



Board of Adjustment Staff Report

Meeting Date: June 6, 2019

Agenda Item: 8D

ADMINISTRATIVE CASE NUMBER: WADMIN19-0011 (Veterans Pancake Breakfast)

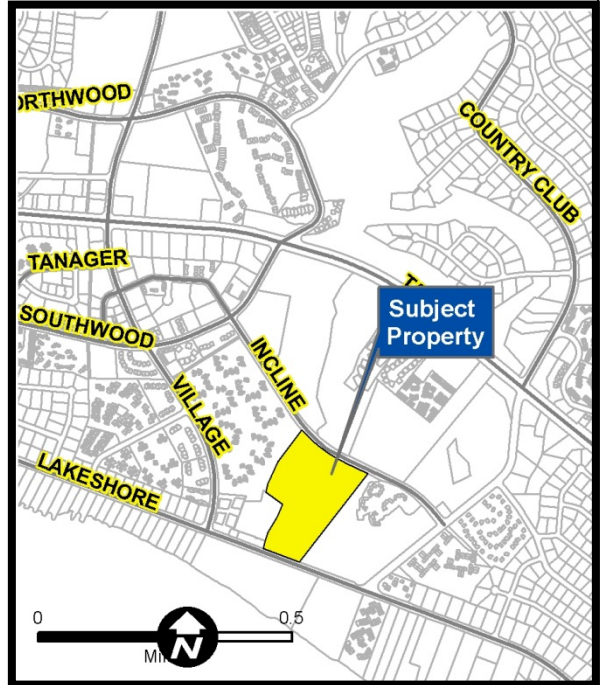
BRIEF SUMMARY OF REQUEST: An administrative permit and approval of an outdoor community event business license application for the Veterans Pancake Breakfast

STAFF PLANNER: Planner's Name: Julee Olander
Phone Number: 775.328.3627
E-mail: jolander@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion of an administrative permit and outdoor community event business license, with conditions, for Veterans Pancake Breakfast, an outdoor community event to be held at Aspen Grove in Incline Village, Nevada on July 4th. The proposed outdoor event will be held between the hours of 8 a.m. to 12 p.m. The event organizer estimates 850 to 900 people will attend the event.

Applicant:	Incline Village/Crystal Bay Veterans Club
Property Owner:	Incline Village General Improvement District
Location:	960 Lakeshore Dr.
APN:	127-010-07
Parcel Size:	17.8 acres
Master Plan:	Rural
Regulatory Zone:	Parks & Recreation (PR)
Area Plan:	Tahoe
Citizen Advisory Board:	Incline Village/Crystal Bay
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	1- Commissioner Berkbigler



STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve, subject to the conditions contained as Exhibit A in the staff report, Administrative Permit Case Number WADMIN19-0011 for Incline Village Crystal Bay Veterans Club, an administrative permit under WCC Section 110.310.20 and a temporary business license under WCC 25.272 for the Incline Village Crystal Bay Veterans Pancake Breakfast, an outdoor community event.

(Motion with Findings on Page 6)

