

**KITTITAS COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA STAFF REPORT

AGENDA DATE: April 18, 2017

ACTION REQUESTED: Request to Approve a Special Event Application – 2017 Easton Memorial Day Celebration (May 27, 2017).

BACKGROUND: The Commissioners office received a Special Event application to hold the annual Easton Memorial Day Parade on Saturday May 27, 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 will provide proof of insurance and believes that it should be adequate coverage, since their parade has proven to have no effect on the roads in the past.

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 & attached memos with specifics: Sheriff- See Memo, Public Health-See Memo, Public Works-See Memo, Solid Waste, Fire Marshal- See Memo. The County Prosecutor was unable to provide feedback at the time of drafting the Staff Report since we hadn't received the Certificate of Liability Insurance to review.

RECOMMENDATION:

Approve the Event Application to hold the 2017 Easton Memorial Day Celebration on Saturday May 27, 2017.

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: 1. 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.

2. Adequate signage of road closures and detour routes.

3. Certified traffic control personnel at intersections to insure the safe movement of pedestrians and the motoring public.

He stated that he did not foresee any negative impacts to County roads or public safety.

Acknowledge the **Public Health Department's** recommendation of approval with the following: contingent upon the issuance of Temporary Food Service Permits for food vendors, the applicant has met the requirements of the Kittitas County Public Health Department prior to the date of the event including:

- Bathroom Facilities
- Garbage Disposal
- Temporary Food Service

Acknowledge the **County Sheriff's Department's** recommendation of approval with the following: Organizers to provide traffic control plan prior to final approval.

Acknowledge the **County Fire Marshal's**

comments/requirements stating upon their review:

- Any vendor booths that have open flame for cooking shall have an approved fire extinguisher (2A-10B:C) readily available.
- Any vendor booth which utilizes LPG tanks for cooking or heating shall have an approved fire extinguisher readily available. In addition, any LPG tank shall be secured to a secure object with chains/ropes, etc. to prevent displacement.
- Please be aware of general trip hazards from extension cords, tent tie-downs, etc. Also, extension cords may not be piggy-backed/daisy-chained together.
- Tents and canopies shall be securely anchored with appropriate tie downs.
- An event permit is **not** required from their office.

Contingent upon Insurance being provided and approved by the **County Prosecutor**.

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 II