

**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 Suncadia Multisport Summer Festival.

BACKGROUND: The Commissioner's office received a Special Event application to hold the Suncadia Multisport Summer Festival on July 29, 30 & 31, 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, and they believe it should be sufficient.

The applicant **does not** need a waiver to the following:

Kittitas County Code Chapter 5.20.160 – Closing Hours since their event is scheduled to begin at 7:30 a.m. (registration prior) and according to the County Code, events shall not be open to the public before the hour of 7:00 a.m. so they will not need a waiver, additionally they will be wrapping up each day at the latest by approximately 6:00 p.m.

The permit fee has been paid and Staff has routed the application and received the following recommendations:

FIRE MARSHAL – An Event Permit **IS** required from the Fire Marshal's Office and the applicant will need to contact the Fire Marshal to obtain a permit application.

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.

There shall be certified traffic control personnel with current traffic control certification.

Advance warning signage shall be placed on County roads in advance of flagging stations.

SHERIFF – Has reviewed and recommends approval contingent upon the following. 1.) Organizers to provide KCSO with the name and contact information for the security company handling the event. 2.) Insure that the Cities impacted (Ellensburg, Cle Elum and Roslyn) have approved the traffic plans through their jurisdictions. 3.) Insure that WSDOT has approved the traffic plans through their jurisdictions. 4.) Insure that the Grant County PUD has approved of any closure of the Vantage Boat Launch during the event. 5.) All support persons, bicyclists and runners obey the laws and “the rules of the road”. 6.) Must provide acceptable security.

RECOMMENDATION: Approve the Event Application to hold the Energy Events “Suncadia Multisport Summer Festival” contingent on the applicant fulfilling the requests from the County Sheriff, Public Works & County Fire Marshal.

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

ATTACHMENTS: Special Event Application w/additional information
AMENDED Special Event Application – See Sheriff’s Office added comment.
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