Staff Report Contents

Administrative Permit Definition 3

Site Plan 4

Project Evaluation 5

Incline Village/Crystal Bay Citizen Advisory Board (IVCB CAB) 5

Reviewing Agencies..... 5

Staff Comment on Required Findings 6

Recommendation 6

Motion 6

Appeal Process 7

Exhibits Contents

Conditions of Approval Exhibit A

Citizen Advisory Board Minutes Exhibit B

Agency Review Letters Exhibit C

Noticing Map Exhibit D

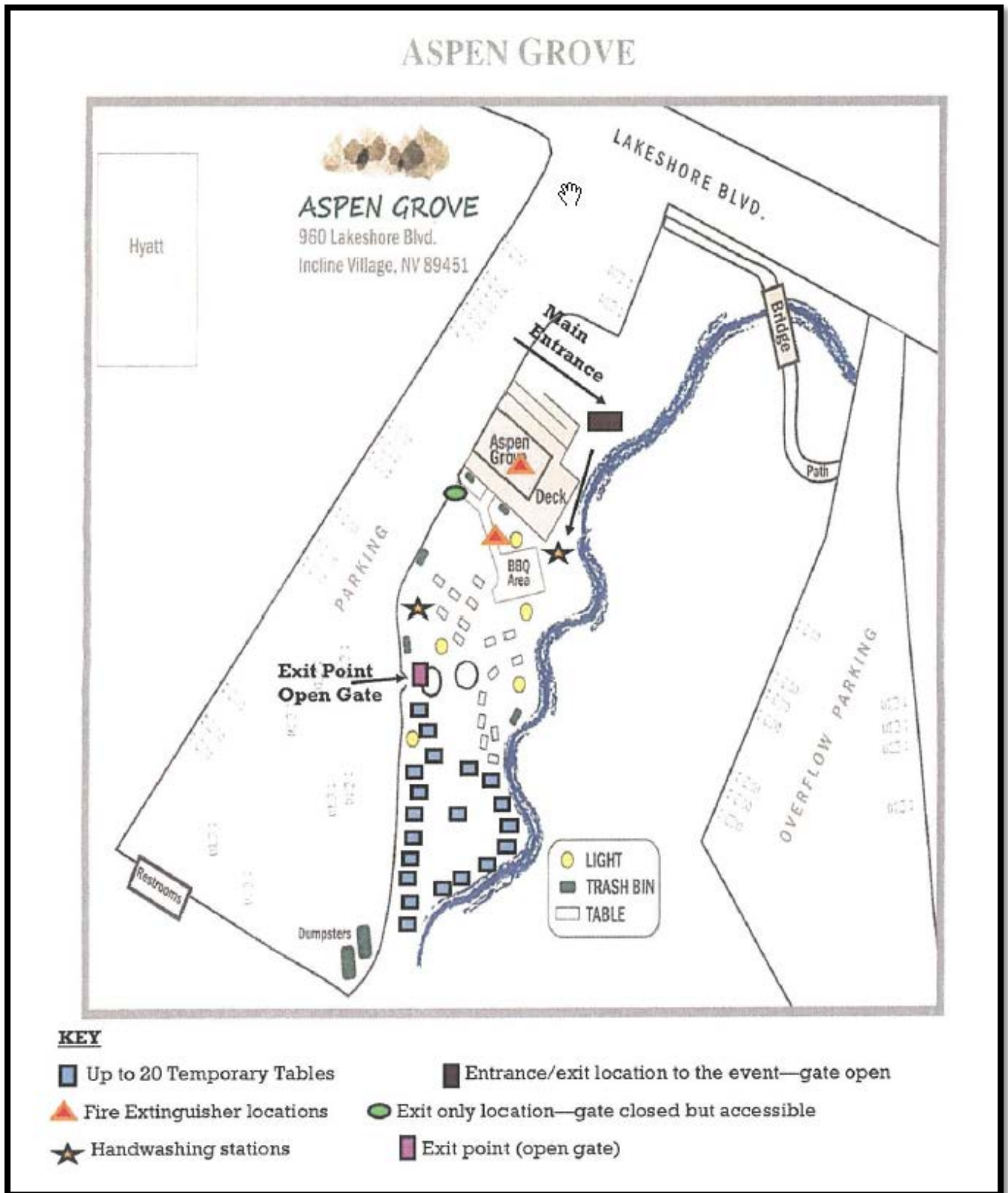
Project Application Exhibit E

Administrative Permit Definition

The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

The Conditions of Approval for Administrative Permit Case Number WADMIN19-0011 is attached to this staff report and will be included with the Action Order.

The subject property is designated as Parks and Recreation (PR). Based on the applicant's estimated maximum number of attendees on any one day of the event (850-900), the event qualifies as an "outdoor community event" under WCC Section 25.272, which is allowed in the PR zone but requires an administrative permit under WCC Section 110.310.20. The applicant is therefore seeking approval of the administrative permit for the proposed outdoor community event. The approval of the administrative permit will also include approval of the associated outdoor community event business license.



