LOCATED?

Lewis County

### 6. WHAT HAVE YOU DONE TO INCREASE REVENUE, PARTICULARLY DURING THE OFF SEASON?

Please see attached two documents that I had prepared for a meeting with the Lewis County Board of County Commissioners and the citizen budget advisory board. The documents highlight who we are (fairgrounds team) and what we have done in 2018.

# APPENDIX B.

## INTERVIEW NOTES

### Stakeholder Meeting Minutes

July 12, 2018

Location: San Juan County Fairgrounds

#### Attendees

##### **San Juan County**

Dona Wuthnow (Parks & Fair Director)

Jennifer Allen (Fairgrounds & Event Manager)

##### **Fair Board**

Jennifer Rigg (Fair Board Chair)

##### **Stakeholders**

Bonnie Turman (Owner – Creative Passions, Superintendent of Junior Crafts)

Sue Fjellman (Superintendent for Crafts and Woodworking)

Nancy Ballman (Wags to Wiggles, horse barn advocate)

##### **MAKERS**

Andy Fenstermacher (Project Manager)

Cory Castagno (Urban Designer and Data Coordinator)

## Fair Activities and Facility Use

### Junior Crafts (under 16) – Jim Crook Building

- Facility Use
  - Space functions fine
  - Concerns about safety of concrete on side of building
  - Interior painting needed
- Preparation, pre-Fair activities take place at Creative Passions
  - Begin around July
  - 30' x 30' space at Creative Passions
- History should be acknowledged and well documented

### Adult (16+) Crafts – Main Building

- Facility Use
  - Not enough space – shared with garden, beer and wine, baking...

### Poultry and Rabbits – Tent w/ Foundation

- Facility Use
  - Happy with current set-up
  - Foundation is nice wind block – keeps animals calm, less noise
  - Any new facility should provide similar wind/noise protection

## Other Spaces in San Juan County

- Alchemy
- Brickworks
- Creative Passions
- Odd Fellows

## Events in San Juan County

- Arts Fair used to be held but was replaced with arts series at Brickworks
  - Every Friday, 4 – 10 PM of August 2018
- Friday Harbor Film Festival is growing in popularity; held in October

## Equestrian Facilities and Programming

### Supporting Perspectives

- More kids are doing open riding
- Demand is there for more clinics and larger Fair participation if facilities available
  - People ride elsewhere (Horseshoe Ranch) but want better facilities
- Fundraising effort is already underway. Some pledges secured by Nancy B.
- Fairgrounds have amenities that could attract riders
  - Access to beach trails
  - Space

- Parking
- Good for groups that don't want to use their own arenas

### **Horse Barn / Stalls**

- Currently no permanent space for storage or to house animals safely
  - Year-round programming / activity not possible
- Stalls already purchased
  - 12' x 12'
- Is multi-functional possible?
  - Specific surface needed but could be removed / covered when needed
- Does not need to be a fully enclosed building; could be half-height walls

### **Arena**

- Some other arenas on the island but people prefer to gather together at Fairgrounds
  - Storage would encourage more use
- Grandstands – has been general talk to move over to other side over the arena and cover
  - Used to be covered, now in direct sunlight
  - Extra paneling added to bleachers recently
  - Position on other side of arena would provide wind block
  - Could improve pedestrian flow and ADA access
  - Improved safety for kids (no sitting on railing)

### **ADA / Senior Facilities, Access and Programming**

- Large retirement and special needs community
  - Demographic changes should be considered
  - ADA needed
- ADA accessibility is not adequate
  - ADA Parking and access at skatepark, front, and across street
  - Main problem areas: food court, arena, main building access
  - Gravel does not work in general, not just at Fairgrounds
  - Alternatives to gravel and paved hardscaping?
- Creating a destination – bring more people to the Fairgrounds year-round

### **Comparable Facilities in San Juan County**

- Odd Fellows, Lopez Community Center, Mullis Community Center, Brickworks, Alchemy, Creative Passions, Grange, and Yacht Club
- Main Building is uniquely sized – good opportunity

### **Stakeholder Perspectives**

#### **Bonnie Turman**

- Mostly comes during the Fair and for sales

- Junior Crafts – kid activities, organizes volunteers for set-up, judging, etc.
- Would like to see more events like movie nights
- Creating a destination – bring more people to the Fairgrounds year-round

### **Sue Fjellman**

- Superintendent Adults (16+) crafts
- There should be more kid-friendly and day uses for the grounds
- No county or other housing on-site due to safety concerns

### **Jenn Rigg**

- Makes t-shirts and is an apparel vendor at the fair in addition to superintendent of poultry and rabbits
- Wants to see more year-round use
- Rental facilities would benefit from beautification, rain gardens, etc.
  - Be more competitive to attract weddings and other events on the island
- Supports commercial kitchen
- Would like to see more ADA accessibility and senior-friendly programming
- Supports housing on-site
  - Judges, entertainment, etc.
  - Part of packages for rentals
- Supports water catchment
- Supports County Campus (or other partner) ideas
- RV storage possible

### **Nancy Ballman**

- 4-H, Wags to Wiggles (personal business), and horse facility advocate
- Advocated for horse barn to be demolished and new facility
  - Has conducted fundraising
- Would like to see youth-friendly horse programming

## **Follow-Up Items**

- Research other regional fairgrounds: Skagit and Whatcom counties
- Documentation of pedestrian flow during the Fair

## **Community Engagement**

### **Survey Distribution – Potential Outlets**

- Rant N Rave (Facebook)
- What's Up Friday Harbor

## Stakeholder Meeting Minutes

July 13, 2018

Location: San Juan County Fairgrounds

### Attendees

#### **San Juan County**

Dona Wuthnow (Parks & Fair Director)

Jennifer Allen (Fairgrounds & Event Manager)

#### **Fair Board**

Barbara Bevens

Brad Fincher

#### **Stakeholders**

Nancy Ballman

Adrienne Bourne

Matt Claussen

Amy Herdy

Carol Hooper

Michelle Novak

Lars Sorensen

#### **MAKERS**

Andy Fenstermacher (Project Manager)

Cory Castagno (Urban Designer and Data Coordinator)

## Fairgrounds Staffing

- Staffing is one of the major challenges of expanding Fairgrounds use
  - Hiring rules
  - Finding qualified / available staff
  - Funding (need to show County economic benefit to garner support)
- 3 “pods” of staffing would be ideal for Fairgrounds
  - Facilities management, Fair event management, and event production
- Reducing strain on staff by focusing on facility management during non-fair
  - No event planning
  - Renters with self-contained / planned events
- Volunteers play a huge roll in the Fair
  - 3500+ volunteer hours
  - Likely needed for expanded events

## Fair Activities and Facility Use

### Quilting and Textiles – Weaving / Wool Building

- Facility Use
  - Not enough space for hanging quilts (vendors do not want to fold)
  - Have enough demand for another small space but vendors choose not to participate since it is not available

## Youth Activities and After School Programs

- New facilities such as playfields
- Emergency preparedness with the neighboring school
- Equestrian after school program
- Safety / anti-drug and mentorship programs
- Skate Park
- Youth-oriented events

## Equestrian Facilities and Programming

### Supporting Perspectives

- School kids have shown interest whenever horse activities are taking place
- Equestrian programs teach communication and responsibility skills
  - Caring and communicating with a large animal
  - Building confidence
- Fundraising is available - Amy Herdy

### After School Program

- Boarding and care program – kids look after horses

- Classes
- Communication, responsibility, etc.
- Process of planning a program / curriculum already started - Amy H
  - Sheriff, Island Rec, Sue
- Test program during next summer?
  - Not viable during winter yet due to lack of enclosed facilities

### **Equine Therapy**

- Autism, rehab, physical therapy, etc. for all ages
- Program catered to 40+ women?

### **Horse Barn / Stalls**

- Need for enclosed facilities for winter use
  - Multifunctional

### **Arena**

- Arena roofing is not currently on cap improvements list
- Minimum of 80' x 120' if new one built (Amy H)

## **American Legion Facility and Events**

- All Legion revenue from food sales go to scholarships
  - Fair is the largest fundraiser

### **Burger Shack Building**

- New electrical and painting
- Hot water is in the works
- Has been there since 1924
- Currently only open during the Fair

### **Events**

- Would like to participate in more events
  - Movie nights, concerts, etc.
- Couple of weeks' notice for events needed
  - Food / supply ordering, cleaning, etc.
- Economically viable around 40-60 meals
  - Goal for other fundraisers is 40-60 meals
  - Could test new events where at least 50 people are attending
  - Plays are typically around 50 people – Carol H

## **Entertainment and Event Hosting**

- Fairgrounds are great opportunity space for entertainment / events

- Facilities, space, parking and built-in marketing due to community familiarity with Fairgrounds
- Business development is the greatest need for improvement
  - Less need for facility investment
  - Marketing events
  - Info on inventory, capacity, possibly types of events

### **Main Building**

- Only needs tweaks to make more attractive / functional as event space
- Large space is a benefit but also has issues
  - Acoustics
  - Can be remedied with cable, pipe, drape.. space division
- Adaptability is a strength
  - Blank canvas vs. telling/making it something in particular
  - Allow self-contained events to decorate the space

### **Marie Boe Building**

- Current size is minimum
  - Hard to make money without at least the current capacity
- Roll-up door is essential to loading for events

### **Event Needs / Soft Goods**

- Infrastructure for event hosting is already mostly in place
- Staging, sound system and soft goods
  - Better to buy than to rent due to cost of getting supplies to the Island
- Seating
  - Can be very simple: cushioned folding chairs
  - Sponsored cushions to offset price

### **Scheduling**

- Summer is when people are here – don't write it off
- Winter packages?
  - Work with Visitors Bureau to identify off-season opportunity
  - Hotels can benefit and may be open to partnerships

### **Event Types**

- Friday Harbor Film Festival
  - How successful is it?
- Wedding events
  - Aesthetic improvements
  - Potential new barn facility as wedding venue
- Concerts / Music Festivals
  - Bring in huge amounts of people from all over
  - Bill Moss' success?
- Rehearsal / local musical group spaces

- Bells (Carol H) – nowhere to rehearse or have storage due to challenge of scheduling at other Island facilities
- Self-contained programs/users that just need space
  - Minimal staffing and resource involvement by Fairgrounds
- Theater events
  - Have successfully used Marie Boe for small plays but lack of backstage space makes it difficult, especially during winter
  - Any indoor space can serve as backstage
  - Could perform 1 or 2 plays a year based off recent success (Carol H)
- Taste of Friday Harbor / food events
  - Competitions, tasters, classes, etc.

### **Comparable Spaces**

- Park Building (Beaverton),

### **Stakeholder Perspectives**

#### **Barbara Bevens**

- Would like to see more collaboration with the schools – especially next door
  - Play fields
  - Emergency preparedness
- Supports RV storage
- Food court improvements needed
  - Re-pave
  - Possible to tent and heat space

#### **Adrienne Bourne**

- Supports more community event hosting
- How do we make fairgrounds thought of as more than just the Fair?

#### **Amy Herdy**

- 4-H support, has ranch, rider
- Supports after-school horse related activities and investment in horse facilities
  - Willing to donate and help with fundraising
- Supports senior activities
  - Better access needed
- Supports housing on-site
  - Housing forum
  - Homeless sheltering with live-in supervisor

#### **Matt Claussen**

- Conservation District, alert dogs, Grange
- Supports youth activities and programming driven by youth input
  - How is Plan process including youth?

- Safety / anti-drug programs
- Skate park, youth events, mentorships
- Conservation partnerships
- Sustaining agricultural economy and community
- Resiliency and emergency preparedness is important to community
  - Food Hub
- Action is needed, not just talk
- Education on Fairgrounds as economic entity and benefit
  - Language that conveys that benefit and that it is not a given
- Fairgrounds should have diversity in use
  - Diversity in seasonality, age groups, etc.

### **Nancy Ballman**

- Supports horse related facilities and programs
  - Pay for use?
  - Covered / winter facilities
- Would like to see youth programs

### **Carol Hooper**

- Quilter, theater and music groups, dog training
- Quilt / textile exhibition space improvements
- More collaboration with theater and music groups
- Supports maintaining enough open space for dog activities

### **Lars Sorensen**

- 5-year resident, 35-year vet of entertainment
- Sees Fairgrounds as great venue / opportunity for entertainment
  - Supports food, music, theater, rental uses
- Think big while limiting liability or need for investment
  - Self-contained programs using space
  - Business development needed more than facility development
- Summer opportunities other than Fair are there
  - That's when people are here!

### **Brad Fincher**

- Board Member since 2001
- Supports commercial kitchen
- Supports on-site housing
  - Permanent "tiny home" for caretaker
- Big ambitions should be checked with awareness / responsibility
  - Upkeep of current assets is essential
  - Partnerships for funding are needed

### **Michelle Novak**

- American Legion and Ladies Auxiliary
  - Supports more year-round events

- Supports youth programs
  - Would like to see “reward” programs for service such as clean-ups

## Community Engagement

### **Survey Distribution – Potential Outlets**

- Youth-oriented outlets
  - Family Resource Center, Island Rec

### **Community Dynamics**

- County-wide dynamic is not one of cohesion. Islands don’t always relate as a county
  - Inter-island community events are hard due to travel
  - Separate tax entities

# San Juan County Fairgrounds Master Plan Update 2018

## Stakeholder Meeting Minutes

June 14, 2018

Location: San Juan County Fairgrounds

### Attendees

#### **San Juan County**

Dona Wuthnow (Parks & Fair Director)

Jennifer Allen (Fairgrounds & Event Manager)

Mike Thomas (County Manager)

#### **Fair Board**

Josephine Bangs

Jennifer Rigg (Fair Board Chair)

#### **Stakeholders**

Maddie Ovenell (Island Rec, Director)

Morgan Johnston (Island Rec, Recreation Specialist)

Wendy Waxman (WSU Extension, 4-H Program Coordinator)

Stephanie Coffey (San Juan Islands Agricultural Guild)

**MAKERS:** Stefani Wildhaber (Partner), Andy Fenstermacher (Project Manager), Cory Cas  
(Urban Designer and Data Coordinator)

**BST Associates:** Brian Winningham (Economics)

**HRA:** Mathew Sneddon (Historical Research) via teleconference

**Reid Middleton:** Ding Ye (Engineering / Utilities) via teleconference

## Stakeholder Perspectives

### Jennifer Rigg (Fair Board Chair)

- Meeting the needs of the fair and community with essentially a staff of three
- Get the community more involved
- Educate the public on the value of the asset
- How can we incorporate more usage year-round?

### Josephine (4-H program coordinator)

- Emotional attachment to fair for community is important
- Youth/family oriented events during non-fair use
- Volunteers would be happily involved based on experience from other projects
- Core of engaged volunteers are key to getting things done

### Island Rec (Maddie and Morgan)

- Island-specific taxing district
- Manage skate park and playground at the Fairgrounds through interagency with County
- Rec programs (no camping)
  - Fitness classes, summer camps, after-school, runs, etc.
  - Music on the lawn, movies
  - Holiday dances, parties
- Use Marie Boe Bldg, fields, back area (fairground forest), Main Building\*
- Main Building is most used (e.g. winter indoor use, tennis, children's festival)
- Growing; always looking at what is available and putting it to use
  - Would use commercial kitchen for events and programs
- Former Lafarge gravel pit is only owned park space
- Programming is determined by
  - National parks and rec trends
  - What is missing locally
  - Who can lead / what space and resources are available
- No other rec programming provided by County or Town of Friday Harbor
- Facility needs/improvements
  - Heating in Main Building is not efficient (propane heat)
  - Could use better space dividing ability in Main Building
  - Safety of exposed steel beams in the Main building
  - Other spaces for uses/sports that concrete floor of Main is not suitable for
  - Could use a covered space, pavilion-like structure
- Winter and summer are both busy
- Adult programming is growing quickly; recently retired, older pop is growing
- Youth needs are mostly met
- Exists to serve residents, not tourists
- New dog park and terrain park under consideration Ellensburg, evergreen mountain bike alliance)

### Wendy Waxman (4-H)

- Priority is safe structures that are well serviced by utilities (“clean, simple, up to date structures”)
- Community kitchen would be beneficial for programs likes canning, processing and cooking
- Restroom access, functional changing spaces for children
- Use fairgrounds for year-round storage
  - Shop – south side of grounds by green building?
- Open-air Pavilion/Shelter needed
  - Something at least semi-permanent
  - Maybe at arena?
  - Non-fair usage
- Small animal space needed
- College community room is used for meetings but there are no kitchen options
- Marie Boe was part of 4-H so the building named after her has historical and emotional significance
- Spring “weigh-in” for large livestock (1 day)
  - Inter-island participation
  - Acts a check-up for fair comp, tagging, etc.
- Occasional horse events
- 137 estimated youth in program, 50 adult volunteers (looking to expand both)
  - Mentors and parental involvement is key
- Teen programs and non-animal projects are a focus in growth
- Partnering with gardening and other clubs/orgs/programs

### Stephanie (Ag Guild)

#### Ag Guild

- Owns Brickworks
- Expanding to more programming
- Marketing and branding program
- Beginning farmer ranching grant
- Booth at fair

#### Food Hub

- Lack of refrigerated storage = food transported to mainland for storage and then back for use
- Processing locally has been subjected to USDA shut-downs due to lack of adequate facilities
- San Juan Island is island most in need of cold storage
- Does not necessarily involve a commercial kitchen for add-value production, which is a separate but related concept
- Can help island maintain resiliency in event of a natural disaster or other emergency
- Three island set-up is being developed.
  - Business model complete but still a year or more out.
  - Who will own it? Trouble finding takers.

