

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA STAFF REPORT

AGENDA DATE: May 16, 2017

ACTION REQUESTED: Request to Approve a Special Event Application for the – 2017 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs July 22, 2017.

BACKGROUND: The Commissioners office received a Special Event Application to hold 2017 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs, (July 22, 2017).

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 believes that it should be adequate coverage, since their event has proven to have no effect on the roads in the past.

The applicant will also need a waiver to **Kittitas County Code Chapter 5.20.160 – Closing Hours** since their events are scheduled to begin setting up at 6:00 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: Sheriff, Public Health, Solid Waste, Public Works w/e-mail attachment, Prosecutor; County Auditor & Fire Marshal (**all comments attached**).

Public Works (Lucas Huck) stated the following: “After review of the application and letters dated March 16th, 2017 for the proposed "Ellensburg Triathlon," I have found that the applicant has identified that this event will not obstruct, interfere or require the closure and free use of public roads and rights of way. The application identifies the use Umptanum and Manastash Road as part of the bike course. Although this event does not require closures or roadway detours, this is unordinary road use that the traveling public is not routinely exposed to. I do feel that this amount of bicycle traffic would obstruct or interfere with normal motorized vehicle use. Public Works will require traffic control techniques to be implemented for this event, which may include traffic control plans, and or signing plans being provided to the County for review. The safety of both the event participants, and the traveling public would benefit from advanced warning signs, and traffic control strategies such as bikes on roadway signs that would help mitigate the risk of bicycle and motorized vehicle conflicts. The applicant will be required to work with Kittitas County Public Works to plan and deploy traffic control strategies along County roads for the protection of event participants and routine motorized traffic. Additionally the applicant will be required to issue advanced notification for the event and any traffic impacts in the Daily Record and NKC Tribune two weeks in advance to

inform the traveling public. Public Works recommends approval of this event based on these conditions being upheld.

County Auditor: The Applicant/Event Coordinator has not registered with the County and no taxes were reported. The recommendation is that BuDu Racing collect the 2017 Admissions Tax, Register On-Line and Report the taxes collected by 10/31/2017 (or sooner) as required by Kittitas County Ordinance 2016-003. BuDu Racing also needs to report and pay taxes for 2016.

RECOMMENDATION:

Approve the Special Event Application to hold 2017 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs, (July 22, 2017) and grant their request for a waiver to Kittitas County Code Chapters 5.20.100 Penal Bond – Bond of Indemnity and Kittitas County Code Chapter 5.20.160 Closing Hours, noting the Applicant follows through with the **Public Works & County Auditor** requirements.

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

ATTACHMENTS: Special Event Applications
Certificate of Liability Insurance
Memos from County Departments with recommendations

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board II