Site Plan

Project Evaluation

The Incline Village/Crystal Bay Veterans Club is requesting to have an outdoor community event. The Veterans Club has hosted the event since 2015. The Lions Club had previously hosted the event, however the Lions Club dissolved in 2014 and the Veterans Club took over the event. The event is a fund raiser to support local veterans, veterans support efforts and Junior Officer Training Corp (JROTC) scholarships.

The breakfast is held at Aspen Grove, 960 Lakeshore Blvd., which is owned by Incline Village General Improvement District (IVGID). It is estimated that 800 to 900 people will attend the breakfast. The breakfast is from 8 a.m. to 12 p.m. with pancakes, sausage, bacon, fresh fruit, coffee, milk, and juice served. The food is prepared and served onsite using the facilities and refrigerators at Aspen Grove and items are stored at proper temperature. Alcoholic beverages will be available for sale and the appropriate permits will be obtained and regulations will be followed. At registration and collection of tickets identities will be checked and wristbands will be issued; one color will be for those over 21 years old and another color for those under 21 years old.

Volunteers will help with the cooking and serving of food, while other volunteers will assist in keeping the tables and area clean of food and debris. There will be two handwashing stations on site along with the two non-gender port-a-potties and the existing public restrooms.

Parking will be available on the surrounding streets and at the Recreation Center and overflow parking lot. Typically, people walk to the breakfast from the available parking areas. Two parking spaces will be reserved for Washoe County inspectors during the event.

For security, communication and safety the application states that two Washoe County Sheriff officers will be on site. Staff and volunteers will have cell phones with them at all times to communicate and report any issues. Also, there will be fire extinguishers and first aid kits with automated external defibrillator (AED) available on site.

Incline Village/Crystal Bay Citizen Advisory Board (IVCB CAB)

The proposed event was heard at the regularly scheduled May 6, 2019 Incline Village/Crystal Bay Citizens Advisory Board. The Board voted to approve the event unanimously and the CAB minutes are attached (See Exhibit B).

Reviewing Agencies

The following agencies received a copy of the project application for review and evaluation.

- Washoe County Community Services Department
 - Planning and Development Division
 - Engineering and Capital Projects Division
- Washoe County Health District
 - Environmental Health Services Division
 - Emergency Medical Services Program
- Washoe County Risk Management
- Incline Village Sheriff
- North Lake Tahoe Fire Protection District
- Incline Village General Improvement District

Agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application (see Exhibits A & C).

Staff Comment on Required Findings

WCC 110.808.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary one-day event of this nature in the Tahoe Area Plan.

2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

Staff Comment: The applicant has addressed the applicable requirements for providing sanitation, and parking for the temporary one-day event.

3. **Site Suitability.** That the site is physically suitable for a pancake breakfast within a temporary tent structure located on the beach adjacent to Lake Tahoe and for the intensity of such a development.

Staff Comment: The event has been held at this location on previous occasions, and temporary improvements have been planned to make the site suitable for the temporary one-day event.

4. **Issuance Not Detrimental.** That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

Staff Comment: Impacts associated with the event are of limited impact and duration as this is a temporary, one-day, event. Therefore, there will be no significant impact to the public health, safety or welfare; the event is unlikely to be injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

5. **Effect on a Military Installation.** Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

Staff Comment: There is no military installation in the area that is required to be noticed for this Administrative Permit; therefore this finding does not need to be made.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project or provided no comments. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN19-0011 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN19-0011 for Incline Village Crystal Bay Veterans Club and an outdoor community event business license application and associated license conditions, for the Incline Village Crystal Bay Veterans Pancake Breakfast, having made all five

findings in accordance with Washoe County Development Code Section 110.808.25, I further move to authorize the Director of the Planning and Building Division to issue the business license when all pre-event conditions have been satisfied.

1. Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;
2. Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
3. Site Suitability. That the site is physically suitable for pancake breakfast and for the intensity of such a development;
4. Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;
5. Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

Appeal Process

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days from the date the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant: Incline Village/Crystal Bay Veterans Club
 980 Incline Way
 Incline Village, NV 89451

Property Owner: Incline Village General Improvement District



Conditions of Approval

Administrative Permit Case Number WADMIN19-0011

The project approved under Administrative Permit Case Number WADMIN19-0011 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on June 6, 2019. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. These Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable Codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

Unless otherwise specified, all conditions related to the approval of this Administrative Permit shall be met or financial assurance must be provided to satisfy the conditions of approval prior to issuance of a grading or building permit. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Building Division.

Compliance with the conditions of approval related to this Administrative Permit is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the Administrative Permit may result in the initiation of revocation procedures.

Operational Conditions are subject to review by the Planning and Building Division prior to the renewal of a business license each year. Failure to adhere to the Operational Conditions may result in the Planning and Building Division recommending that the business license not be renewed until conditions are complied with to the satisfaction of Washoe County.

Washoe County reserves the right to review and revise the conditions of approval related to this Administrative Permit should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of Approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.
- Some “Conditions of Approval” are referred to as “Operational Conditions.” These conditions must be continually complied with for the life of the project or business.

The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies:

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

Washoe County Planning and Building Division

1. The following conditions are requirements of the Planning and Building Division, which shall be responsible for determining compliance with these conditions.

Contact Name – Julee Olander, Planner, 775.328.3726, jolander@washoecounty.us

Pre-event Conditions:

- a. The applicant will provide the Planning and Building Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an Outdoor Event permit.
- b. The applicant will provide the Planning and Building Division with proof that all event catering businesses have obtained applicable Washoe County business and intoxicating liquor licenses.

During-event Conditions:

- c. The applicant shall demonstrate substantial conformance to the plans (to include parking plans) approved as part of this administrative permit and outdoor community event business license.
- d. An outdoor community event license for the Veterans Pancake Breakfast shall be issued prior to commencing the event. The license shall be prominently displayed at the event site.
- e. Hours of Operation: The event shall take place July 4th between the hours of 8 a.m. and 12 p.m. Event set-up activities shall occur on the evening of July 3rd before the event and final set-up will occur 2 hours before the event time. Clean up of the event shall occur after the end of the event from 12 p.m. to 2 p.m.
- f. Restroom Facilities: Restrooms must be open and available to the public during the entire time of the event. Additional portable toilets and hand wash facilities shall be provided on site to augment the existing permanent facilities and shall be removed when the event ends.

Washoe County Risk Management

2. The following condition is a requirement of the Washoe County Risk Management, which shall be responsible for determining compliance with these conditions.

Contact Name – Doreen Teasley, Senior Risk Management Analyst, 775-328-2660, dertell@washoecounty.us

Pre-event Condition:

The applicant shall provide evidence of insurance.

Fire Protection (North Lake Tahoe Fire Protection District)

3. The following condition is a requirement of the North Lake Tahoe Fire Protection District, which shall be responsible for determining compliance with these conditions.

Contact Name – Mark Regan, 775-461-6200, mregan@nlrfpd.net

Pre-event condition:

The North Lake Tahoe Fire Protection District (NLTFPD) requires that a NLTFPD event permit is obtained.

*** End of Conditions ***



Incline Village Crystal Bay Citizens Advisory Board

DRAFT: Approval of these draft minutes, or any changes to the draft minutes, will be reflected in writing in the next meeting minutes and/or in the minutes of any future meeting where changes to these minutes are approved by the CAB.

Minutes of the Incline Village Crystal Bay Citizens Advisory Board meeting held at Incline Village General Improvement District, 893 Southwood Blvd, Incline Village, NV 89451 on May 6, 2019, 5:30 P.M.

1. *CALL TO ORDER/ PLEDGE OF ALLEGIANCE – Pete Todoroff called the meeting to order at 5:30 P.M.