- Facility would need five parking spots for drop-off and distribution
- Different types of cold storage needed
  - Meat versus veggie temps
  - 10' x 12' needed now, semi-truck size ideal in the longer term
- Benefits of Fairgrounds location
  - Variety of partnerships
  - Scheduling (Brickworks and church prioritize scheduled events like weddings)
  - Existing facilities that are public – access to public funding via taxes, grants, etc.
  - Provides good site for potential emergency management functions
  - Skagit County model: <http://pugetsoundfoodhub.com/food/>
- Cons of Fairgrounds location
  - Lacks three-phase electric
  - Other utilities not adequate
  - Scheduling is better but still in demand

### **Animals and Animal Care**

- Number of small animals increasing while number of large animals is falling; cost of island living, land, and animal care contribute to decreasing large animals
- Safety of animals is a major concern (ventilation and heat management, ease of care, etc.)
  - How can facilities be improved to better care for animals?
  - Poultry barn and other structures in serious need of repair
- Ability to provide vet care to animals as they come in and logistics of getting animals into the grounds
  - How can the fairgrounds layout / organization be improved?

### **Other Stakeholders' Concerns** (not present at meeting)

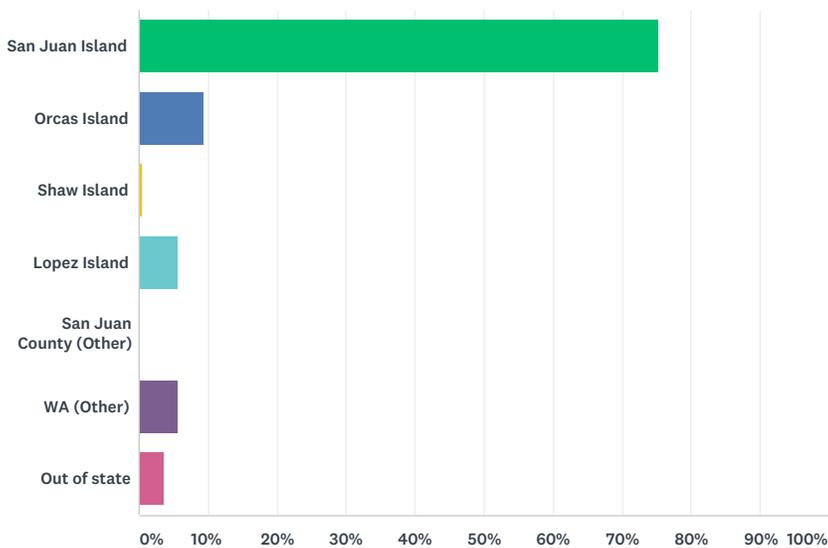
- Town administrator (Duncan) – municipal water usage concerns
- Neighbors to the fairgrounds
  - County provides updates to residents living close to the site
  - Residential zoning – fairgrounds are right in the middle of the neighborhood
  - Expansion of activities beyond the fair is a concern

# APPENDIX C.

## ONLINE SURVEY RESULTS

Q1 Where is your primary residence?

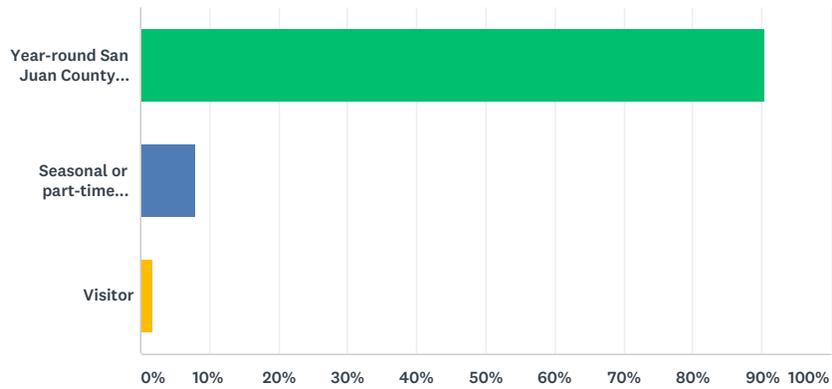
Answered: 305 Skipped: 0



ANSWER CHOICES	RESPONSES	
San Juan Island	75.41%	230
Orcas Island	9.51%	29
Shaw Island	0.33%	1
Lopez Island	5.57%	17
San Juan County (Other)	0.00%	0
WA (Other)	5.57%	17
Out of state	3.61%	11
<b>TOTAL</b>		<b>305</b>

### Q2 Which best describes you?

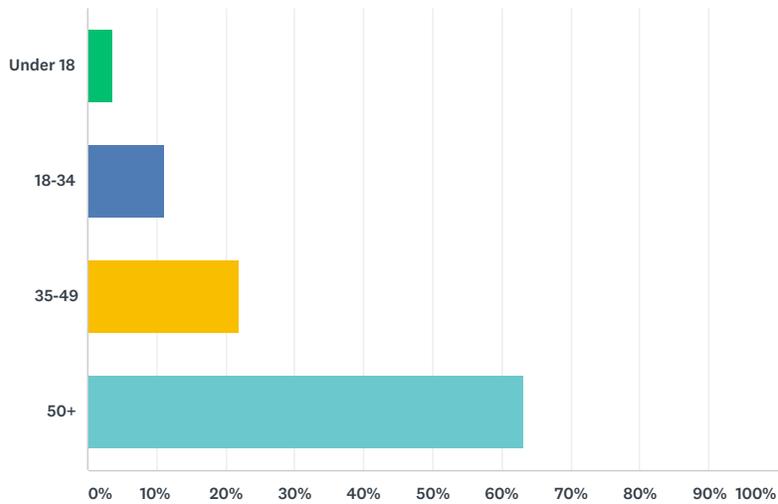
Answered: 288 Skipped: 17



ANSWER CHOICES	RESPONSES	
Year-round San Juan County resident	90.28%	260
Seasonal or part-time resident	7.99%	23
Visitor	1.74%	5
<b>TOTAL</b>		<b>288</b>

### Q3 Please select your age:

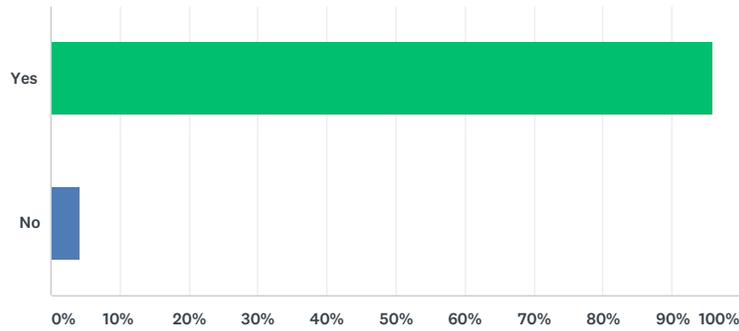
Answered: 304 Skipped: 1



ANSWER CHOICES	RESPONSES	
Under 18	3.62%	11
18-34	11.18%	34
35-49	22.04%	67
50+	63.16%	192
<b>TOTAL</b>		<b>304</b>

### Q4 Have you ever visited the San Juan County Fairgrounds?

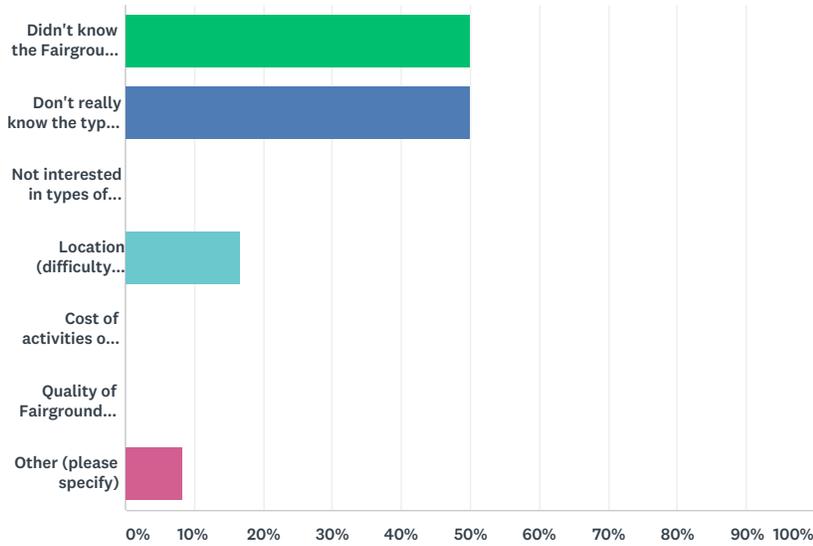
Answered: 304 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	95.72%	291
No	4.28%	13
<b>TOTAL</b>		<b>304</b>

### Q5 Which factors contribute to you not visiting the Fairgrounds? Select all that apply.

Answered: 12 Skipped: 293

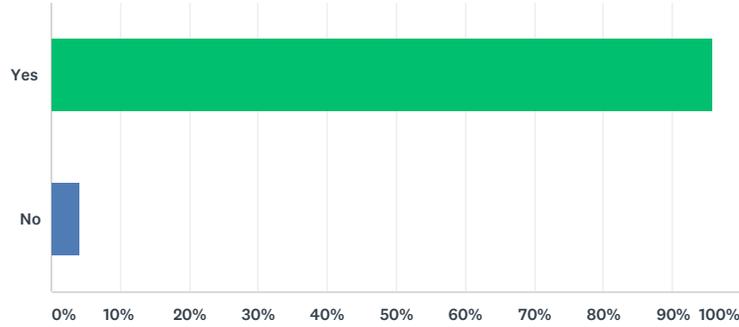


ANSWER CHOICES	RESPONSES
Didn't know the Fairgrounds existed	50.00% 6
Don't really know the types of activities and amenities available at the Fairgrounds	50.00% 6
Not interested in types of activities or events offered	0.00% 0
Location (difficulty getting there, cost of travel, etc.)	16.67% 2
Cost of activities or events	0.00% 0
Quality of Fairground facilities	0.00% 0
Other (please specify)	8.33% 1
Total Respondents: 12	

#	OTHER (PLEASE SPECIFY)	DATE
1	ferry schedule; some events (such as Halloween haunted house) held after last interisland departure from Friday Harbor, leaving no way to get home same day	8/11/2018 10:35 PM

### Q6 Have you ever attended the San Juan County Fair held every year in August?

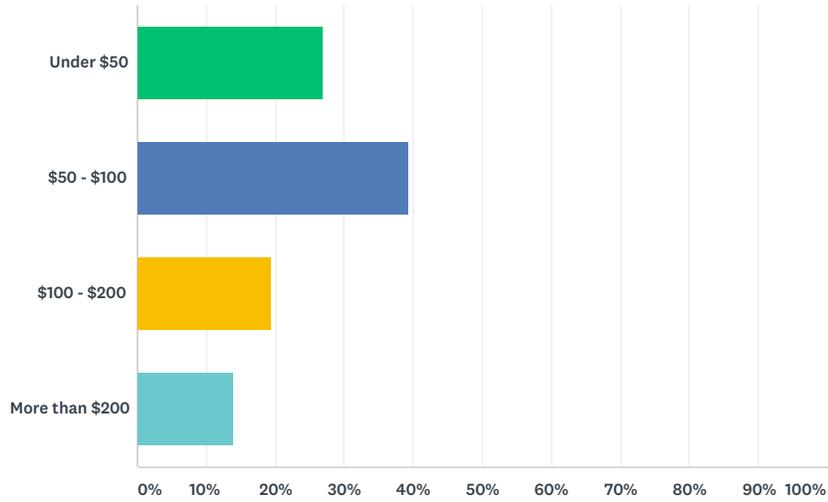
Answered: 292 Skipped: 13



ANSWER CHOICES	RESPONSES	
Yes	95.89%	280
No	4.11%	12
TOTAL		292

### Q7 How much do you think you spent on tickets, food, and vendor purchases last time you attended the Fair?

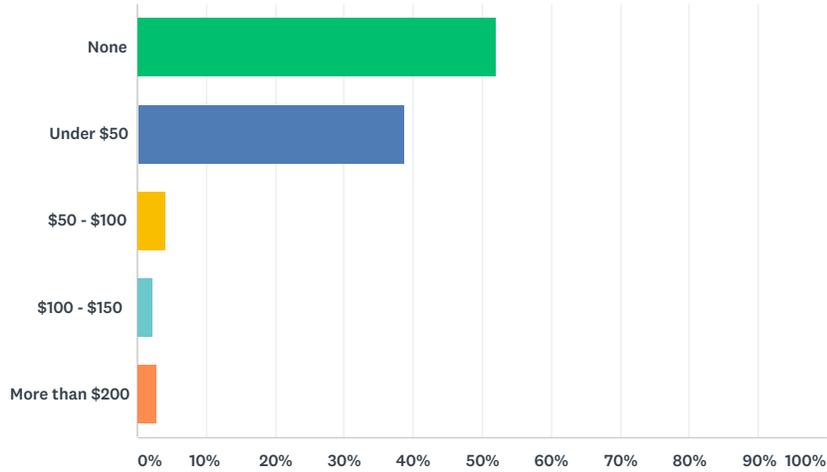
Answered: 277 Skipped: 28



ANSWER CHOICES	RESPONSES	
Under \$50	27.08%	75
\$50 - \$100	39.35%	109
\$100 - \$200	19.49%	54
More than \$200	14.08%	39
<b>TOTAL</b>		<b>277</b>

### Q8 How much do you think you spent on other expenses (travel, lodging, etc.) to attend the Fair?

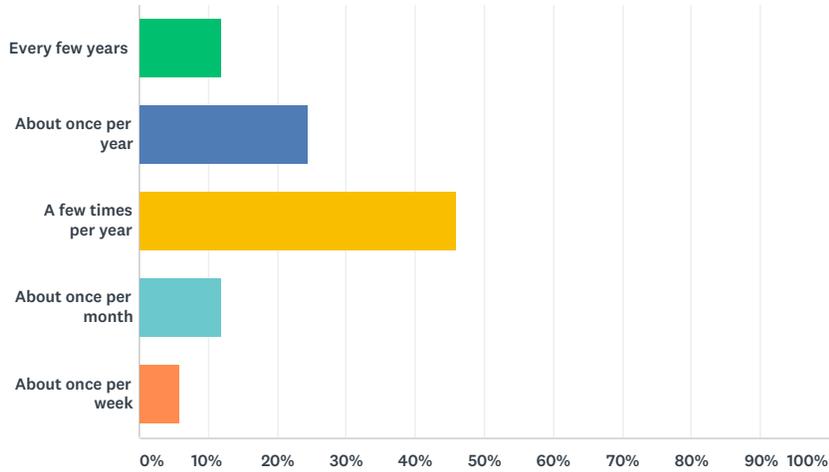
Answered: 269 Skipped: 36



ANSWER CHOICES	RESPONSES	
None	52.04%	140
Under \$50	38.66%	104
\$50 - \$100	4.09%	11
\$100 - \$150	2.23%	6
More than \$200	2.97%	8
<b>TOTAL</b>		<b>269</b>

### Q9 How often have you visited the Fairgrounds for the Fair or any other reason?

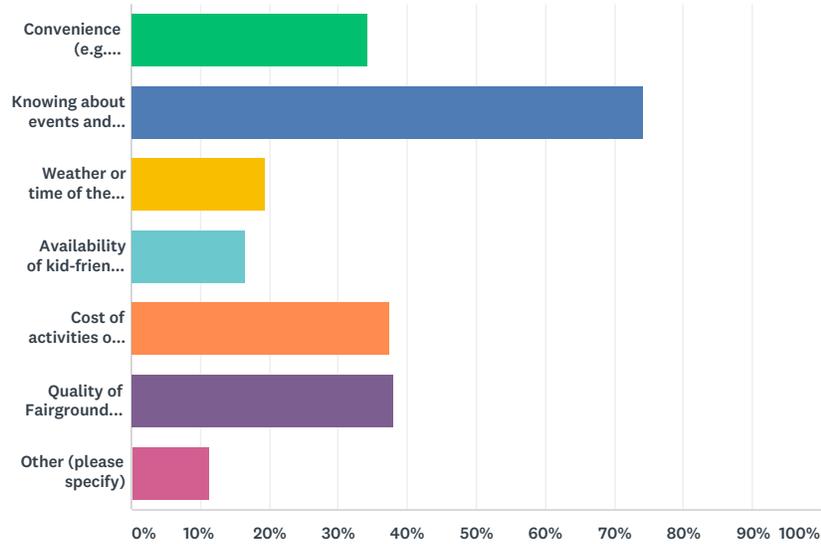
Answered: 287 Skipped: 18



ANSWER CHOICES	RESPONSES	
Every few years	11.85%	34
About once per year	24.39%	70
A few times per year	45.99%	132
About once per month	11.85%	34
About once per week	5.92%	17
TOTAL		287

