

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

**AGENDA DATE:** August 20, 2013

**ACTION REQUESTED:** Request to Approve a Special Event Application on September 1, 2013 for the “Annual Tarp-It Company Appreciation Party” from 5:00 p.m. – 4:30 a.m.

---

**BACKGROUND:** The Commissioner’s office received a Special Event Application on July 23, 2013 from Tim Ravet requesting permission to host the Annual Tarp-It Company Appreciation Party on 9.1.2013 (5:00 p.m. – 4:30 a.m.- 9/2/2013).

**INTERACTION:** The applicant **is** requesting a waiver to Kittitas County Code Chapter 5.20.160 – Closing Hours.  
The applicant **is** requesting a waiver to Kittitas County Code Chapter 5.20.100 – Penal Bond – Bond of Indemnity.

The permit fee has been paid and staff has routed the application and received a recommendation of approval from the following departments: **Sheriff, Auditor, Public Health, Public Works, Prosecutor, Fire Marshal, Solid Waste & the County Treasurer**, (Specific comments may be seen in the Department Memo’s attached).

**RECOMMENDATIONS/CONDITIONS:**

- Fire Marshal:**
- 1.) An event permit is required from the Fire Marshal’s Office, and shall be submitted no later than August 20, 2013.
  - 2.) Generators shall be located at least 10’ from any covered tent, and electrical cords shall be placed in such a manner that they do not constitute a trip hazard.
  - 3.) Portable stages and platforms shall be erected per the manufacturer’s specifications.
  - 4.) No open flames shall be allowed, unless requested and approved on the event permit.
  - 5.) A barricade or railing shall be required at the edge of the bar area, as the drop is greater than 30 inches.
  - 6.) The applicant shall contact the Fire Marshal’s Office no later than August 26 to provide a detail of the barricade or railing.
  - 7.) Please contact the Fire Marshal’s Office the week prior to the event to schedule an inspection.

8.) All applicable fire codes shall apply.

**Sheriff:** Suggesting they notify any close neighbors of the event and have a plan in place to pick up any bottles, cans and debris left in or near the highway by attendees who park there.

**Prosecutor:** Applicant needs to provide updated insurance, that they noted expires on 8/21/2013.

**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 Treasurer and Auditor.

**ATTACHMENTS:** Special Event Application  
Memo's from County departments  
Proof of Insurance

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