2. *ROLL CALL/DETERMINATION OF A QUORUM - Pete Todoroff, Tom Cardinale, Gerry Eick, Judy Miller, Gene Brockman. A quorum was determined.

Absent: Kevin Lyons (excused), Mike Sullivan (not excused).

3. *PUBLIC COMMENT –

Wayne Ford handed out a letter written to the State Board of Architecture regarding liability and the responsible party. The County has been ignoring the requirement per NRS. These are permits that need documentation of who is doing the work. Architects and designers must stamp and sign them. Licensing requires it for accountability issue. He said we have worked hard for our licenses. To allow out of state architects to have the same status isn't right. They need to get their license here. It's undermining the NV licensed people.

Andy Chapman, CEO of the Incline Village Visitors Bureau, and member of the Fireworks Coalition. He said there will be fireworks this year for the 4th of July holiday. There is contradictory information out there that claims there won't be any fireworks this year. The coalition has worked together to make it happen. We have a permit application in place. It will be heard at May 28 by Board of County Commissioners.

4. APPROVAL OF AGENDA FOR THE MEETING OF MAY 6, 2019 – Gene Brockman moved to approve the agenda. Pete Todoroff seconded the motion to approve the agenda for **MAY 6, 2019**. Motion carried unanimously.

5. APPROVAL OF THE MINUTES FOR THE MEETING OF APRIL 1, 2019 – Gerry Eick moved to approve the minutes of **APRIL 1, 2019**. Gene Brockman seconded the motion to approve the minutes. Motion carried unanimously.

6. DEVELOPMENT PROJECTS- The project description is provided below with links to the application or you may visit the Planning and Building Division website and select the Application Submittals page: www.washoecounty.us/comdev

6.B. - Administrative Permit Case Number WADMIN19-0010 (Community Pancake Breakfast) - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license, for a pancake breakfast at the North Lake Tahoe Fire Protect District Station, at 875 Tanager Street, on July 5, 2019 from 8:00 a.m. to 10:00 a.m. **(for Possible Action)**

- **Applicant/Property Owner:** North Lake Tahoe Fire Protection District
- **Location:** 875 Tanager Street, Incline Village
- **Assessor's Parcel Number:** 132-223-14
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

Pete Todoroff wanted to know why this event is now coming before this board. Gerry Eick said it's a new requirement to permit events with attendance more than 250 people.

Julee Olander, Washoe County Planner, said these events have been broken up into individual events versus when RWTB was considered one big event. She explained the process for the each event. Julee complimented IVGID staff and firework coalition on complete applications.

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0010 (Community Pancake Breakfast). The motion was seconded by Tom Cardinale. The motion carried unanimously.

6.C. Administrative Permit Case Number WADMIN19-0011 (Veterans Breakfast)- Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event, for a pancake breakfast will occur at Aspen Grove on July 4, 2019 from 8:00 a.m. to 12:00 a.m. **(for Possible Action)**

- **Applicant/Property Owner:** Incline Village/Crystal Bay Veterans Club/IVGID
- **Location:** 960 Lake Shore Drive, Incline Village
- **Assessor's Parcel Number:** 127-010-07
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0011 (Veterans Breakfast). The motion to recommend approval was seconded by Judy Miller. The motion carried unanimously.

6.D. Administrative Permit Case Number WADMIN19-0012 (Beer & Brats) - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license an Outdoor Community Event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event would occur at Aspen Grove on July 3, 2019 from 4:00 p.m. to 7:00 p.m. **(for Possible Action)**

- **Applicant/Property Owner:** Incline Tahoe Foundation/IVGID
- **Location:** 960 Lake Shore Drive, Incline Village
- **Assessor's Parcel Number:** 127-010-07
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0012 (Beer & Brats). Judy Miller seconded the motion to recommend approval. Motion carries unanimously.

ADJOURNMENT – meeting adjourned at 6:31 p.m.