### Q10 What is most likely to impact whether or not you visit the Fairgrounds? Select all that apply.

Answered: 283 Skipped: 22



ANSWER CHOICES	RESPONSES
Convenience (e.g. Fairgrounds are close to home; fairgrounds are too far because you live on another island, etc.)	34.28% 97
Knowing about events and activities (e.g. seeing notice in newspaper, etc.)	74.20% 210
Weather or time of the year (e.g. only visit in the summer)	19.43% 55
Availability of kid-friendly facilities or activities	16.61% 47
Cost of activities or events	37.46% 106
Quality of Fairground facilities	38.16% 108
Other (please specify)	11.31% 32
Total Respondents: 283	

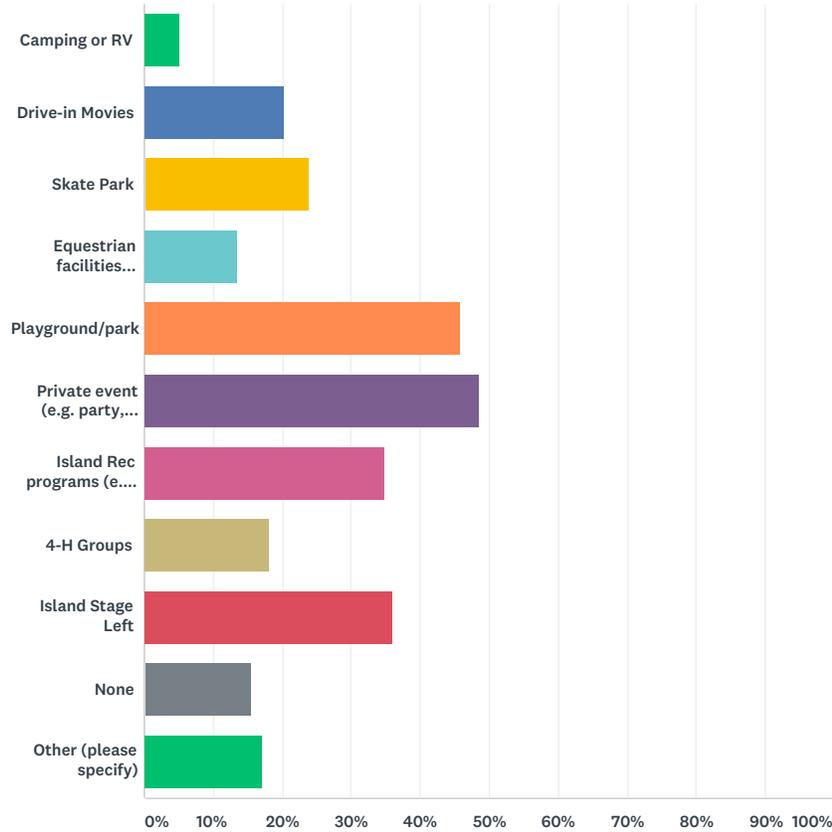
#	OTHER (PLEASE SPECIFY)	DATE
1	The number of activities.	8/28/2018 7:42 AM
2	whether i have time	8/27/2018 2:52 PM
3	The character of the place. I want it to always reflect the history and the culture of the islands.	8/27/2018 10:58 AM
4	just fun, and enjoy meeting island friends that are here	8/24/2018 5:21 PM
5	Lack of events and lack of passion to hold events instead just make money	8/24/2018 4:50 PM
6	Ferry schedule is often not conducive to get to San Juan and return.	8/24/2018 7:52 AM
7	4-H events at the Fair and otherwise	8/23/2018 2:49 PM
8	type of event	8/20/2018 10:35 AM

APPENDICES

9	Whether an event is of interest to me or not	8/20/2018 10:29 AM
10	Availability of facilities or activities WITHOUT KIDS.	8/16/2018 7:54 PM
11	Specific activities bring me there. The quality and availability of facilities dictate the available events. The fair grounds, specifically the arena needs upgrades in order to support events.	8/14/2018 9:55 PM
12	ferry schedule	8/14/2018 4:02 AM
13	Equine facility: During fair it is unsafe due to proximity of rest of the fair activities. Ring needs updated footing and management (dust, drags, etc).	8/10/2018 4:34 PM
14	Variety of kinds of activities there	8/9/2018 6:13 PM
15	Reason for going - type of event, etc	8/8/2018 4:08 PM
16	Quality of vendors and rides	8/5/2018 10:50 AM
17	Whether it continues to honor its founders and traditions	8/5/2018 10:38 AM
18	see people	8/3/2018 10:24 PM
19	Historical Preservation of Buildings	8/1/2018 5:06 PM
20	What other events are offered	8/1/2018 1:28 PM
21	daughter was in 4-H 1999-2009. I Also entered photography during those years. I still love checking out 4-H events and Main photography entries.	7/20/2018 8:59 PM
22	This is the only functions that brings the whole county together. It's fun for the exhibitors and the visitors.	7/20/2018 8:51 PM
23	potential for private use	7/19/2018 8:56 AM
24	Wheelchair accessible	7/19/2018 7:02 AM
25	i live nearby	7/13/2018 1:18 PM
26	Ease or difficulties in finding parking.	7/13/2018 7:29 AM
27	availability/use of riding arena	7/12/2018 5:43 PM
28	Participate multiple times a week in the PADs for Parkinson's project	7/12/2018 7:24 AM
29	fair is stupid expensive	7/12/2018 5:57 AM
30	Horse arena	7/11/2018 7:23 PM
31	Dog walking	7/11/2018 12:48 AM
32	Horse barn	7/10/2018 11:29 PM

### Q11 Have you ever visited the Fairgrounds for any of the following non-Fair activities? Select all that apply.

Answered: 286 Skipped: 19



ANSWER CHOICES	RESPONSES	
Camping or RV	5.24%	15
Drive-in Movies	20.28%	58
Skate Park	23.78%	68
Equestrian facilities (other than the fair)	13.64%	39
Playground/park	45.80%	131
Private event (e.g. party, fundraiser, etc.)	48.60%	139
Island Rec programs (e.g. Children's Festival, skating, etc.)	34.97%	100
4-H Groups	18.18%	52
Island Stage Left	36.01%	103

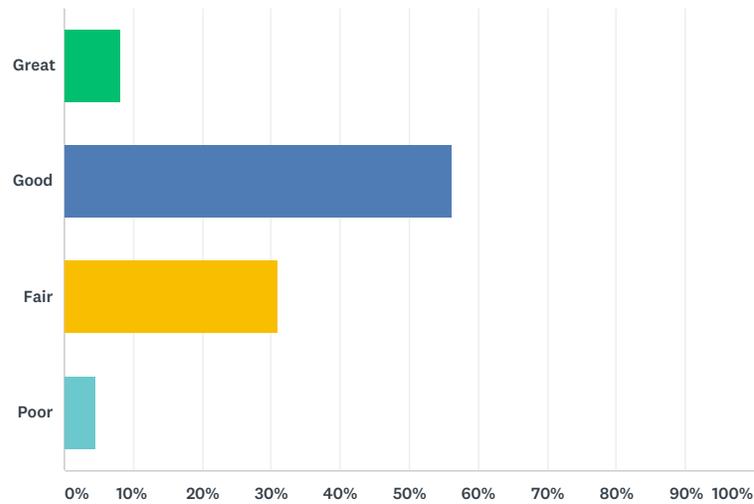
None	15.38%	44
Other (please specify)	17.13%	49
Total Respondents: 286		

#	OTHER (PLEASE SPECIFY)	DATE
1	Summer camps, rummage sales, I also use the bathrooms..please keep available.	8/28/2018 7:44 AM
2	Play (not island stage left)	8/24/2018 5:31 PM
3	Dogs	8/24/2018 7:52 AM
4	PADS training	8/23/2018 4:43 PM
5	walking	8/23/2018 3:03 PM
6	community information and survey events	8/20/2018 11:47 AM
7	walk our dog	8/19/2018 9:11 AM
8	community information dissemination	8/17/2018 7:49 PM
9	Shortcut to town	8/15/2018 7:53 PM
10	Art show	8/10/2018 8:54 AM
11	Fire department drill	8/9/2018 6:14 PM
12	walking our dog; dog training with Lisa	8/8/2018 9:31 PM
13	Meetings w/ staff	8/8/2018 4:09 PM
14	Dog sniffing	8/8/2018 10:49 AM
15	Dog walk	8/8/2018 9:17 AM
16	Meetings	8/6/2018 11:49 AM
17	dog training	8/5/2018 1:45 PM
18	Flea markets	8/4/2018 12:26 AM
19	Flea market	8/3/2018 10:25 PM
20	Native Plant Sales and Annual Rummage Sales	8/3/2018 12:13 PM
21	flea market	8/3/2018 9:41 AM
22	wrestling (non-Island Rec activity)	8/3/2018 9:24 AM
23	Fair	8/1/2018 5:07 PM
24	Oktoberfest; Halloween Haunted House	7/30/2018 4:12 PM
25	I volunteer at PADs so am there every week	7/29/2018 4:29 PM
26	Summer Solstice Festival	7/28/2018 1:08 PM
27	Flea Market, Salish Solstice Festival	7/25/2018 7:34 AM
28	Community Service	7/19/2018 5:21 PM
29	dog training	7/19/2018 2:09 PM
30	walking my old dog	7/19/2018 11:21 AM
31	Native Tree & Plant Sale	7/19/2018 8:41 AM
32	Library programs	7/19/2018 1:21 AM
33	Flea market	7/18/2018 9:23 PM
34	Dog training classes	7/18/2018 5:48 PM
35	plant sale	7/14/2018 12:31 PM
36	Dog training	7/14/2018 8:21 AM

37	public place to eat lunch	7/14/2018 7:45 AM
38	San Juan Community Theatre production	7/13/2018 4:38 PM
39	walk my dog	7/13/2018 1:19 PM
40	Plant sale	7/13/2018 1:18 PM
41	auction, flea market	7/13/2018 11:59 AM
42	Friday Harbor Bike-n-Brew event	7/13/2018 7:30 AM
43	flea markets	7/13/2018 4:56 AM
44	Flea Markets	7/12/2018 11:18 AM
45	puppy obedience classes	7/12/2018 10:19 AM
46	halloween	7/12/2018 9:19 AM
47	Dog training and PADs for Parkinson's	7/12/2018 7:24 AM
48	Native Plant Sale, Halloween Haunted House	7/11/2018 7:35 PM
49	Dog walking	7/11/2018 12:49 AM

### Q12 How would you rate the overall facilities at the Fairgrounds?

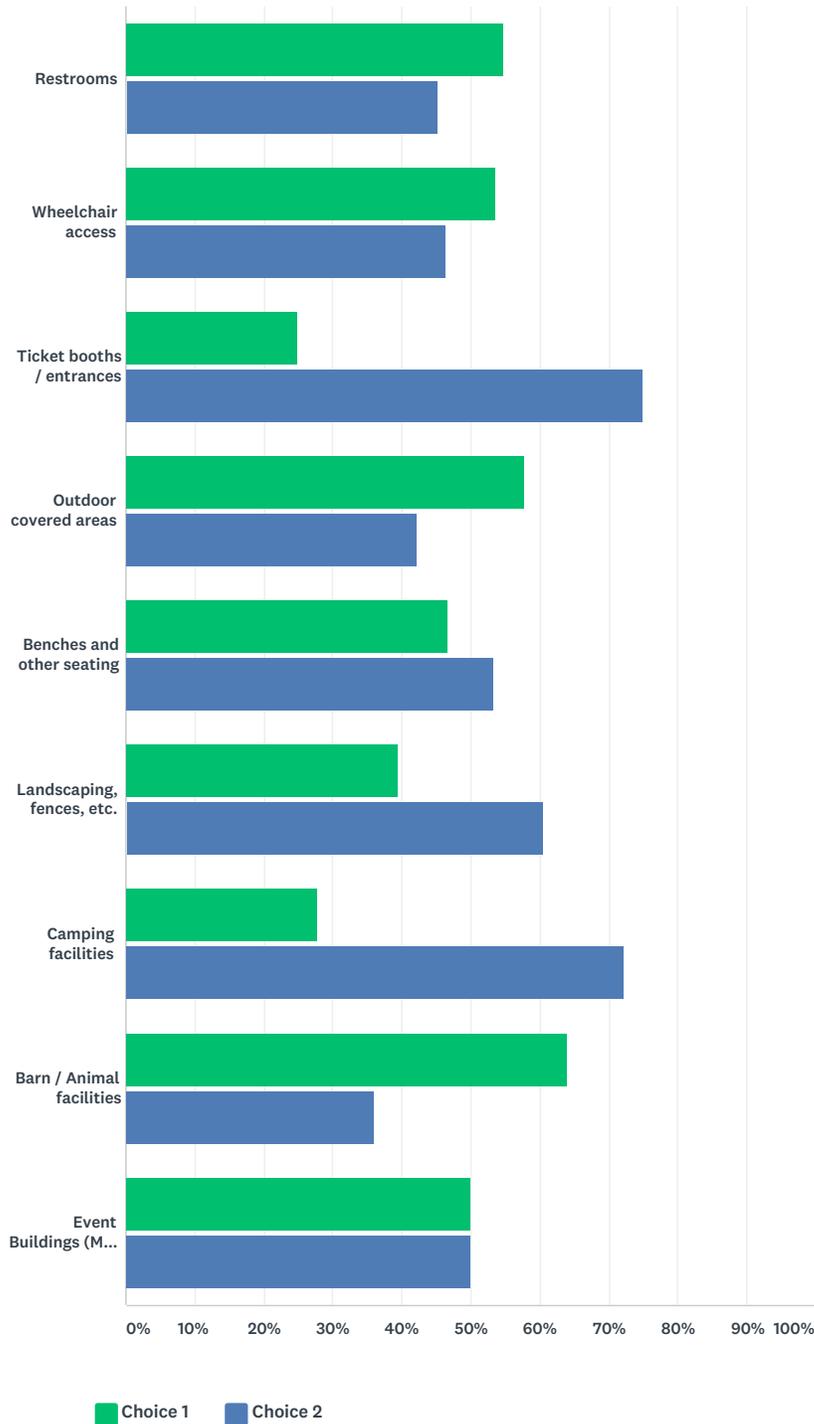
Answered: 284 Skipped: 21



ANSWER CHOICES	RESPONSES	
Great	8.10%	23
Good	56.34%	160
Fair	30.99%	88
Poor	4.58%	13
<b>TOTAL</b>		<b>284</b>

Q13 The County has a limited annual budget for making improvements at the Fairgrounds. With that in mind, what should be the investment priorities? Choose two options.

