

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

AGENDA DATE: August 1, 2017

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 30, 2017 (12:30 p.m. – 6:00 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-Not able to review but had a verbal discussion, 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 30, 2017. With the following contingencies:

Fire Marshal

- 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.

Public Health

Based on application details, it appears that Scott and Jo Repp have addressed all public health requirements for the 2017 event.

The following items have been noted to Public Health Staff following previous events. Applicants should make efforts to address these issues with signage, logistics and/or education of attendees.

- 1. Food services have consistently struggled with keeping items cool. Placing food services in a shaded area will help your food service staff to keep items cool and in compliance with food safety rules.
- 2. Reports from neighbors following the end of the event state departing trailers are opening wastewater valves (black and grey water) as they leave the event property, discharging septic waste along the county roads. Please educate participants to secure all wastewater valves prior to leaving the property until they make use of a legal waste station as is found on Canyon Road, Ellensburg WA.

Prosecutor

- Applicant needs to provide Ins. that lists Kittitas County as an insured and not the “Event Center” also the Applicant needs to provide a copy of the Insurance Endorsement. Deputy Horner would not be able to recommend approval until those obligations are met.

Staff recommends approval noting that the obligations are met by the Fire Marshal, Public Health, and Prosecutor, by no later than **8/23/2017**.

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 II