Number of CAB members present: 5

Number of Public Present: 22

Presence of Elected Officials: 0

Number of staff present: 2

Submitted By: Misty Moga

From: [Dayton, Brittany](#)
To: [Olander, Julee](#)
Cc: [Mark Regan](#); [Lawson, Jacqueline](#)
Subject: RE: July 4th Outdoor Community events
Date: Monday, April 22, 2019 10:54:54 AM
Attachments: [image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Good morning Julee,

Given the information provided in the application, these events do not meet the requirements to have EMS coverage at the events. Please let me know if you have any questions.

Thanks,
Brittany

Brittany Dayton, MPA

EMS Coordinator | Division of Epidemiology & Public Health Preparedness | [Washoe County Health District](#)
bdayton@washoecounty.us | O: (775) 326-6043 | C: (775) 544-4847 | F: (775) 325-8131 | 1001 E. Ninth St., Bldg. B,
Reno, NV 89512



From: Olander, Julee
Sent: Friday, April 19, 2019 4:49 PM
To: Barboza, Sandra; Dayton, Brittany; English, James; Ertell, Doreen; Fink, Mitchell; Florey, Nicholas J; Holly, Dan; Mark Regan; Rubio, Wesley S; Winquest, Indra
Cc: Tone, Sarah
Subject: July 4th Outdoor Community events

Ok, we have received the last of the event applications for the July 4th for Incline Village, The Duck Races and Veteran events, which I have attached . These are not reviewed by a board, but and reviewed by the Director of Planning and Building because of the number of attendees. I need conditions by 5/8- which is the same date that the events going to the BOA are due. You will be receiving 3 events on Monday that will go to the BOA- the community pancake breakfast, the veterans pancake breakfast and Beer and Brats. You should have received the fireworks application already and I need those comments by Monday 4/22. The turnaround is the quickest on the fireworks because it's going to BCC on May 28th. Let me know if you are having any problems or think that you will have any problems getting your conditions to me by 4/22 for the fireworks or by 5/8 for the other events.

Thank you,

|



Julee Olander

Planner | Community Services Department- Planning & Building Division

jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133

1001 E. Ninth St., Bldg A., Reno, NV 89512



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WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Engineering and Capital Projects

1001 EAST 9TH STREET
 RENO, NEVADA 89512
 PHONE (775) 328-3600
 FAX (775) 328.3699

INTEROFFICE MEMORANDUM

DATE: May 6, 2019

TO: Julee Olander, Planner, Planning and Building Division

FROM: Mitchell Fink, Engineering and Capital Projects Division

SUBJECT: **WADMIN19-0011**
APN 127-010-07
VETERANS BREAKFAST

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The applicant has adequately addressed concerns related to traffic related coordination efforts with the 4th of July fireworks event. The Engineering and Capital Projects Division recommends approval without comments or conditions.

MF/krk



INTEGRITY



**EFFECTIVE
COMMUNICATION**



**QUALITY
PUBLIC SERVICE**

From: [Mark Regan](#)
To: [Olander, Julee](#)
Subject: Re: July 4th events
Date: Tuesday, May 07, 2019 9:43:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

[**NOTICE:** This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Yes they do

Mark Regan
Fire Marshal
NLTFPD
775-461-6200

On May 7, 2019, at 4:13 PM, Olander, Julee <JOlander@washoecounty.us> wrote:

Mark,

Do the smaller events i.e. pancake breakfast, Beer & Brats, duck races, Veterans tribute etc. - need permits from the fire district?

Thanks

<image001.png>

Julee Olander

Planner | Community Services Department- Planning & Building Division

jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133

1001 E. Ninth St., Bldg A., Reno, NV 89512

[<image002.png>](#) [<image003.png>](#) [<image004.png>](#) [<image005.png>](#)

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Date	4-23-19
Attention	Julee Olander
Re	Administrative Permit Case Number WADMIN19-0011
APN	127-010-07
Service Address	960 Lakeshore
Owner	Incline Village General Improvement District

Administrative Permit Case Number WADMIN19-0011 (Veterans Breakfast) – For possible action, hearing, and discussion to approve an Administrative Permit to approve an Outdoor Community Event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event, for a pancake breakfast will occur at Aspen Grove on July 4, 2019 from 8:00 a.m. to 12:00 a.m.