Answered: 268 Skipped: 37

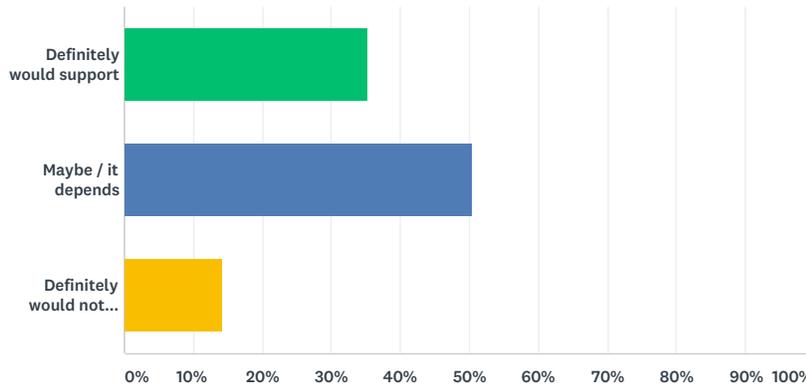


Restrooms	54.84% 51	45.16% 42	93
Wheelchair access	53.66% 22	46.34% 19	41
Ticket booths / entrances	25.00% 4	75.00% 12	16
Outdoor covered areas	57.69% 60	42.31% 44	104
Benches and other seating	46.67% 21	53.33% 24	45
Landscaping, fences, etc.	39.53% 17	60.47% 26	43
Camping facilities	27.78% 5	72.22% 13	18
Barn / Animal facilities	64.06% 41	35.94% 23	64
Event Buildings (Main Building, Marie Boe, etc.)	50.00% 41	50.00% 41	82

#	OTHER (PLEASE SPECIFY)	DATE
1	I would like the gardens to be much more green and lush. Not so dusty.	8/28/2018 7:46 AM
2	water fountains	8/24/2018 5:31 PM
3	Covered horse arena and covered stands would go a long way. Maintain old barns.	8/24/2018 7:55 AM
4	Preservation	8/23/2018 4:55 PM
5	Agricultural storage facility- walk in cooler, freezer, etc.	8/22/2018 11:29 AM
6	whatever is needed to make the fairgrounds more able to generate off season revenue	8/20/2018 10:37 AM
7	Arena	8/14/2018 9:56 PM
8	Improve the concrete surface for indoor sports. There are synthetic grasses that work for tennis and soccer.	8/8/2018 9:34 PM
9	Dedicated Quilt Building	8/8/2018 5:19 PM
10	Green up the whole place	8/8/2018 4:10 PM
11	Textile building is in very sad shape and rather small	8/8/2018 10:50 AM
12	More shade trees, please!	8/6/2018 8:57 AM
13	More ventilation for the chickens and rabbits. A police presents at night to protect our children and our local vendors from The carnival tribe	8/3/2018 12:50 PM
14	accessible ways to get around more easily for older people who can walk but have difficulty with the hills, gravel.	8/2/2018 6:19 AM
15	You must be joking, if it what they get they have use it for all of them.	7/20/2018 8:55 PM
16	I'll leave this question for people who use it more.	7/19/2018 2:09 PM
17	don't cut any trees!!!!	7/19/2018 11:22 AM
18	Asphalt to keep dust down	7/19/2018 9:28 AM
19	Fine for the fair.	7/18/2018 6:47 PM
20	Boy Scout Building, it's historical	7/14/2018 7:48 AM
21	make the main bldg more energy efficient	7/13/2018 1:20 PM
22	Wool Shed	7/13/2018 1:19 PM
23	Less gravel, more paved, handi-capped accessible pathways	7/13/2018 7:32 AM
24	Textile building is long over due for an upgrade	7/12/2018 2:00 PM
25	New Textile/Quilt facility- Chioce #1	7/12/2018 11:33 AM
26	Create an adult fitness route w/stations	7/12/2018 11:20 AM
27	Fiber & electricity - improve the infrastructure	7/11/2018 7:37 PM
28	make pathways ADA compliant	7/11/2018 4:27 PM

**Q14** There are currently eight RV rental sites at the Fairgrounds which help generate revenue that sustain the facility. Increasing the number would require upfront facility investment and changing the County code. Do you support the idea of expanding the number of RV sites?

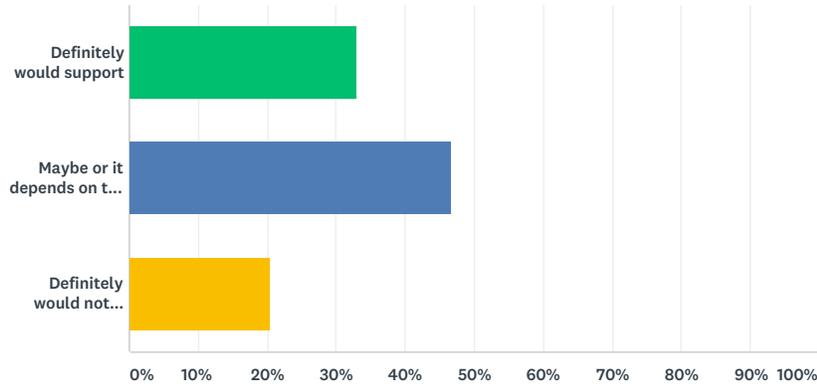
Answered: 295 Skipped: 10



ANSWER CHOICES	RESPONSES	
Definitely would support	35.25%	104
Maybe / it depends	50.51%	149
Definitely would not support	14.24%	42
TOTAL		295

**Q15 The Fairgrounds are located on County-owned land just outside Friday Harbor. Given the limited housing supply on the island, would you support using a portion of the Fairgrounds site for seasonal housing of County employees?**

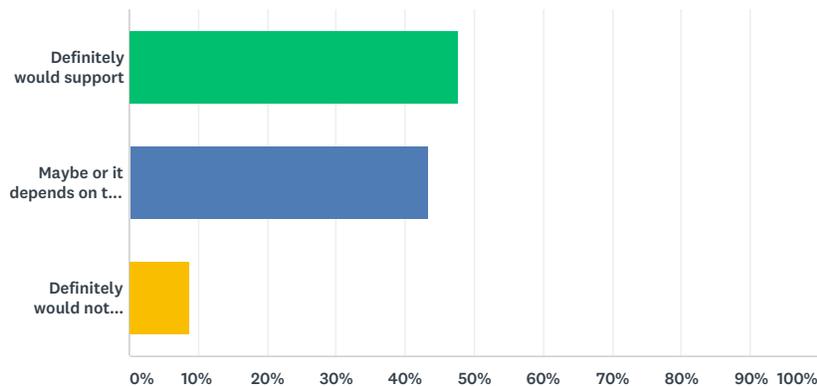
Answered: 294 Skipped: 11



ANSWER CHOICES	RESPONSES
Definitely would support	32.99% 97
Maybe or it depends on the details	46.60% 137
Definitely would not support	20.41% 60
TOTAL	294

**Q16 Local organizers, including the Ag Guild, have proposed using Fairground land or facilities for cold storage, commercial kitchens, and similar uses to support farmers, restaurants, and other businesses. Do you support this idea?**

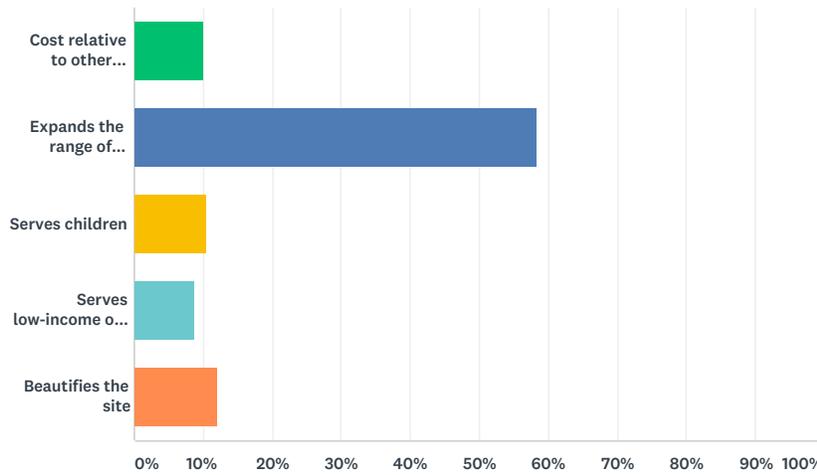
Answered: 295 Skipped: 10



ANSWER CHOICES	RESPONSES
Definitely would support	47.80% 141
Maybe or it depends on the details	43.39% 128
Definitely would not support	8.81% 26
TOTAL	295

### Q17 What do you think should be the most important factor for determining which projects should be implemented at the Fairgrounds?

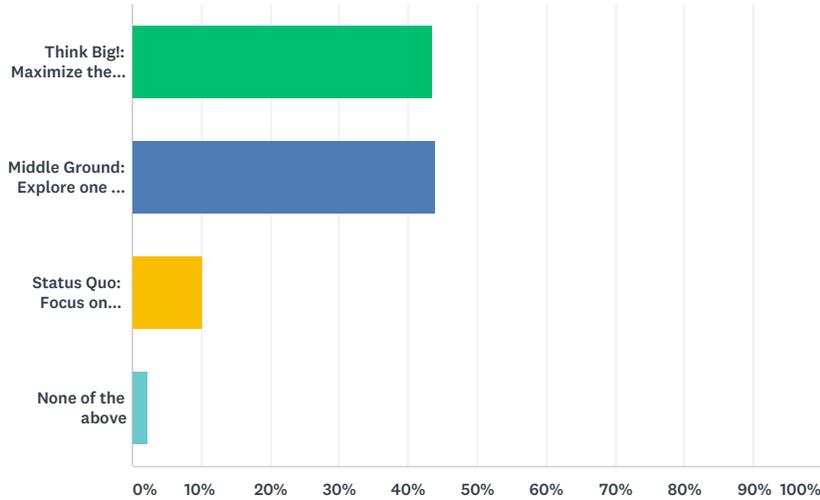
Answered: 296 Skipped: 9



ANSWER CHOICES	RESPONSES	
Cost relative to other projects; lowest possible cost is better	10.14%	30
Expands the range of existing uses	58.45%	173
Serves children	10.47%	31
Serves low-income or other under-served populations	8.78%	26
Beautifies the site	12.16%	36
<b>TOTAL</b>		<b>296</b>

### Q18 Choose which statement best reflects your opinion for updating the San Juan County Fairgrounds Master Plan.

Answered: 266 Skipped: 39



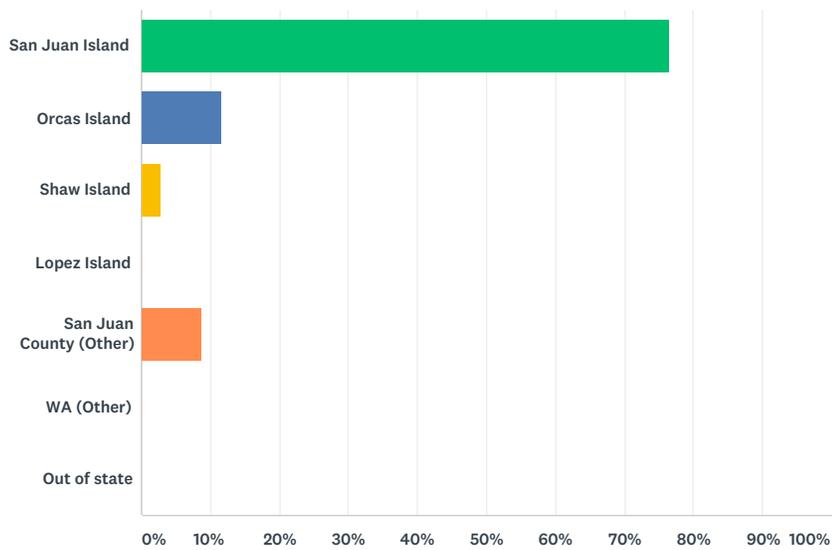
ANSWER CHOICES	RESPONSES	
Think Big: Maximize the use of the Fairgrounds in new or non-traditional ways	43.61%	116
Middle Ground: Explore one or two new ideas but don't go too wild	43.98%	117
Status Quo: Focus on maintaining existing uses and facilities; make repairs and minor improvements as needed	10.15%	27
None of the above	2.26%	6
<b>TOTAL</b>		<b>266</b>

# APPENDIX D.

## TEEN SURVEY RESULTS

### Q1 Where do you live?

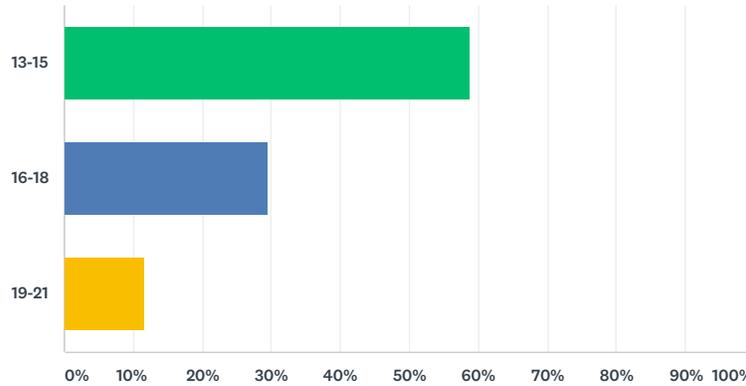
Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES	
San Juan Island	76.47%	26
Orcas Island	11.76%	4
Shaw Island	2.94%	1
Lopez Island	0.00%	0
San Juan County (Other)	8.82%	3
WA (Other)	0.00%	0
Out of state	0.00%	0
<b>TOTAL</b>		<b>34</b>

### Q2 Please select your age:

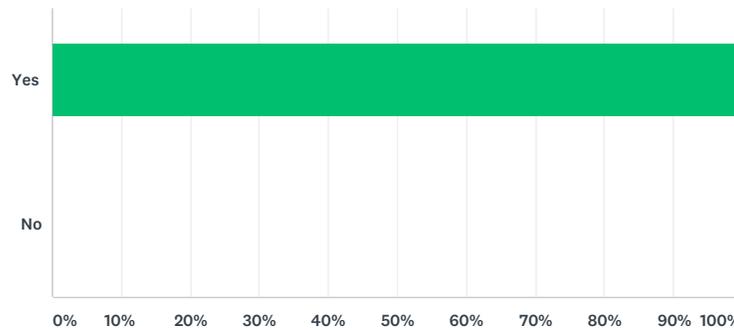
Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES	
13-15	58.82%	20
16-18	29.41%	10
19-21	11.76%	4
TOTAL		34

### Q3 Have you ever been to the San Juan County Fairgrounds, either for the fair or another reason?

Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	34
No	0.00%	0
TOTAL		34

### Q4 Why haven't you been to the fairgrounds? Select all that apply.

Answered: 0 Skipped: 34

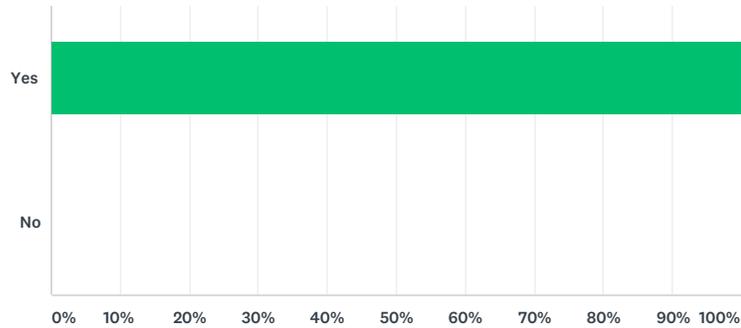
⚠ No matching responses.

ANSWER CHOICES	RESPONSES
Didn't know the Fairgrounds existed	0.00% 0
Don't really know the types of activities and amenities available at the Fairgrounds	0.00% 0
Not interested in types of activities or events offered	0.00% 0
Location (e.g. it's difficult getting there, cost of travel, etc.)	0.00% 0
Cost of activities or events	0.00% 0
Quality of Fairground facilities	0.00% 0
Other (please specify)	0.00% 0
Total Respondents: 0	

#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

### Q5 Have you ever been to the San Juan County Fair which occurs every year in August?

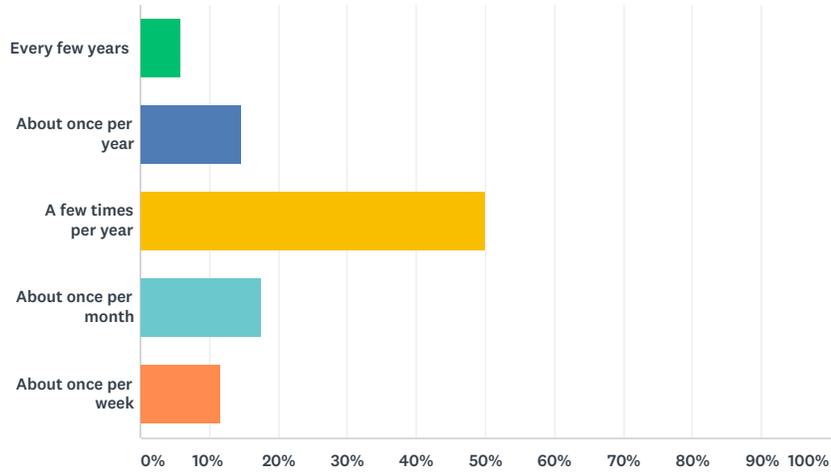
Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	100.00% 34
No	0.00% 0
TOTAL	34

### Q6 How often do you go to the Fairgrounds for any reason, including the Fair and other activities?

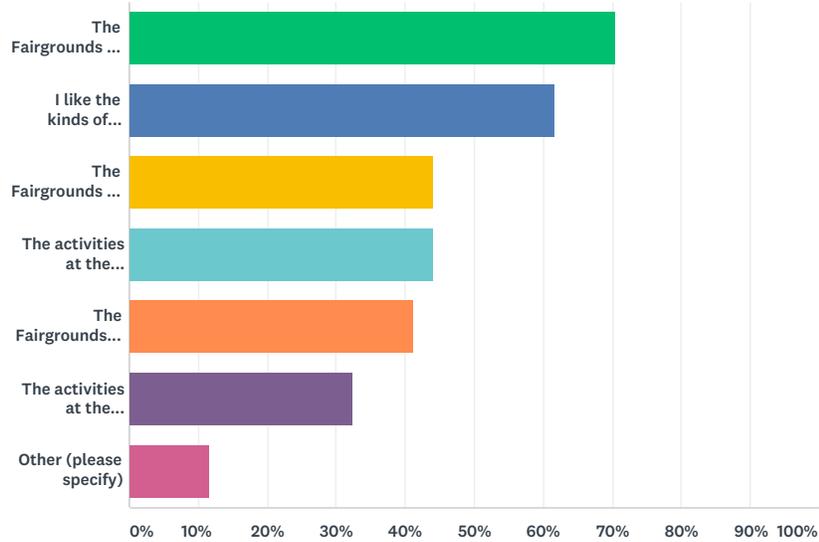
Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES	
Every few years	5.88%	2
About once per year	14.71%	5
A few times per year	50.00%	17
About once per month	17.65%	6
About once per week	11.76%	4
<b>TOTAL</b>		<b>34</b>

