

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

AGENDA DATE: September 5, 2017

ACTION REQUESTED: Request to Approve a Special Event Application for Huffman Farms Pumpkin Festival.

BACKGROUND: The Commissioners Office received a Special Event Application from Hilary Huffman to host the Huffman Farms Pumpkin Festival throughout the month of October beginning on 10/1/2017 – 10/29/2017.

INTERACTION: The applicant is **not** 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, Public Health, Public Works, Solid Waste, Prosecutor, Fire Marshal** (Specific comments may be seen in the Department Memo's attached).

RECOMMENDATION: Approve the Special Event Application from Hilary Huffman to host the Huffman Farms Pumpkin Festival from October 1, 2017 – October 29, 2017 with the following contingency's:

Prosecutor: the applicant must provide a Certificate of Liability Insurance listing the County as an additional insured as well as the Endorsements.

Public Works: The applicant is required to ensure that no unmitigated adverse impacts to the traveling public along Wilson Creek Road will occur from the proposal. Noting that with the increase in traffic entering Wilson Creek Road from the private driveway Public Works suggests that deployment of a temporary stop sign at the exit of the private drive be considered. Additionally Public Works will require that a load rating is provided for the private bridge over the canal. The structural capacity is unknown and verification that fire life safety equipment and public transportation vehicles like busses will be supported is prudent. Lastly, Public Works would recommend approval following the applicants narrative which indicates the event parking, and traffic control will take place on private property in a manner to not adversely affect public rights of way.

Fire Marshal: A separate Event Permit along with an appropriate site plan is required for this event. A fee of \$165.00 plus a \$110.00 issuance fee shall be submitted with the Fire Marshal's Office Event Permit application. All structures shall have a minimum of one 2A-10B:C fire extinguisher readily available for use. Any LPG tank shall be secured to prevent displacement. Please be aware of general trip hazards from extension cords. Also, extension cords may not be piggy-backed/daisy-chained together. Parking shall be such that fire apparatus access is maintained at all times. The fire apparatus access roads shall remain free from obstructions. Please ensure that all required permits have been issued at least 14 days prior to the event.

Auditor: Is sending direct communication, but stating that they are required to Register on-line and pay Admissions Tax.

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, Code Enforcement, Auditor, Code Enforcement and KITTCOM.

ATTACHMENTS: Special Event Application
Memo's from County departments
TR Receipt & Misc. correspondence

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