



**KITTITAS COUNTY**  
**DEPARTMENT OF PUBLIC WORKS**

Mark Cook, PE Director

**MEMORANDUM**

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TO: Kittitas County Board of County Commissioners  
FROM: Lucas Huck P.E. County Engineer  
DATE: March 9, 2017  
SUBJECT: Manastash Metric Special Event Application

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After review of the application and letters dated October 7, 2017 for the proposed "Manastash Metric – The Drier Ride Bike Ride," I have found that the applicant has identified that this event will not obstruct, interfere or require the closure and free use of public roads and rights of way.

Illustrations identifying the proposed route, and participant safety protocols were described. In which the applicant stated "Both routes will be well marked with chalk Dan Henry signs on the roadway. Riders will be given the course route map prior to the ride and be aware of any last minute changes. Large orange "Bikes on the Roadway" signs will be placed on Hwy 10 to notify cars of riders." Additionally it has been stated a vehicle will follow the last rider through the event, these efforts will help mitigate the risk of bicycle and motorized vehicle conflicts.

Public Works would recommend the deployment of "Bikes on the Roadway" signs along the County Roads and intersections in addition to placement along Hwy 10.

The applicant will be required to issue advanced notification for the event and any traffic impacts in the Daily Record and NKC Tribune two weeks in advance to inform the traveling public.

Public Works recommends approval of this event based on these conditions being upheld. Please feel free to contact Kittitas County Public Works with any additional questions you may have at 509-962-7523.

Thanks,

Lucas Huck



## Memo

**To:** Kittitas County Board of County Commissioners

**From:** Kittitas County Public Health Department, Holly Myers, Environmental Health Supervisor

**Date:** March 3, 2017

**RE:** Manastash Metric Bike Ride 2017

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If the information stated in the application by the organization for the “Manastash Metric Bike Ride” event is true, accurate, and there is stewardship in following through with such statements then the applicant, Carol Findley, has at this time met all the requirements of the Kittitas County Public Health Department including:

- Food Safety and Service – serving only prepackaged food and beverages or whole fruit
- Bathroom Facilities – use of facilities on site and along the route there will be portable units.

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.

Please feel free to contact me if you have any questions or concerns.

A handwritten signature in cursive script, appearing to read "Holly Myers".

Environmental Health Supervisor,  
Kittitas County Public Health Department  
509 962 7005

CC: Kittitas County Board of Commissioners

Julie Kjorsvik, Kittitas County Board of Commissioners Clerk

Mandy Buchholz, Kittitas County Board of Commissioners Deputy Clerk

## Mandy Buchholz

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**From:** no-reply\_ServiceRequests@co.kittitas.wa.us  
**Sent:** Thursday, March 02, 2017 12:32 PM  
**To:** Mandy Buchholz  
**Subject:** Prosecutor Service Request | 38015 | Special Event Application - Manastash Metric Bike Ride (InsRev)

Mandy Buchholz,

Thank you for submitting a service request. We hope the service was completed to your satisfaction. If you'd like to leave feedback, please use our [feedback form](#).

We have closed this request. If you need anything else, please submit another request or [renew this request](#).

Note: This email was sent from an unmonitored account. Please do not reply to this email. To respond, please update your service request on CAMAS using the link below.

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## Request #38015 - Special Event Application - Manastash Metric Bike Ride (InsRev)

### Initial request:

Good Morning, Our office received a Special Event application from Carol Findley to host the Manastash Metric Bike Ride to be held on October 7, 2017. I will be placing this request on the May 2, 2017 Commissioner Agenda for the Board's consideration. Please submit your departments recommendation to me no later than April 18, 2017 by noon. If there are still outstanding issues, please indicate those in writing as well. For specific questions regarding the event I would ask that you contact the applicant directly. Thank you!

### Latest update:

I reviewed the certificate of insurance; it looks fine. I recommend approval of this event.

Christopher Horner 3/2/2017 12:31:42 PM

### Status:

Closed

### Assigned to:

Christopher Horner

### Priority:

Soon

### Due date:

4/18/2017 5:00:00 PM

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Notice: All email sent to this address will be received by the Kittitas County email system and may be subject to public disclosure under Chapter 42.56 RCW and to archiving and review.

message id: 38eb45916c6dcbdac24bb8719d004a14



## Kittitas County Solid Waste Programs

925 Industrial Way, Ellensburg, WA 98926

Telephone: (509) 962-7542

Fax: (509) 962-7087

March 2, 2017

Kittitas County Board of Commissioners  
205 W 5<sup>th</sup> Ave Suite 103  
Ellensburg, WA 98926

Subject: Special Event Application

Dear Board of County Commissioners,

Kittitas County Solid Waste has reviewed the Special Event application for the 21<sup>st</sup> Annual Manastash Metric Bike Ride. The event staff has a recycling and garbage plan that meets our satisfaction.

Please contact me at [509] 962-7577 if you have any questions.

Thank you.

Cordially,

*Clinton Van de Venter*

Clinton Van de Venter  
Household & Hazardous Waste Supervisor  
Kittitas County Solid Waste



GENE DANA, SHERIFF  
**KITTITAS COUNTY SHERIFF'S OFFICE**

307 W. Umptanum Rd ♦ Ellensburg, WA 98926  
(509) 962-7525 ♦ (509) 674-2584  
FAX (509) 962-7599

March 6, 2017

Board of County Commissioners  
Kittitas County Courthouse  
205 West 5<sup>th</sup> Ave., Room 108  
Ellensburg, WA 98926

Re: Special Event Application – Manastash Metric Bike Ride  
on October 2, 2017

Dear Board of County Commissioners:

The Special Event Application to hold the Manastash Metric Bike Ride that is scheduled for October 2, 2017 should have no impact for law enforcement.

Therefore, I have no issues and recommend approving their application.

Sincerely,

  
Gene Dana,  
Sheriff



# KITTITAS COUNTY FIRE MARSHAL'S OFFICE

411 N. Ruby St., Suite 2, Ellensburg, WA 98926

Office (509) 962-7657 Fax (509) 962-7682

February 13, 2017

Board of County Commissioners  
205 W. 5<sup>th</sup> Street  
Ellensburg, WA 98926

Re: Manastash Metric Bike Ride-

To Whom It May Concern:

In regard to the above mentioned project, I have the following comments:

- An event permit is not required from the Fire Marshal's Office for this event.
- After review of the event permit, I have found no life safety/fire code issues that need to be addressed.

The intent of the IFC is to provide a reasonable level of life safety and property protection from the hazards of fire, explosion or dangerous conditions. If you have further comments or questions, please do not hesitate to contact me at 509-962-7000.

Sincerely,

Josh Hink  
Interim Fire Marshal

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