### Q7 Which statements reflect your opinion about the Fairgrounds? Select all you agree with.

Answered: 34 Skipped: 0

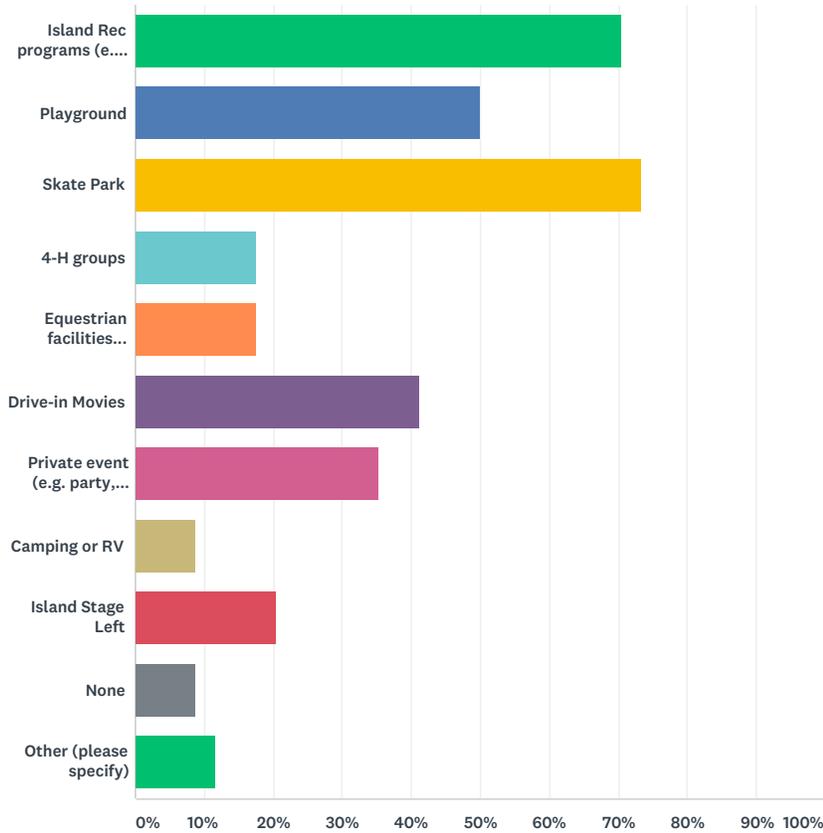


ANSWER CHOICES	RESPONSES
The Fairgrounds are easy to get to	70.59% 24
I like the kinds of activities at the Fairgrounds	61.76% 21
The Fairgrounds are worth visiting any time of the year, not just in the summer	44.12% 15
The activities at the Fairgrounds are affordable	44.12% 15
The Fairgrounds have things to do for kids my age	41.18% 14
The activities at the Fairgrounds are not too expensive	32.35% 11
Other (please specify)	11.76% 4
Total Respondents: 34	

#	OTHER (PLEASE SPECIFY)	DATE
1	The fair is FUNNN!	10/10/2018 9:31 PM
2	The fair is awesome!	10/8/2018 11:17 AM
3	The Scout house is needing repair, the troop meetings want to move there again	10/2/2018 3:19 AM
4	Skatepark	10/1/2018 11:17 AM

### Q8 Have you been to the Fairgrounds for something other than the fair itself? Select all that apply.

Answered: 34 Skipped: 0

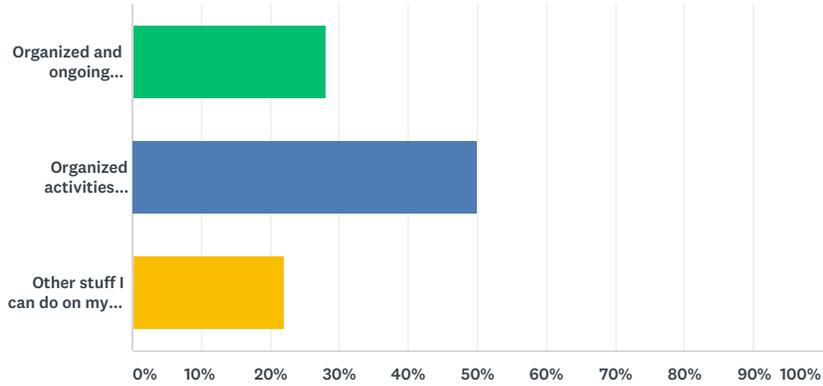


ANSWER CHOICES	RESPONSES
Island Rec programs (e.g. Children's Festival, skating, etc.)	70.59% 24
Playground	50.00% 17
Skate Park	73.53% 25
4-H groups	17.65% 6
Equestrian facilities (other than the fair)	17.65% 6
Drive-in Movies	41.18% 14
Private event (e.g. party, fundraiser, etc.)	35.29% 12
Camping or RV	8.82% 3
Island Stage Left	20.59% 7
Other (please specify)	11.76% 4
Total Respondents: 34	

#	OTHER (PLEASE SPECIFY)	DATE
1	PADS	10/7/2018 2:31 PM
2	Boy Scout & Cub Scout Meetings	10/2/2018 3:19 AM
3	halloween haunted house	9/28/2018 1:55 PM
4	Expos	9/28/2018 10:14 AM

### Q9 What type of non-Fair events or activities would you like most at the Fairgrounds?

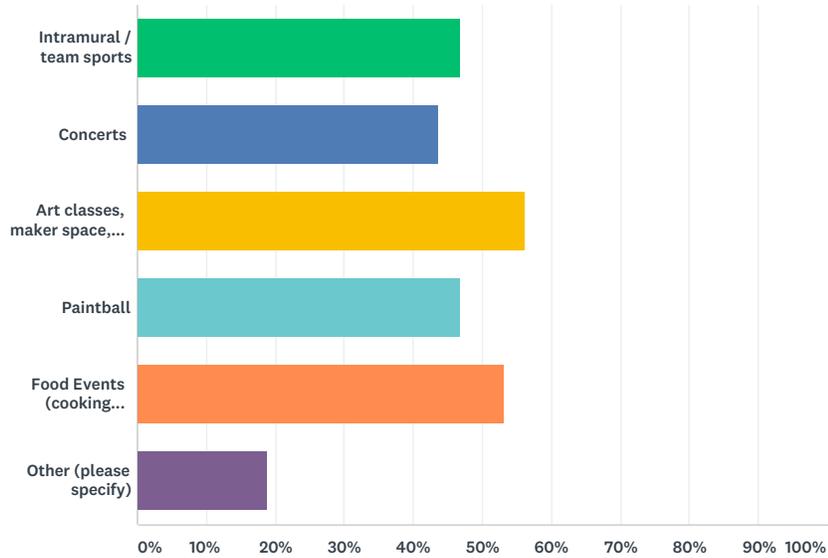
Answered: 32 Skipped: 2



ANSWER CHOICES	RESPONSES	
Organized and ongoing activities (e.g. weekly classes, group meetings, sports, etc.)	28.13%	9
Organized activities without a commitment (e.g. music events, movie nights, etc.)	50.00%	16
Other stuff I can do on my own or with my friends (e.g. hang out space, playground, etc.)	21.88%	7
<b>TOTAL</b>		<b>32</b>

### Q10 What specific non-Fair events or activities would you go to? Select all that apply.

Answered: 32 Skipped: 2

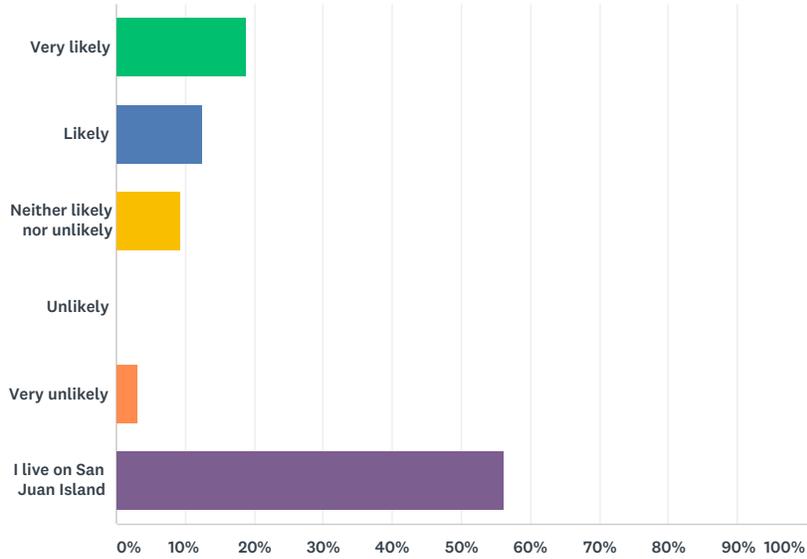


ANSWER CHOICES	RESPONSES
Intramural / team sports	46.88% 15
Concerts	43.75% 14
Art classes, maker space, etc.	56.25% 18
Paintball	46.88% 15
Food Events (cooking classes, competitions, etc.)	53.13% 17
Other (please specify)	18.75% 6
Total Respondents: 32	

#	OTHER (PLEASE SPECIFY)	DATE
1	Livestock/Equestrian events	10/14/2018 6:08 PM
2	Skatepark BMX classes	10/14/2018 2:08 PM
3	Dance and theatre	10/8/2018 11:19 AM
4	PADS	10/7/2018 2:32 PM
5	4h events	10/7/2018 11:31 AM
6	Scouting Events	10/2/2018 3:20 AM

### Q11 If you are traveling from another island, how likely are you to visit the Fairgrounds for events / activities?

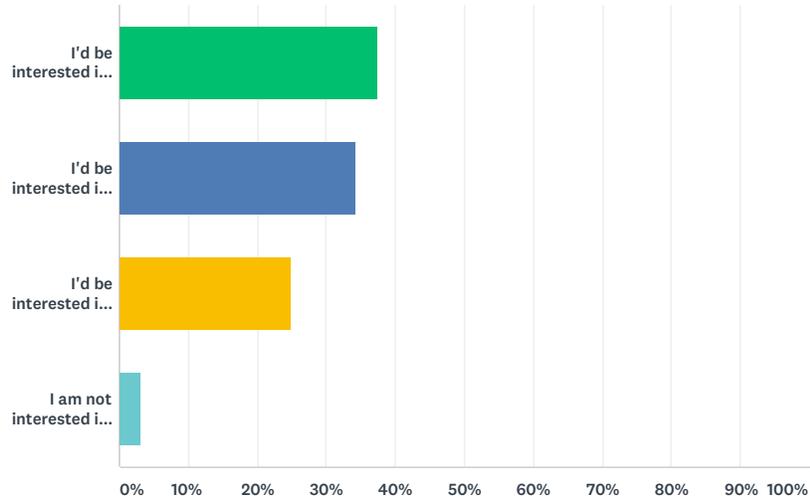
Answered: 32 Skipped: 2



ANSWER CHOICES	RESPONSES	
Very likely	18.75%	6
Likely	12.50%	4
Neither likely nor unlikely	9.38%	3
Unlikely	0.00%	0
Very unlikely	3.13%	1
I live on San Juan Island	56.25%	18
<b>TOTAL</b>		<b>32</b>

### Q12 Not including the Fair, how much are you willing to spend at the Fairgrounds on activities and events?

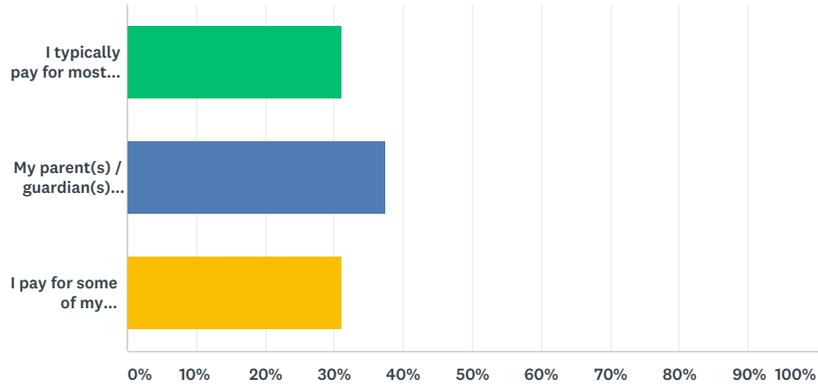
Answered: 32 Skipped: 2



ANSWER CHOICES	RESPONSES	
I'd be interested in free events and activities only	37.50%	12
I'd be interested in free and low-cost (less than \$20) events and activities	34.38%	11
I'd be interested in free and low-cost events, and could occasionally spend more (\$20-\$50)	25.00%	8
I am not interested in non-Fair events	3.13%	1
<b>TOTAL</b>		<b>32</b>

### Q13 Select the option that best describes you

Answered: 32 Skipped: 2



ANSWER CHOICES	RESPONSES	
I typically pay for most or all of my activities	31.25%	10
My parent(s) / guardian(s) typically pay for most or all of my activities	37.50%	12
I pay for some of my activities but my parent(s) / guardian(s) typically pay if it's more than \$20-\$30	31.25%	10
<b>TOTAL</b>		<b>32</b>

# **APPENDIX E.**

# **COMMENTS FROM TOWN OF FRIDAY HARBOR HISTORIC PRESERVATION REVIEW BOARD**

**Fairgrounds Master Plan Update  
Comments, Questions, Suggestions Submitted by the TFH HPRB  
Daft Summary 02.07.2019**

Plan Page	Comments, Questions, Suggestion
6	<p><b>Period of Significance.</b> Page 6 outlines the architectural character of the fairgrounds and the individual elements common to the buildings both still standing and those long since demolished. Did the consultants leave anything out? Do you agree with their assessment?</p> <p>The Board agrees with the seven architectural elements identified regardless of era.</p> <ul style="list-style-type: none"> <li>• single-story</li> <li>• enclosed covered exterior space</li> <li>• wood post-and-beam framing</li> <li>• open rectangular floor plans</li> <li>• large doorways centered on building ends</li> <li>• end gable-roof form</li> <li>• wood siding in vertical plank, board and batten or plywood</li> </ul> <p>The Board would add to this list the following:</p> <ul style="list-style-type: none"> <li>• metal roofs: standing seam or corrugated</li> <li>• comp shingle roofs</li> <li>• windows: single-hung or one-over-one lights</li> </ul>
7	<p>Which, if one specific era, should be identified as the period of significance?</p> <p style="text-align: center;">Farmstead Vernacular Buildings (1921-1930s) Pre-Engineered Structures (1970s-1990s)</p> <p>The consultants characterize two distinct architectural styles that characterize the periods that experienced the greatest influx of new construction. The gap between these two periods reflects the effect that the Great Depression and WWII had on the county and the nation. Very little building took place during this time. While it is common in preservation to identify a singular period of significance to guide contemporary development considerations, the HPRB agrees that the history of the fairgrounds is best interpreted as an evolving story.</p> <p><b>The Farmstead Vernacular period</b> reflects the use of volunteer financing and labor, the use of local materials and building expertise, and the importance of agriculture which is seen in the early architectural design of the buildings then, and even into the later period.</p> <p>The <b>Pre-Engineered period</b> of development introduced pre-fabricated metal structural design and materials to the fairground’s new buildings. This new easy-to-build relatively inexpensive style was an offshoot of post-war to-peacetime industrial fabrication. From metal windows and the ubiquitous Quonset hut to metal structural framing, all sorts of non-traditional materials became popular after the war, so it is not surprising that these styles and materials were used here.</p> <p>What both periods have in common is simple and economical, no-frills design to match the island’s rural sensibility.</p>

