KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA STAFF REPORT

AGENDA DATE: April 5, 2016

ACTION REQUESTED: Request to Approve a Special Event Application – Coal Mines Trail Run (May 7, 2016).

BACKGROUND: The Commissioners office received a Special Event application to hold the Coal Mines Trail Run Saturday May 7, 2016.

INTERACTION: The applicant is requesting a waiver to the following:

Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity - The applicant will provide proof of insurance and believes that it should be adequate coverage.

The applicant will NOT need a waiver to **Kittitas County Code Chapter 5.20.160 – Closing Hours** since their event is scheduled to begin at 8:00 a.m. and according to the County Code, events shall not be open to the public before the hour of 7:00 a.m.

The permit fee has been paid and staff has routed the application and received a recommendation of approval from the following departments & I have attached the memos for specifics: Sheriff, Public Health, Public Works, Solid Waste, Fire Marshal. The County Prosecutor was unable to provide feedback at the time of drafting the Staff Report since we hadn't received the Certificate of Liability Insurance to review.

RECOMMENDATION:

Approve the Event Application to hold the 2016 Coal Mines Trail Run on Saturday May 7, 2016, contingent upon the Certificate of Liability Ins. being received by April 23, 2016.

Acknowledge the Kittitas County **Public Works Department's** memo from Chuck Reed, Road Foreman Upper County for recommendation to approve the special event permit with recommendations of the following criteria: Local advertisement of event and detours in the local paper (NKC Tribune and Daily record) two week in advance to inform the traveling public of the upcoming event.

Acknowledge the **County Fire Marshal's** comments/requirements the Applicant must provide either

medical staff of contact Fired District 7 to have staff on standby for this event.

Approve the request for a waiver to KCC 5.20.100.

HANDLING: BOCC staff to send letter to applicant of the Board's decision & notify Departments of the outcome.

ATTACHMENTS: Special Event Application & Materials, receipt from Co. Treasurer. Memos from County Departments w/recommendations.

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board