KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA STAFF REPORT

AGENDA DATE: July 19, 2016

ACTION REQUESTED: Request to Approve a Special Event Application authorizing Scott & Jo Repp to hold the WestStar Open Roping event.

BACKGROUND: The Commissioners office received a Special Event application from Scott & Jo Repp requesting permission to host the WestStar Open Roping event on August 29, 2016 from 11:30 a.m. – 5:00 p.m.

INTERACTION: The applicant is requesting a waiver to Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity.

The applicant is not requesting a waiver to Kittitas County Code Chapter 5.20.160 – Closing Hours.

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, Solid Waste, Prosecutor, and Fire Marshal. (Specific comments may be seen in the Department Memo's attached).

RECOMMENDATION: Approve the Special Event Application from Scott & Jo Repp to host the WestStar Open Roping event on August 29, 2016. With the following contingencies:

Fire Marshal
• An event permit is required from the Fire Marshal's Office. A site plan indicating parking area, concessions, bathrooms, etc., shall be provided to this office a minimum of two weeks prior to the event. The applicant needs to contact this office and schedule an inspection the week prior to the event. At the time of the inspection, any additional requirements will be noted and completed prior to the event.
• Fire extinguishers shall be located in each vendor unit, at the bleacher area and any other buildings in which the public will have entry.

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

ATTACHMENTS: Special Event Application
Memo's from County departments

Proof of Ins. & TR -Receipt

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board