Plan Page	Comments, Questions, Suggestion
7	<p>If 1970s is determined to be a recognized period of significance, how should it be represented in terms of the fairgrounds planning for the built environment's design going forward?</p> <p>Recognizing the significance of the building trends of the 70s does not mandate that future development use the same fabricated structural Texmo-brand products. Rather, it provides the option to use contemporary materials such as metal siding, windows, and other architectural elements. It also opens the door to consider other more contemporary materials if used with new buildings using traditional building forms.</p>
8	<p><b>Historical Use.</b> <i>“Where replacement of facilities is necessary, the historical use of an area should be maintained, and new structures should preserve the architectural character of the demolished facility.”</i></p> <p>Preserving the traditional use of a building, structure or site adds to the historical significance and importance of the historic resource both as a potential landmark and in the hearts and minds of the local community.</p>
9	<p><b>Commemoration.</b> <i>“Recognition of the fairgrounds’ historical and cultural significance requires an effort beyond the retention of buildings, but also efforts to share the site’s history.”</i> Which sites, buildings, and other aspects of the fairgrounds should be interpreted? (Mentions local volunteers to do this.)</p> <p>Interpreting the fairgrounds is a great idea. The greatest cost associated with interpretive installations is typically the graphic design. If this can be done in-house, each installation should cost around \$500 depending on the materials used. HPRB staff would be happy to assist with subject selection and content.</p>
9	<p><b>Salvage.</b> <i>“Building materials should be salvaged for potential reuse or incorporation into the landscape.”</i> No comments in the draft about how and where to properly store salvaged materials. Does this need to be part of the plan?</p> <p>There should be a plan for storing salvaged materials that protects them from the elements, including exposure to the ground until a new use is implemented.</p>
10	<p><b>Architectural details</b> called out: <i>end-gable form, rectangular footprint, low/single-story building height, open interior space, wood framing, and vertically oriented wood siding, metal roofs.</i> Anything missing? (entry details, lighting, utilities, fencing, fenestration, other?)</p> <p>The HPRB agrees with those details called out by the plan. However, there are more elements to identify and establish design guidelines for future building rehabilitation and new development. These elements include but are not limited to</p> <p><b>Entry Details:</b> Doors used with <b>farmstead vernacular</b> buildings whether old or new would be best served with the following door/entry styles:</p> <ul style="list-style-type: none"> <li>• Sliding barn doors with appropriate hardware without door trim, using the same materials, color and siding design as the body of the building. Resist using decorative features on barn doors.</li> <li>• Smaller doors: Traditional two to three-paneled wood doors, with or without a glass pane replacing the upper third panel. Two center-opening double doors of the same design as the single door are also appropriate. Do not use metal doors with wood buildings. Door trim is recommended.</li> </ul>

	<p><b>Entry Details:</b> Where <b>Post-War</b> prefabricated and metal buildings have exterior doors, metal is appropriate, and of a simplified traditional door style with one light or window on the upper section. Double center-opening doors are also acceptable. Solid (no-light) single metal doors may be used on rear and side elevations. Door trim, if used, is typically narrow. Barn-style sliding metal doors are preferable for large openings, not garage-style doors. For new prefab or framed metal buildings, large barn doors may utilize multi-paned glass doors for better lighting.</p> <p><b>Lighting:</b> Compatible gooseneck metal farm and industrial exterior and interior lighting are appropriate and easily purchased from a variety of lighting companies like barnlight.com. Both farmstead vernacular and post-war pre-fab style buildings could use similar lighting.</p> <p><b>Fenestration:</b> An inventory of window styles used with fairgrounds buildings between 1921 and 1980, and windows commonly used with farmstead buildings throughout the county during the same period should be used to inform fenestration decisions going forward. Where appropriate, HPRB can assist with the inventory.</p> <p><b>Roof Pitch:</b> The consultants identified “end gable form” (implying gable roofs) as a common characteristic of the fairgrounds during both periods of significance. The HPRB agrees and adds that appropriate roof pitch should be 4:12 or greater. As shed-style roofs were common with smaller agricultural buildings, there may be instances where shed roofs will be appropriate.</p> <p><b>Placement of Utilities:</b> Whenever possible exteriorly located utility apparatus on buildings or free-standing should be placed in locations less visible to the primary public thoroughfare.</p> <p><b>Fencing:</b> Allowing for the existing parameter chain link fencing, any other fences to be located within the grounds should be true wood, rather than plastic wood-simulated products or chain link. In some cases, grated metal fencing could be used with wood on a case by case basis, particularly where animal enclosures are needed to ensure safety to both the public and animals.</p> <p><b>Building Orientation:</b> Where new buildings are to be constructed, the orientation of the new structure should be decided based on the a) the orientation of the existing building to be replaced, or b) the relationship of the new structure to traditional pathways and roads.</p> <p><b>Other</b></p>
<p>14</p>	<p><i>“In recent years, about half of the space required for animals has been provided in <b>temporary tents.</b>”</i> How much money is spent each year on each tent/use? Is this expense cost-effective compared to the cost of building permanent, multi-purpose buildings?</p> <p>It’s likely that the County Parks Department has the cost-benefit numbers on this. However, it would be hard to do definitively without an estimating the cost to build a specific building to make the comparison. What might be helpful in the update would be a chart showing which buildings are currently rented tents, (for what uses) and the cost of renting them, per tent, throughout five years including this summer’s fair. If the County owns some of the tents, knowing how old they are, life expectancy, and the cost of replacing them. Demonstrating this information could be helpful in garnering community support for building new multi-use buildings over the course of the plan.</p>

	<p>Conversely, if the cost-benefit numbers justify the use of tents, the question may then become one of tent style vis a vis the historical integrity of the cultural landscape during fair week. The next question would be: does this matter for only one week of the year?</p>
<p>17</p>	<p><b>Accessibility</b> is identified as an issue for correction, particularly those buildings farthest away from the front gate. How may correcting these issues be done to avoid altering the traditionally used paths and roads? Have they even been called out enough to consider whether they are intrinsically important to preserve? What materials are recommended for the restoration of/or creation of new paths and roads within the fairgrounds?</p> <p>The Board recognizes that accessibility is a multifaceted issue concerning factors including exterior grade, path and road materials, and the distance between parking and destinations. The accessibility of interiors is not something on which the Board would typically comment. About grade and surfacing materials, the HPRB agrees that accessibility should outweigh aesthetic concerns. For parking, and potentially creating special parking areas for those with disabilities, selecting sites that do not dominate the landscape are always recommended, included perhaps a short connecting gravel vehicle-path and parking lot on the east end of the grounds.</p> <p>See attachment for suggested guideline considerations.</p>
<p>33</p>	<p>There should be a similar schematic used to consider new construction, rehab, and changes in the built environment and landscape.</p> <p>See attachment for suggested guideline considerations.</p>
<p>34, 37</p>	<p><b>RV and tent camping</b> are recommended strategies for expanded use at the fairgrounds. How will using the grounds for RV and camping venues impact the cultural landscape? Is there a way to expand without turning the fairgrounds into a trailer park?</p> <p>Utilize the more newly acquired acreage on the NE side of the grounds. Additionally, if the proposed multi-purpose livestock pavilion and plaza are developed, this area could be used for income-generating , year-round tent-camping and other events, with the exception of weddings which seem undesirable in this location.</p>
<p>25</p>	<p><b>Event Venue Rentals.</b> A strategy for making the fairgrounds economically sustainable is expanding the number of event venue rentals. The consultants use the Grange, Brickworks and Roche Harbor as examples of existing year-round event venues on the island. How will various strategies for new development affect the cultural landscape?</p> <p>After the draft plan is adopted, a study should be conducted to determine if and what event space options are lacking on San Juan Island, and a cost-benefit analysis to determine the feasibility of building more rental space. Use the attached checklist to help assess the pros and cons of new development.</p>

Plan Page	Comments, Questions, Suggestion	
46	<p><b>Recommended Projects – years 1-6</b></p> <ol style="list-style-type: none"> <li>1. <b>Grandstand Cover &amp; Storage</b> – The HPRB endorses the cover/storage plan. However, it would be helpful to understand more about what that design looks like and what would be stored there, vis a vis what existing storage buildings are proposed for demolition. Also, the announcer’s booth should not obstruct the view from the grandstands.</li> <li>2. <b>NW corner building demolition (Boy Scout house)</b> – The HPRB is not in agreement with the language in the plan. It is improbable that the Boy Scouts organization would be capable of relocating the building and acquiring property to site it. Additionally, the HPRB feels that the building has historic and cultural significance both because of its origins on the waterfront in Friday Harbor, but also because of its association with the Scouts at the current site. Rather than the current demolition and “give-away” language, the Board proposes that the building be architecturally assessed, and considered for adaptive re-use for another purpose at another location on the fairgrounds, and an estimate for re-use/rehabilitation be developed.</li> <li>3. <b>Additional RV &amp; Tent sites</b> – The HPRB supports the idea of expanded RV/boat storage and limited expansion of tent camping sites. Their recommendations are already mentioned elsewhere in these comments.</li> <li>4. <b>Marie Boe kitchen addition. Main Building improvements</b> – The HPRB tentatively agrees with the architectural plans for the expansion of the Boe building as represented in the concept drawings shown on page 53 of the draft update. An additional comment outside the purview of the HPRB would be that the Boe commercial kitchen differ from the other commercial kitchens available for rent on the island by being designed for small-scale industrial/commercial processed and value-added food production, an asset that may attract rental income from the other islands since most available rental kitchens are more “residential kitchen” in scale. This proposal would require an additional market and cost-benefit study.</li> </ol> <p><b>Recommended Projects – years 7 – 20</b></p> <ol style="list-style-type: none"> <li>1. <b>New multi-use pavilion #1</b> – HPRB endorsed, consider building design recommendations on pages 2&amp;3 of this document</li> <li>2. <b>New multi-use pavilion #2</b> – HPRB endorsed, consider building design recommendations on pages 2&amp;3 of this document</li> <li>3. <b>New Livestock Ring/Plaza</b> – HPRB endorsed, consider building design recommendations on pages 2&amp;3 of this document</li> </ol> <p><b>Not Mentioned in the Plan</b></p> <ol style="list-style-type: none"> <li>1. <b>New Barn.</b> Permanent multi-purpose horse/Event barn building</li> <li>2. <b>Parking Plan.</b> Parking contingency (should the lot across the street get developed)</li> <li>3. <b>Options.</b> Create a list of options that outline the pros, cons, costs, and revenue/savings projections for various options including             <ol style="list-style-type: none"> <li>a) discontinue the fair and sell the property</li> <li>b) continue as-is with no plan for non-critical improvements/delayed maintenance</li> </ol> </li> </ol> <p>and the use of rented tents during the fair</p>	

	c) adopt a 20-year plan with a schedule for improvements and new development contingent of securing funding from the County and outside public and private sources.
--	---

**Additional HPRB Recommendations**

1. **Timeline.** Add the Fairgrounds timeline (see attached) as an attachment. Update this with the date of the boy Scout house and when it moved to its current location. When was the Grey Top Senior Center demolished?
2. **Building Consideration Questions.** Add the consideration question (see attached) s as an attachment.
3. **Recommended Post-Update Studies & Reports:**
  - a) **commercial kitchen** cost/benefit/design study
  - b) structural assessment report for the **Boy Scout house** & list of potential adaptive re-uses
  - c) Conduct a study and cost-benefit analysis of the cost of **rented Fair tents** over time vs. the cost of building permanent multi-use buildings.
  - d) Analyze current **meeting/venue space** on the island to identify what needs are not currently being met. New buildings would target those needs.
  - e) **RV/Camping** venue cost/benefit study is needed before expanding for this use.

## Building Project Considerations

*“Preserve cultural integrity of fairgrounds through historically-informed decisions on material selection, architectural forms, and use of areas on-site.” P.43*

Y/N	EXISTING HISTORIC BUILDING 40+ YEARS	Y/N	NON-HISTORIC EXISTING BUILDINGS 10-40 YEARS	Y/N	OPEN SPACE, PARKING & THOROUGHFARES
	Does it have historic significance at the site or another site?		Does it have historic significance at the site or another site?		Is this a recognized path or roadway still used by the public ?
	Is it still used for its traditional or founding purposed?		Is it still in use for its originally intended use?		Is this a recognized path or roadway used to connect culturally significant Fair destinations or activities?
	Is the location significant/		Is the location significant?		Are there native or specimen plantings or trees in the area in question?
	Is it associated with a specific group past or present?		Is it associated with a specific group past or present?		Are there reasonable alternatives to development in this area?
	Is primarily used only for the fair?		Is primarily used only for the fair?		Will the new path, roadway or development prove to be an improvement in overall accessibility and/or public safety?
	Does it have other uses in the off season?		Does it have other uses in the off season?		Will proposed new parking areas be visible from the primary pedestrian vantagepoints?
	Could it be used for other purposes year-round?		Could it be used for other purposes year-round?		Will proposed new development in the area of traditional pathways or open spaces result in multi-purposes uses?
	Could it be used for multiple purposes?		Could it be used for multiple purposes?		Will proposed new development in the area of traditional pathways or open spaces result in opportunities for economic sustainability?
	Is it in good or fair condition?		Is it in good or fair condition?		Will proposed new development in the area of traditional pathways or open spaces result in environmental sustainability and innovation?
	Is it in poor to dilapidated condition?		Is it in poor to dilapidated condition?		Other?
	Could it be relocated to another location on the grounds?		Could it be relocated to another location on the grounds?		
	What is the estimated cost of rehabilitation, re-location and/or re-purposing?		What is the estimated cost of rehabilitation, re-location and/or re-purposing?		
	Are there other groups or funding sources that could share in the cost?		Are there other groups or funding sources that could share in the cost?		
	Other?		Other?		

## Fairgrounds Timeline

Year	Event	Questions
1906	First fair held on Front Street in Friday Harbor. A warehouse used as the exhibit hall.	
1921	Fair becomes an annual event	
1923	The shareholders association <u>purchases</u> 10 acres of land at the current location on Argyle Avenue.	
1924	Main exhibition barn constructed.	
	Livestock barn constructed	
	Pioneer log cabin constructed	Was this constructed or moved here?
1925-1930	Main (exhibition) barn expanded	Was it the exhibition barn or the livestock barn that was considered the “main” barn and expanded?
	Kitchen and dining hall constructed	Was the dining hall later known at the 4H building?
	American Legion sponsored grandstand for the baseball field constructed.	When was the baseball field constructed?
	The 4H building may have been constructed during this period.	
1929-1945	Little new construction.	Was the fair held during the Depression years but not during the war?
1936	Fire destroys the livestock and poultry buildings.	Which buildings were these? Where were they located? When were they constructed?
1947	Livestock building rebuilt; known as the Horse Barn.	
1950s 1960s	New horse barn constructed 24'x60' and then later added extensions.	
	Dining hall extended	
1960s	Arena is fenced	Was the arena first the ballpark and then a livestock and horse riding event arena?
<u>1960-1970</u>	Grey Top Senior Center built or moved to the Fair Grounds. Later hosted arts and crafts exhibits for the fair.	Is this building still standing?
Mid-1970s	Three pre-engineered, unenclosed animal shelters purchased from Texmo Co. for cows, sheep, pigs, and goats	
	Fair Grounds deeded to San Juan County	
<u>1978</u>	Fire destroys the original Main Exhibit building. Built by volunteers	
<u>1988</u>	Main Exhibit Hall (1978) is condemned due to building code violations.	
<u>1992</u>	New (third) Main Exhibit Hall constructed.	
<u>2000</u>	County purchases additional acreage on the east side of the	

# APPENDIX F.

# KITCHEN ADDITION STUDY

Marie Boe Building  
Kitchen Addition  
San Juan Parks Department  
April, 2017



## Executive Summary

HKP Architects and our consultants were tasked with reviewing the existing conditions of the current Marie Boe Building and interviewing selected stakeholders to create a conceptual design and cost estimate for a commercial kitchen addition on the Marie Boe Building at the San Juan County Fairgrounds.

Our team consisted of:

- Brian Poppe, Partner, HKP Architects
- Austin Miles, Intern, HKP Architects
- Doug Kimura, DK Design (kitchen design)
- Melchor Berona, Berona Engineers (mechanical engineering)
- Kevin Wartelle, Travis, Fitzmaurice and Associates (electrical engineering)
- Peg Staehli, SvR|MIG (civil engineering)
- Dan Cassady, The Robinson Company (cost estimating)

To understand the needs and desires of the different user groups we met with the following people, representing the following user groups:

- Brook Brouwer, WSU Extension Director for San Juan County, 4-H Coordinator
- Dona Wuthnow, Director, San Juan County Parks. Representing recreation, and fair usage
- Minnie Knych, San Juan County Fair Board Member. Representing the bakers guild
- Ethan Schmidt, San Juan County Environmental Health Specialist
- Jennifer Allen, San Juan County Parks, Fairgrounds and Events Manager.

We were assisted in these interviews and subsequent conversations by Jennifer Allen, San Juan County Parks, Fairgrounds and Events Manager.

While the fairgrounds are serviced by water from the public utility, all sewage is handled on site via multiple septic systems. Following these scoping meetings we also met on site with Rick Petro of Orcas Sewage Design who designed the septic system for the restroom addition on the Argyle Building.

Additionally we met with Tami Sakuma of **From the Farm**, a commercial kitchen located at the Port of Skagit County, to help understand the requirements of a commercial kitchen available for value-added ag processing. The kitchen is owned by the Port but operated and managed by From the Farm for their own goods and is available for rental by other producers.

The 2012 Master Plan noted that the existing Marie Boe Building has been increasingly popular for small events and theater use. The building is used extensively throughout the year by the local 4-H club and as a rental venue. To make it a more attractive rental venue, construction of a Commercial Kitchen addition was suggested, along with adding bathrooms and table and chair storage. The current building has none of these items and is purely a gathering or assembly building.

These added items would enhance the use and functionality of the Marie Boe Building. The County has expressed a desire to add a commercial kitchen to the building for use by local agriculture for value-

added processing. This desire is echoed in the recent Food Hub study. Adding a commercial kitchen would enhance the desirability of renting the fairgrounds for non-Fair events and large camping groups, tying in with available RV and tent camping.

