

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA STAFF REPORT**

AGENDA DATE: April 21, 2015

ACTION REQUESTED: Request to Approve a Special Event Application on May 23, 2015 for SwiftWater Cellars “Wine & Swine” from 1:00 p.m. – 4:00 p.m.

BACKGROUND: The Commissioner’s office received a Special Event Application on March 27, 2015 from SwiftWater Cellars requesting permission to host the Wine & Swine on 5.23.2015 from 1:00 p.m. – 4:00 p.m.

INTERACTION: The applicant is not requesting a waiver to Kittitas County Code Chapter 5.20.160 – Closing Hours.
The applicant is not requesting a waiver to Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity.

The permit fee has been paid and staff has routed the application and received a recommendation of approval from the following departments: **Sheriff, Public Health, Public Works, Prosecutor, Fire Marshal, & Solid Waste**, *(Specific comments may be seen in the Department Memo’s attached).*

RECOMMENDATIONS/CONDITIONS:

Public Works: Local advertisement of event in the local papers (NKC Tribune-Daily Record) two weeks in advance to inform the traveling public of the upcoming event.

Public Health: Please recommend this application for approval based on the information provided in the application.

- ❖ Food services will be provided by a licensed catering facility onsite operating under KCPHD Permit No. FE-14-00208.
- ❖ Solid waste and refuse are addressed in a plan and agreement with Waste Management of Ellensburg.
- ❖ Sanitary services should meet septic volume of approximately 3-5 gallons of waste per person per day. Providing the appropriate volume of septic treatment may require additional portable units depending on the capacity of the total bathroom units available.

Fire Marshal:

- ❖ An event permit is required from the Fire Marshal's Office for this event schedule.
- ❖ The seating is fixed seating arrangement, as is the stage. The egress points were discussed during the inspection last year, however to reiterate, there shall be two egress access points in the fencing, with a minimum opening of 6 feet.
- ❖ During my conversation with the applicant, he indicated that there were to be five events held this year.
- ❖ The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions.

HANDLING:

Staff will notify the applicant of the Board's decision & send a copy to the Sheriff, Public Works, Public Health, Solid Waste, Prosecutor and the Fire Marshal.

ATTACHMENTS:

Special Event Application, copy of Liability Ins., and copy of Penal Bond-Bond Indemnity on file with County Treasurer.
Memo's from County departments

LEAD STAFF:

Mandy Buchholz, Deputy Clerk of the Board