

**KITTITAS COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA STAFF REPORT**

**AGENDA DATE:** May 17, 2016

**ACTION REQUESTED:** Request to Approve a Special Event Application for the – 2016 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs, (July 23, 2016).

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**BACKGROUND:** The Commissioners office received a Special Event Application to hold 2016 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs, (July 23, 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 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, Prosecutor & Fire Marshal.

**Public Health (Holly Myers) stated the following:** “If the information stated in the application by the organization for the “Ellensburg Triathlons” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Deanna Muller, has at this time met all the requirements of the Kittitas County Public Health Department including:

- Food Safety and Service – a temporary food service permit must be applied and approved 2 weeks prior to the event.
- Bathroom Facilities – use of facilities on site and additional portable toilets as listed on the application.

At this time I do not foresee any issue arising that would otherwise cause or prevent the applicant from meeting Kittitas County Public Health requirements.”

**Public Works (Ryan Berge) stated the following:** “I have reviewed all of the information regarding the Ellensburg Triathlon and Carey Lake Runs which is scheduled for July 23rd 2016 from 6:00am-1:00 p.m. I do not foresee any problems that could arise on our part. However it may be a good idea to place some high visible signs along Umptanum and Manastash road to warn the traveling public of the contestants that will be sharing the road with that day. I only say this because of the high traffic flow and excessive speeds on these roads”. He recommended approving the events based on the following criteria: Local Advertisement in the Daily Record/radio/physical posting two weeks in advance to inform the traveling public of the upcoming event in order to give them the choice to plan a different route during this time period.

**RECOMMENDATION:**

Approve the Special Event Application to hold 2016 Ellensburg Olympic and Sprint Triathlon, including the Carey Lakes 10K and 5K Runs, (July 23, 2016) 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 Health and Public Works 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