The current Marie Boe Building is used as an assembly space by 4-H during the County fair and as meeting space during the year. Adding a commercial kitchen allows it to serve the local Bakers Guild, provide space for local value-added agriculture processing and allow for the 4-H Ramblers booth to operate during the Fair. Other Fair food vendors could have access to the kitchen during the fair for food prep, handwashing and ware washing. The kitchen addition will transform the building into a resource for many different groups, addressing their separate and overlapping needs. It is important to make sure the building, in being all things for all users, does not find what it offers diluted to the point of not fulfilling its primary uses.

### **Proposed Solution**

The proposed solution is a 1,200 square foot addition to the north side of the current building. The addition provides approximately 800 square foot of commercial kitchen space and 200 square foot of rentable storage space and an office, along with a toilet room and chair and table storage room supporting the Marie Boe Building.

The kitchen provides a zone for food preparation, baking, movable tables and clear area for use by value-added processing and cooking classes. An exterior coiling counter door relates to a cooking area for serving "Fair food". An internal coiling counter door joins the kitchen addition to the current Marie Boe Building for serving theater events, and rentals of the building, including use by caterers for these events.

The storage space provides the ability to rent out floor space for rolling carts and shelving to store utensils, tools and dry foods for the kitchen's rental tenants, similar to From the Farm.

The addition is two-thirds the size of the existing Marie Boe Building and is intended to be constructed of materials complimentary to the Marie Boe Building while providing the sanitary and durable materials required of a commercial kitchen. The design includes site work for creating a pedestrian plaza served by the exterior coiling counter door and a service drive to the west end of the addition for user access and deliveries.

### **Proposed Cost**

The estimated cost of the proposed building is \$x,xxx,xxx. This includes \$165,000 for the commercial kitchen equipment. A full listing of the proposed equipment is included in the appendix of this document.

### **Proposed Schedule**

Following approval for the Design Team to proceed, six months should be allotted for Design and Construction documents, followed by a month for a public bid and a month for vetting and awarding the contract to the General Contractor.

Nine months should be scheduled for the construction, allowing time for procurement of the kitchen equipment. With the County Fair in mid-August, we would suggest the work being advertised for bids in September, allowing for the contractor to start work in November and finishing before the next year's Fair.



**Propane Supply**



**Water Connection Point**



**Aerial Photo**

**Existing Conditions and Opportunities**

**1. Site Utilities - Plumbing**

There are multiple septic systems on site, each serving single or multiple buildings. The most recent system on site was added for the toilet addition on the east side of the Argyle Building. Those tanks are pumped down as part of preparations for the County Fair and as such should not be thought of as available for supporting the Marie Boe kitchen addition.

The kitchen addition will require a stand alone septic system, with dedicated primary and secondary septic field space located where it will be compatible with future uses and construction at the fairgrounds.

According to our civil engineer, garbage disposals are not recommended for use with on site systems as they increase organic debris and suspended solids in the waste stream that needs to be treated, thus increasing the system size and maintenance. The waste water system will require a grease separator to intercept grease before it gets to the septic system tanks.

They recommend a strict system for addressing waste generated within the kitchen:

All food scraps should be disposed of in municipal compost. If municipal compost is not available, food scraps should be separated into plant matter (vegetables, etc) and protein matter (any meat, cheese, bones, etc). Plant matter can be composted onsite and protein matter should be disposed of in the trash. If no composting is available, all food scraps should be disposed of in the trash.

Types of cleaning and disinfecting products should be compatible with onsite septic systems. This should be coordinated with the septic system designer. Additionally, if a commercial dish washing machine is provided in the kitchen addition it should be a high temperature rinse model using cleaners compatible with septic systems. A low-temperature dishwasher using chemical cleaning agents is not suggested. Dish washer waste is to be routed around the interceptor

The Marie Boe addition would be connected to the city water supply. There currently is a 3" water main supply that enters the fairgrounds. From this, several 2" lines distribute water to the rest of the fairgrounds, including the existing building. This line is assumed to be the source for the kitchen addition. The plumbing for the kitchen will need to include a Pressure Reducing Backflow Preventer valve to provide proper pressure and a sanitary connection to the fairground's water supply.

## 2. Site Utilities - Electrical

As per our electrical engineer's evaluation, included in the appendix:

1. The building is currently served from a 100KVA OPALCO padmount transformer serving multiple buildings and facilities. There is a CT cabinet located just west of the building on unistrut. It is fed from the 100KVA transformer at 240/120 volt, single phase with one set of #350 wires. There is one OPALCO meter at the location tracking the power usage for all of the buildings/facilities fed via the CT cabinet. The CT cabinet feeds four panelboards mounted to the same unistrut. One serves Vendor Island, one serves the Horse Building, one serves the Sheep Building, and one serves Marie Boe & the Arena. The panel serving Marie Boe & the Arena has a 200/2 main breaker with a 50/2 breaker feeding Marie Boe and a 50/2 breaker serving the arena. Marie Boe is therefore limited to 50 amps of 240/120 volt, single phase power in the current configuration.
2. The existing service to Marie Boe is not suitable for the Kitchen addition. Ampacity is not adequate and three phase power is needed for kitchen equipment and mechanical units. OPALCO does not currently deliver three phase power to the site. Per coordination with OPALCO, however, it is available near the site most likely along Argyle Road near the NW corner of the site. Three phase power will be extended to the site, routed underground from the nearest available location. OPALCO will set a 3 phase pad mount transformer near the existing CT cabinet. Secondary feeder will be routed underground to Marie Boe to establish a new service for the building. Service will be 208Y/120V, 3 phase, 4 wire, 400 amp. Amperage will be further assessed and adjusted if needed as kitchen equipment and HVAC electrical loads are determined. Services to Vendor Island, Horse Building, Sheep Building and Arena from existing CT cabinet will remain in place with no changes. A new CT cabinet and meter will be set for Marie Boe.
3. If three phase power turns out to be cost prohibitive an alternate approach is to establish a larger single phase service for Marie Boe. This would involve extending primary power from a vault near the Main Administration Building to near Marie Boe where an OPALCO single phase transformer would be set. Service would be 240/120V, single phase, 400 amp.

In earlier discussions there was a desire expressed to place photovoltaic solar panels on the building, either the existing Marie Boe Building, the addition or the south shed roof. As noted in the next section, as a pole-building structure there is most likely not enough additional structural capacity in either the existing building or south shed roof for the weight of the solar panels. Instead, perhaps as a later phase, a steel structure could be built to span over the shed roof and provide a support for the panels.



**Southwest corner of MBB**



**Existing Electrical Service**



#### 4. Building & Structure

The structure was originally constructed in 2003 as a pole building. The interior was finished in 2009, at which time a pair of doors was added to the east end of the building.

Pole barn or post framed type of buildings are typically designed for agriculture purposes, with some load reducing factors that would not apply to buildings with a more regular occupancy. The following are typical areas where structural capacity may be reduced with a pole building.



The roof truss design typically do not accommodate any future load modification. For the current building, the sheetrock added to the ceiling in 2009 was most likely not part of the original load calculations. The roof truss to pole connections typically use 2x6's bolted to the side of the post, creating a shear loading condition.

Footings are typically limited to diameter 24" augured with variable depth, providing very limited footing bearing capacity.



Lateral resistance to wind and seismic loads: Typically without any connection between the perimeter girt and slab and typically no continuous footing, the structure relies on structural resistance of the 6x6 pressure treated posts. They posts are also supporting the "dead" loads of the structure plus code-mandated snow loads.



Pressure treated wood is used for moisture resistance. Locally available pressure treated wood is typically a lower strength grade which is then reduced to 80% addressing cuts made for construction. Pole building designers are typically using load reductions and distribution of forces to walls parallel to loads based on stiffness of the posts, roof diaphragm, and walls. Additionally, to increase structural capacity, the translucent fiberglass panels along the north side of Marie Boe should be replaced with plywood, increasing the structural continuity and capacity of the north wall.



Pole barn buildings, like the Marie Boe Building, are capable of withstanding local winds and loads. However, we cannot verify that it withstands all code required loads so we do not recommend any modifications to the Marie Boe Building (adding load to any part of it) without substantial investigation of individual members and/or systems verification and retrofit. Retrofitting some connection and members may be easy, but increasing capacity of trusses and footings is not simple.

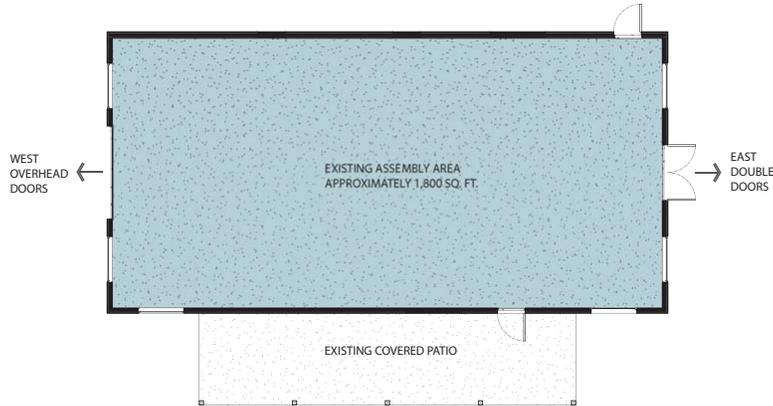
This does not mean that pole buildings are not sturdy, only that there is not the typical structural redundancy found in mainstream public buildings. As such we cannot rely on the existing structure for sharing the loads of the addition. The addition therefore should be treated structurally as separate from the Marie Boe Building and not rely on the existing structure for support.

#### Existing Structure Photos



### Proposed Solution

The proposed solution is a 1,200 sq. ft. addition, single story with exterior wall and roof materials to visually match the existing roof. Interior finishes in the kitchen will be durable and scrubable to meet the requirements of the health department and for affordable maintenance.

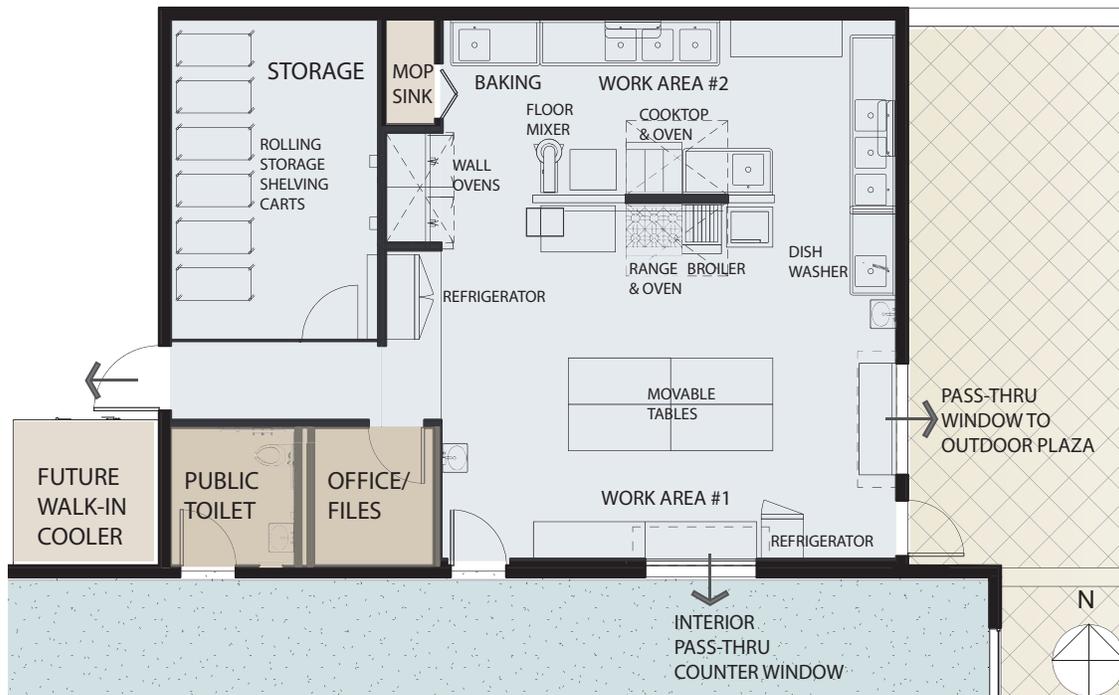


### Existing Building Plan



### Proposed Building Plan





**Proposed Kitchen Plan**

The proposed Kitchen Plan provides for two separate work areas. The south work area (Work Area #1) provides space to accommodate value-added ag with movable work tables. The tables can be reconfigured as needed or even rolled out into the existing Marie Boe Building space. This work area is also ideal for plating and serving by caterers as they can use the interior pass-thru window to the existing Marie Boe or the exterior window to the outdoor plaza.

During fair week the range, oven and broiler equipment fulfill the needs for cooking while the tables provide for wrapping and staging of orders served to the public at the exterior pass-thru window.

Work Area #2 addresses needs for food prep and cooking while also addressing needs for bakers with wall ovens, work tables, a floor mixer, and a cooktop with an oven.

The Storage area is proposed to be similar to what was observed at “From the Farm”. The south wall is a chain-link fence with locking gate. Storage is on rolling shelving carts, owned by either the County or by the vendors/users of the space. A future walk-in cooler is shown adjacent to the west service entry door. The cooler should be protected with a fenced enclosure and concrete bollards at the exposed corners.

**Areas (square feet):**

Existing: .....

- Marie Boe Building: 1,800
- Chair and Table Storage 182

Addition:

- Commercial Kitchen: 730
- Storage: 192
- Public Toilet 49
- Kitchen Office/Files 47



**Proposed Building Sections**

The section below cutting east-west through the building shows the clerestory, allowing natural light to filter down into the kitchen. Additionally, hot air is allowed to rise into the clerestory where it is vented out through louvers. The lower section, cutting north-south through the addition and the existing building shows the upper clerestory with windows and how the addition spans over the existing building. This section of the addition would cantilever over the existing building so it would not bear upon it.



**East-West Building Section**



**North-South Building Section**

**Proposed Site and Roof**

The existing building is 30' wide. The addition is 30'x40', turned perpendicular to the existing building. A 10' wide clerestory allows the addition roof to match the existing roof slopes while bringing natural light into the center of the kitchen. A new outdoor eating plaza is shown to the east of MBB and the addition to give people a place to gather and watch the events in the arena after being served by the kitchen. To the west of the building we are showing a service drive, accessed from the main fairgrounds vehicle circulation road. The service drive includes the area for the future walk-in cooler. To the west of the addition would be the propane tank and the grease interceptor.



**Proposed Site and Roof Plan**



**Existing View - Southwest**



**View of Proposed Addition - Southwest**





**View of Proposed Addition - Northeast**



**View of Proposed Addition - Southeast**



**View of Proposed Addition - Northwest**

## Summary of User Needs, Comments and Suggestions.

The following are comments, requests and suggestions gathered from our meetings with various users and stakeholders. Note that the Marie Boe Building is abbreviated as “MBB”.

### 1. Brook Brouwer, WSU Extension Director and 4-H Coordinator for San Juan County.

#### a. Current usage (4-H):

- 4-H uses MBB as a general staging space for 4-H ribbons, awards, etc. During the fair MBB is a display space for 4-H. Displays can range from canned and baked food displays, to education posters. Most of the displays are arranged along the wall surfaces creating a procession for viewers through the center of the space.
- During the off-season 4-H uses MBB for their monthly club meetings that may have 10-15 people in attendance. There are currently 5-7 different 4-H clubs that may use the space during the off season for seminars and other group assembly activities.

#### b. Future potential usage (4-H):

- During the fair 4-H utilizes another space on the grounds (Ramblers Shack) that serves food as a fund raiser. The Ramblers shack usually serves a “cowboy breakfast.” With the addition of a Kitchen to MBB, the club might move this use from the Ramblers shack to the MBB Kitchen. With this in mind the Kitchen would have to have an outdoor service counter so that any food service would not interfere with the 4-H displays that would still be held in the current MBB assembly space.
- Some clubs may be interested a commercial kitchen as a resource for live seminars on baking, canning, meat processing, etc. There may also be a desire from private vendors to rent the space for food processing. Doug Kimura of DK Designs noted that if the kitchen were used by private vendors, that it may have to follow a strict food handling protocol because a private vendor would be preparing a product in the County Fairgrounds Kitchen and selling it off site.

#### c. Other comments:

- **Use by Ag Guild:** Local Ag Guild members have expressed interest in the availability of another local commercial kitchen for value-added processing. They have a kitchen available in the Brickworks building but it is getting more difficult to schedule use of it. They will have a need for not only a preparation/cooking/production area but also for a cold storage area used for temporary storage prior to processing. Currently, there is no need for long term rentable cold storage. They have already been discussing a “Food Hub” concept similar to what has been developed at the Taproot kitchen on Lopez island. Brouwer noted that there would be a need for an outdoor washing area so produce being brought in from the fields can be properly washed before being brought into the kitchen.

