

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

AGENDA DATE: April 4, 2017

ACTION REQUESTED: Request to Approve a Special Event Application to hold the Annual “Your Canyon for a Day” event on May 21, 2017.

BACKGROUND: The Commissioners office received a Special Event application from Crime Stoppers of Yakima County, to hold the annual “Your Canyon for a Day” event on May 21, 2017.

INTERACTION: The applicant is also 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 past events have 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 operation/set-up at 8:00 a.m. (May 21, 2017). According to the County Code 5.20.160, 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 or contingent approval from the following departments (memos attached for your review): Public Health, Solid Waste, Sheriff, Fire Marshal, Public Works & Prosecutor.

Public Works Department (Lucas Huck, Engineer) submitted a recommendation to approve with the following 3 conditions being upheld: The Applicant is required to provide Kittitas County Public Works with additional information of the proposed traffic control strategies to be implemented along County roads for review and approval. Traffic control strategies shall be in a manner that not only facilitates the event participants but also the local traffic. The applicant will be required to issue advanced notification of any traffic impacts or modifications associated with their traffic control proposal in the Daily Record and NKC Tribune two weeks in advance to inform the traveling public.

The Kittitas County Sheriff’s Office submitted a recommendation to approve the special event permit with the following contingency: persons doing traffic control allow local access to residences, fishermen, hikers and recreationalist attempting to access the area.

The Kittitas County Public Health Department stated that if additional food vendors are added to the event, temporary food event permits must be purchased at KCPHD at least two weeks prior to the event.

RECOMMENDATION: Approve holding the annual “Your Canyon for a Day” event on May 21, 2017 and to grant a waiver of Kittitas County Code Chapters 5.20.100, noting they must comply with County department recommendations and criteria. Including the Public Works Department, Public Health and the Sheriff’s Office recommendations.

HANDLING: Staff will notify the applicant of the Board’s decision & send a copy of the notification going out to the Applicant to the Sheriff, Public Works, Public Health, Solid Waste, Fire Marshal, Prosecutor, Auditor, Treasurer, Code Enforcement and KITTCOM.

ATTACHMENTS: Special Event Application & Proof of Insurance
Memo’s from County Departments

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