

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

AGENDA DATE: June 7, 2016

ACTION REQUESTED: Consider a Special Event Application request to hold the Chinook Fest Summit on July 8, 2016 – July 10, 2016.

BACKGROUND: The Commissioner's office received a Special Event application to hold the Chinook Fest Summit on July 8, 2016 – July 10, 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 has provided proof of insurance.

Kittitas County Code Chapter 5.20.160 – Closing Hours
Since their 3 day event is scheduled to begin at its earliest at 11:00 a.m. there is no issue with the opening hours, however they are requesting to close down at 11:30 p.m., one night and 11:00 p.m. another evening so two of the three days will conflict with County Code and require a waiver.

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, Fire Marshal, Solid Waste & the County Prosecutor.

The **Public Health Department** stated all necessary plans for bathroom, facilities, garbage, solid waste facilities & food service permit meet KCPHD requirements. IF there are any additional food vendors beyond The Summit at Snoqualmie, they will need to apply and receive the necessary Temporary Food Event Permits 2 weeks prior to the event.

The **Public Works Department** has requested the event applicant be sure to advertise in the Daily Record/Radio/physical posting two weeks in advance to inform the traveling public of upcoming event in order to

give them the choice to plan a different route during this time period.

The **Fire Marshal** had the following comments/requirements:

- Parking shall be such that fire apparatus access is maintained at all times with a minimum driving width of 20 feet between rows of parked cars.
- The fire apparatus access roads shall remain free from obstructions.
- The access roads in the camper/tent camping area shall be a minimum of 20' wide.
- All vendors shall have a minimum of 2A-10B:C fire extinguishers readily available for use. Please ensure my staff and I have full access to inspect these vendors. Any LPG tank shall be secured to prevent displacement.
- Please be aware of general trip hazards from extension cords, tent tie-downs, etc. Also, extension cords may not be piggy-backed/daisy-chained together.
- Any generator located on site shall be inspected for proper connections and use. Please ensure my staff and I have access to all generators for inspection purposes.
- Any stage greater than 200 square feet or more than 30" above grade that is erected for performances shall be permitted and inspected prior to use, i.e. a separate permit would be required.
- Please ensure that all required permits have been issued at least 14 days prior to the event.

RECOMMENDATION: Approve the Event Application to hold the Chinook Fest Summit on July 8, 2016 – July 10, 2016, noting that they need to comply with the comments from the Fire Marshal, Public Works and Public Health (if needed).

HANDLING: BOCC Staff to send letter to applicant of the Board's decision.

ATTACHMENTS: Special Event Application w/additional information
Certificate of Liability Insurance
Memos from County Departments with recommendations
Treasurer's Receipt for Event Permit Fee

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board