Note: in subsequent discussions we have been told that it is best for produce washing to happen at the individual farms. The farms would then be responsible for proper produce washing, relieving some liability for the County and the processor. Additionally it is our understanding that proper produce washing requires running water and a drain system to take the effluent away. Soaking produce in a sink in the kitchen is not acceptable. With the Fairgrounds on a metered water connection for the water supply and septic systems for waste water, produce washing on site may be an avoidable complication if washing is accomplished off site.

Related to this topic it may be worthwhile for the County or the Extension Office to foster connections with Cloud Mountain Farm Center in Everson, Washington to facilitate educational classes on proper produce washing and processing techniques for value-added agriculture.

## 2. Dona Wuthnow, Director of the San Juan County Parks, Recreation, and Fair

### a. Current and Future usage comments:

- Ms. Wuthnow stated that opening up the kitchen for rental by private vendors would be a desire of the fairgrounds. As such, the kitchen should be as versatile of a space as possible so that MBB is appropriate for a wide variety of users. There are no cooking facilities on the fairgrounds now and that is a big factor to renting the venue to different groups. Events from weddings, large group camping, club events, etc. may find benefit in the use of a kitchen.
- It is a health code requirement for the fair that all temporary food vendors do their food prep in a licensed commercial kitchen. Not having a licensed commercial kitchen is a limitation to some of these vendors, especially those who are off-island vendors without access to a local commercial kitchen.

## 3. Minnie Knych, San Juan County Fair Board Member (Food Preservation and Baking departments)

### a. Minnie Knych came with the following list of items desirables for the kitchen addition:

- Counter top with a coiling counter door opening into the main room that could be used as a pass thru service for dining events in the main assembly space.
- A portable overhead mirror that could be used in the Kitchen for cooking and food preservation demonstrations. Further discussions led to an alternative solution: a series of cameras (one at the stove, oven, prep counter, etc.) could be installed and fed to a projector or video screens or in the main room or the kitchen so that a teaching demonstration would not be limited to the number of people you could fit in front of a mirror or within the kitchen.
- A large Kitchen island for food prep and plating. The island would be adjacent to at least 1 wash station and several electrical outlets for blending, food processing etc. 12-15 people should be able to fit around the island as well for teaching demonstrations. The island could be constituted of movable tables so that they could be utilized in the main assembly space as well. Value-added processing often needs spaces for a production or cooking area plus an area for packaging.
- For baking wall oven units should be used (at least two (2) conventional and one (1) convection).
- Equipment should include a gas stove cook top with 6 burners and grill.

### b. Other comments:

- Minnie noted that she uses the Brickworks kitchen for her products but has difficulties with it as it is small and overscheduled.
- There would be value in being able to rent lockable shelf storage space for equipment and possibly small appliances so the users of the kitchen wouldn't have to transport everything each time they used the kitchen.
- It was noted that equipment or tools available for general use may have a tendency to disappear.

#### 4. Ethan Schmidt, San Juan County Environmental Health Specialist

##### a. Health Department Concerns:

- All county requirements are part of the Food Establishment Permit Application packet. As a commercial kitchen, the space will need to meet County Health Department requirements and WSDA requirements. Doug Kimura, DK Design, noted that having USDA certification may require a dedicated office for the USDA inspector.
- Typically the County rules and regulations are seen as just as strict, if not more so, than the USDA and WSDA guidelines. i.e. If the commercial kitchen satisfies the County Health Department requirements, it will meet USDA and WSDA guidelines.

##### b. Items discussed from the Permit Application packet:

- The three-compartment sinks, by code, will be required to have drain boards on both sides.
- The kitchen will need to have access to a restroom any time it is in operation. The restrooms on the Argyle building are “close enough” but would need to be open and operational when the kitchen is in use.
- Hand sinks are to be located within 25’ of food prep, dispensing and ware wash areas.
- Food prep and 3 compartment sinks will need indirect drains.
- A designated mop sink with chemical storage is required.
- Refrigeration needs will be addressed.

##### c. Other Items discussed:

- Outdoor Cooking Station: One item that raised some concern was the possible installation of an outdoor cooking station. Between meetings the group had discussed a possible outdoor cooking station for group campers, BBQ events, etc. Schmidt noted that if an outdoor cooking station for campers or BBQ events was to be installed that, as per county requirements, it would need to be fully screened. He explained that outdoor vendors during the fair are permitted under a temporary food permit which allows unscreened outdoor cooking. However, a under full commercial kitchen permit, which would be applicable to the MBB addition, outdoor cooking must be fully screened.
- A video system, as discussed earlier, might be used by the Health Department for broadcasting food safety classes.

#### 5. Jennifer Allen, San Juan County Fairgrounds and Events Manager

##### a. Current usage and comments:

- On-Site Services: There are many individual septic systems on site. A couple of the systems use the rodeo arena as their drain field. The most recent addition on the main building (Argyle) routes from the toilets to the east to the tanks between Argyle and MBB and then out to the arena.
- Flow and layout: The current flow of people and vehicles around and through the site before and during the County Fair is expected to change as the fairgrounds continues to evolve. The access road to the north of MBB will be de-emphasized as the road between MBB and the arena to the south is promoted as the main access road to the livestock barns.

**6. Comments from consultants following evaluation of the site and buildings:**

**a. West Coast Engineers, Structural Engineer:**

- Concern expressed about any structural modification or loading on the existing MBB building. As a “pole building” it is most likely built to handle only its current specific structural loading and would need modification to handle additional loading.

**b. Travis, Fitzmaurice & Associates, Electrical Engineer:**

- The existing panel is rated for 100 amps but the service to MBB is only 50. Following the meeting, they will investigate whether 3-phase power is available to the site and if new electrical service or will need to be brought to the MBB addition for the kitchen. Doug Kimura, DK Design, noted that the service should be 300 amps to accommodate the equipment, cooling units and fans.
- A discussion with OPALCO (electrical utility) has been started about installation of photovoltaic (PV) panels. It is believed the panels could be added to the existing service. As per above comments from West Coast Engineers, the existing structure should not be assumed to be able to handle the additional structural loads of roof-mounted panels.



**Exposed Roof Trusses**



**Existing Electrical Panels**



**Movable Work Tables**



**Sink/Cleaning Station**



**Walk-In Cooler**

## 7. Meeting with Tami Sakuma, owner and operator for “From the Farm” commercial kitchen.

“From the Farm” is a fully furnished 3,000 square foot commercial kitchen certified by the Skagit County Health Department, and it is available to rent by the hour, any hour of the day or night, seven days a week (24/7).

It is important to note that From the Farm is purely a commercial kitchen. It does not have a retail component as the MBB kitchen would support during the Fair nor does it have the adjacent assembly/dining/event space provided by the existing Marie Boe Building.

### a. General Comments:

- They operate the kitchen for their own roadside farm stand from 7a-2p, 7 days a week. The remainder of the time is then booked out to other producers and caterers.
- They rent the spaces by the hour. If you sign up for 3 hours, you’re charged for 3 hours even if you arrived late.
- From the Farm has to pay for a permit for operation of the overall facility and then a second permit, as a producer, to use the facility.
- Regarding permitting, once a vendor has a state permit that supersedes anything the county may require. However, if a vendor intends to sell to a grocery store, the grocery store will inspect the kitchen and have their own requirements which may be greater than or different than local or state permitting agencies.
- The commercial kitchen is a 3000 sf. area with two wash stations and associated production areas and one production area without an associated wash station. All equipment is mobile, including equipment under the exhaust hood, with the exception of the wash stations and the exhaust hood.
- They rent out floor space for rolling racks that the clients buy for themselves. They do not provide the racks. It does seem really convenient though for the storage space to be an open space with client-provided rolling racks for equipment, utensils and dry storage. When they arrive, they just roll their rack to their “kitchen” production area.
- Their kitchen is in a Port building and they receive subsidized rent by the port. They are a private business though and that gives them the ability to tell potential clients “NO”. The Port appreciates that degree of separation as the Port may not have the ability to turn down a potential renter (potential discrimination claims).

**b. Equipment Comments:**

- They do not offer freezer space to their clients as the “frost-free” cycling can and has caused loss of goods.
- They rent out shelf space in the reach in cooler (\$15/mo). There is a walk-in cooler that has shelves for temporary storage of items while people are there. They also use the walk-in shelves for rolling in racks of goods, again only for storage while someone is there.
- Typically, the number of sinks will dictate the use of the space. Having only one sink/wash station means that the entire space is dedicated to only one user. She highly suggested that the MBB kitchen have at least two wash stations so two vendors can be using the space.
- A stand mixer should be provided. Vendors can bring smaller “pro-sumer” mixers as needed.
- Work islands with an integral sink may raise concerns regarding waste water potentially in contact with food prep. She noted that the fixed plumbing would also keep the island tables from being mobile for reconfiguring the areas.
- 30”x72” table are more useful than their 24”x96” tables.
- They do not offer a dish washer as their clients are typically not going to wait around at \$x/hour waiting for the dishwasher to finish.
- They do not have a deep fryer. If their clients do something that requires deep fat frying they bring their own fryer equipment that is then set on a sheet. She would counsel against MBB having a deep fryer, even for fries during the fair, as nearly everyone bakes their fries now.
- Their griddle has been used 3 times in 7 years. It is not something they would purchase again as everyone just uses their own pans on the 6-burner stove. All equipment is commercial grade. Note however, that they do not have the connection to the fairgrounds that MBB does.

**Cooking Area with Hood****Electric Ovens - No Hood****Reach-in Freezer and Cooler****Walk-in Cooler****c. Operational Comments:**

- Careful attention needs to be paid to the handling of allergens (nuts, shellfish and others) and how one vendor's use may affect the use of other vendors or their certifications.
- From the Farm will not allow anyone to make soaps or items using essential oils without their own equipment. The concern there is that a film or residue can be deposited in the sinks and be virtually impossible to completely remove.



**Vendor/Tenant Storage**



**Vendor/Tenant Storage**



**Secure Owner Storage**

- Ms. Sakuma highly suggested there be someone dedicated to the kitchen, taking care of scheduling, addressing new user orientation, and confirming cleaning between users.
- Regarding 4-H use of the proposed MBB kitchen during fair week, she said that health regulations have a minimum age of 14 for being in a production kitchen. They have had to turn away family businesses because the potential clients insisted on their pre-teens being part of the process.
- They provide their own cleaning solutions so they know there isn't a chemical reaction between cleaners used by different clients. (7% bleach to start your session and 18% at the end).
- The only cleaner they can use for an Organic labeled provider is distilled white vinegar.
- Caterers will be more likely to use the kitchen if they are using the adjacent hall.
- Floor drains are seen by grocery stores as places for contamination to spread.
- Storage of all dry goods is in airtight containers on the vendor rolling shelves. Same goes for utensils.
- All pots/pans/utensils must air dry as towels are seen as a source of cross-contamination. Perhaps that means that clients furnish their own towels, but that is something that will need worked out with the Health Department.
- Processing of free-range chickens can be a problem as they are cage free and therefore free to walk about in their own manure.
- Regarding a potential outdoor produce wash station: Ms. Sakuma said that the regulations regarding cleanliness of the produce pose several challenges. Produce needs to be washed in running water, not a soaking tub. There are restrictions regarding how much of the root can be cut off prior to cleaning/processing and finally, all the run-off would (in case of MBB) need to go to the septic system. She strongly suggested that the produce washing happen at the farms which are under their own health permits and licensing. She also suggested checking with Cloud Mountain Farm for how they teach farm hygiene to people interested in selling their produce or other self-made goods.

San Juan County Fairgrounds  
Marie Boe Building Kitchen Addition

Electrical Narrative  
Travis Fitzmaurice and Associates  
4/3/2017

### **I. Power Systems**

#### **A. Electrical Service and Distribution:**

1. The building is currently served from a 100KVA OPALCO padmount transformer serving multiple buildings and facilities. There is a CT cabinet located just west of the building on unistrut. It is fed from the 100KVA transformer at 240/120 volt, single phase with one set of #350 wires. There is one OPALCO meter at the location tracking the power usage for all of the buildings/facilities fed via the CT cabinet. The CT cabinet feeds four panelboards mounted to the same unistrut. One serves Vendor Island, one serves the Horse Building, one serves the Sheep Building, and one serves Marie Boe & the Arena. The panel serving Marie Boe & the Arena has a 200/2 main breaker with a 50/2 breaker feeding Marie Boe and a 50/2 breaker serving the arena. Marie Boe is therefore limited to 50 amps of 240/120 volt, single phase power in the current configuration.
2. The existing service to Marie Boe is not suitable for the Kitchen addition. Ampacity is not adequate and three phase power is needed for kitchen equipment and mechanical units. OPALCO does not currently deliver three phase power to the site. Per coordination with OPALCO, however, it is available near the site most likely along Argyle Road near the NW corner of the site. Three phase power will be extended to the site routed underground from the nearest available location. OPALCO will set a 3 phase pad mount transformer near the existing CT cabinet. Secondary feeder will be routed underground to Marie Boe to establish a new service for the building. Service will be 208Y/120V, 3 phase, 4 wire, 400 amp. Amperage will be further assessed and adjusted if needed as kitchen equipment and HVAC electrical loads are determined. Services to Vendor Island, Horse Building, Sheep Building and Arena from existing CT cabinet will remain in place with no changes. A new CT cabinet and meter will be set for Marie Boe.
3. If three phase power turns out to be cost prohibitive an alternate approach is to establish a larger single phase service for Marie Boe. This would involve extending primary power from a vault near the Main Admin Building to near Marie Boe where an OPALCO single phase transformer would be set. Service would be 240/120V, single phase, 400 amp. Existing services to other buildings would remain as is and a new CT cabinet and meter would be set for Marie Boe. With a single phase service, mechanical design will be limited to single phase units and kitchen equipment will be limited to single phase units.
4. A new main distribution panel will be installed for the upgraded service. It will be 208Y/120V, 3 phase, 4 wire, 400 amps with a 400/3 main breaker. The panel will be used to serve the kitchen area and will also backfeed the existing panel for Marie Boe. In the single phase alternate the panel will be 240/120V, single phase.
5. Existing panelboard for Marie Boe is 240/120V, 1 phase, 3 wire with a 100/2 main breaker. It is a Square D QO style load center and is in good condition. The panelboard

San Juan County Fairgrounds  
Marie Boe Building Kitchen Addition

Electrical Narrative  
Travis Fitzmaurice and Associates  
4/3/2017

will remain in place and continue to serve Marie Boe. It will be fed from the new main distribution panel for Marie Boe.

**B. Branch Circuitry**

1. Existing branch circuitry in Marie Boe is routed in non-metallic sheathed cable (Romex). With the kitchen addition, this is not allowed by code for the building type but can remain as an existing condition. Existing receptacles and circuitry in Maria Boe will remain.
2. In addition areas, branch circuitry will be provided for lighting, receptacles, mechanical units, equipment and appliances.
3. New branch circuitry will be conduit (EMT) and wire. No MC cable allowed.
4. Drop cords will be provided in kitchen at work areas.

**II. Emergency Power System**

**A. Service**

1. There is not currently a generator system for the building and it is not planned to install a generator system.
2. Emergency egress lighting as required by code will be accomplished using battery units. Exit signs will have battery backup.

**III. Lighting**

**A. Equipment**

1. Existing lighting in Marie Boe consists of wraparound style fluorescent fixtures with T8 lamps and track systems with incandescent track heads. Controls are manual switches. The existing lighting exceeds watts per square foot limitations of the Washington State Energy Code due to the track systems. Also, requirements for automatic controls as per Washington State Energy Code are not addressed. Existing lighting and controls will remain which is acceptable as an existing condition.
2. In addition areas, new energy efficient LED lighting will be provided with code compliant controls. Fixture types will be coordinated with ceiling conditions, architectural considerations, and usage of each space. Recessed LED troffers will be provided in most areas. Wraparound style fixtures will be used in storage rooms.

San Juan County Fairgrounds  
Marie Boe Building Kitchen Addition

Electrical Narrative  
Travis Fitzmaurice and Associates  
4/3/2017

3. Exterior lighting consists of incandescent flood lights mounted to walls and soffits. In some areas the fixtures will conflict with additions. New LED exterior fixtures will be provided mounted to walls and soffits. Fixture locations will be coordinated with architectural additions. Existing fixtures not in conflict with additions will be replaced with LED fixtures to achieve consistency for exterior lighting on the building.
4. Timeclock and photosensor will be provided for control of exterior fixtures.

#### ***IV. Communications Systems Analysis***

##### **A. Data & Telephone Cabling**

1. Telephone service is currently routed underground to a telephone box on the exterior of the building. There are not any data or telephone outlets within the building.
2. Data/telephone outlets will be added within the addition as required by program. Cabling and jacks will be CAT 6. A small cabinet will be installed for cabling terminations and to house network equipment.
3. Video cameras will be provided in kitchen to capture demonstration areas. The cameras will be connected to a screen allowing people to watch the demonstrations.

#### ***V. Fire Alarm System***

##### **A. Equipment**

1. Building does not currently have a fire alarm system.
2. A new fire alarm system will be provided in compliance with code requirements.