

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA STAFF REPORT

AGENDA DATE: April 5, 2016

ACTION REQUESTED: Request to Approve a Special Event Application – Coal Mines Trail Run (May 7, 2016).

BACKGROUND: The Commissioners office received a Special Event application to hold the Coal Mines Trail Run Saturday May 7, 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 will provide proof of insurance and believes that it should be adequate coverage.

The applicant will NOT need a waiver to **Kittitas County Code Chapter 5.20.160 – Closing Hours** since their event is scheduled to begin at 8:00 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 & I have attached the memos for specifics: Sheriff, Public Health, Public Works, Solid Waste, Prosecutor & Fire Marshal.

RECOMMENDATION:

Approve the Event Application to hold the 2016 Coal Mines Trail Run on Saturday May 7, 2016.

Acknowledge the Kittitas County **Public Works Department's** memo from Chuck Reed, Road Foreman Upper County for recommendation to approve the special event permit with recommendations of the following criteria: Local advertisement of event and detours in the local paper (NKC Tribune and Daily record) two week in advance to inform the traveling public of the upcoming event.

Acknowledge the **County Fire Marshal's** comments/requirements the Applicant must provide either medical staff of contact Fire District 7 to have staff on standby for this event.

Approve the request for a waiver to KCC 5.20.100.

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

ATTACHMENTS: Special Event Application & Materials, receipt from Co. Treasurer. Memos from County Departments w/recommendations.

LEAD STAFF: Mandy Buchholz, Deputy Clerk of the Board