- Applicant: Incline Village/Crystal Bay Veterans Club
- Property Owner: Incline Village General Improvement District
- Location: 960 Lakeshore Drive
- Assessor's Parcel Number: 127-010-07
- Parcel Size: 17.8 acres
- Master Plan Category: Rural
- Regulatory Zone: Parks & Recreation (PR)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkbigler
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division

- Phone: 775-328-3627
- E-mail: jolander@washoecounty.us

IVGID Comments: IVGID is hosting this event with staff approval.

From: [Florey, Nicholas J](#)
To: [Olander, Julee](#)
Cc: [Fagan, Donna](#); [Rubio, Wesley S](#); [English, James](#)
Subject: July Events
Date: Thursday, April 25, 2019 12:54:11 PM
Attachments: [image003.gif](#)
[image004.gif](#)
[image002.jpg](#)

Julee,

EHS approves of the plans submitted.

Requirements for the following events have been met and no additional conditions are applicable:

Beer & Brats – Obtained temporary food permit (H19-0096VEN)

Veterans Breakfast – Obtained temporary food permit (H19-0098VEN)

Community Pancake Breakfast – Obtained temporary food permit (H19-0066VEN)

Veterans Events (Luncheon & Tribute) – Obtained temporary food permit for Veterans Luncheon on July 3rd (H19-0097VEN)

-please note the Veterans Tribute portion of the event will not require permitting from this agency because it is open to Veterans only and capped at 100 attendees (per the application).

Please see the EHS requirements for the following event:

Classical Tahoe – A temporary food permit must be obtained at least 7 days prior to the first event where food service is being conducted at event location.

Please let me know if you have any additional questions or concerns regarding EHS requirements.
Thanks.

Nicholas Florey, REHS, BS

Senior Environmental Health Specialist | Environmental Health Services | Washoe County Health District
nflorey@washoecounty.us | O: (775) 328-2648 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512



From: [Ertell, Doreen](#)
To: [Olander, Julee](#)
Subject: RE: April Agency Review Memo III
Date: Monday, May 06, 2019 8:35:52 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

That was looks good; they provided a copy of their insurance.



Doreen Ertell
Risk Management
dertell@washoecounty.us | Office: 775.328-2660
1001 E. Ninth St., Building D
Reno, NV 89512

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From: Olander, Julee
Sent: Monday, May 6, 2019 8:27 AM
To: Ertell, Doreen
Subject: RE: April Agency Review Memo III

Thank you – how about the Community breakfast at the fire station?



Julee Olander
Planner | Community Services Department- Planning & Building Division
jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133
1001 E. Ninth St., Bldg A., Reno, NV 89512

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From: Ertell, Doreen
Sent: Friday, May 03, 2019 5:20 PM
To: Fagan, Donna
Cc: Olander, Julee
Subject: FW: April Agency Review Memo III

Hi Donna and Julie,
I apologize for the lateness of this replay.

#3 Veterans Breakfast: Incline Village/Crystal Bay Veterans Club needs to provide evidence of insurance.

#4 Beer & Brats: Incline Tahoe Foundation needs to provide evidence of insurance.

Thank you.



Doreen Ertell

Risk Management

dertell@washoecounty.us | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



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From: Fagan, Donna
Sent: Monday, April 22, 2019 1:05 PM
To: Ertell, Doreen
Subject: April Agency Review Memo III

Doreen,

Please find the attached Agency Review Memo with a case received this month by CSD, Planning and Building.

You've been asked to review items #1, #2, #3, and #4. Click on the highlighted item descriptions for a link to the application.

Please send any comments or conditions to the planner for that item.

Thank you,
Donna



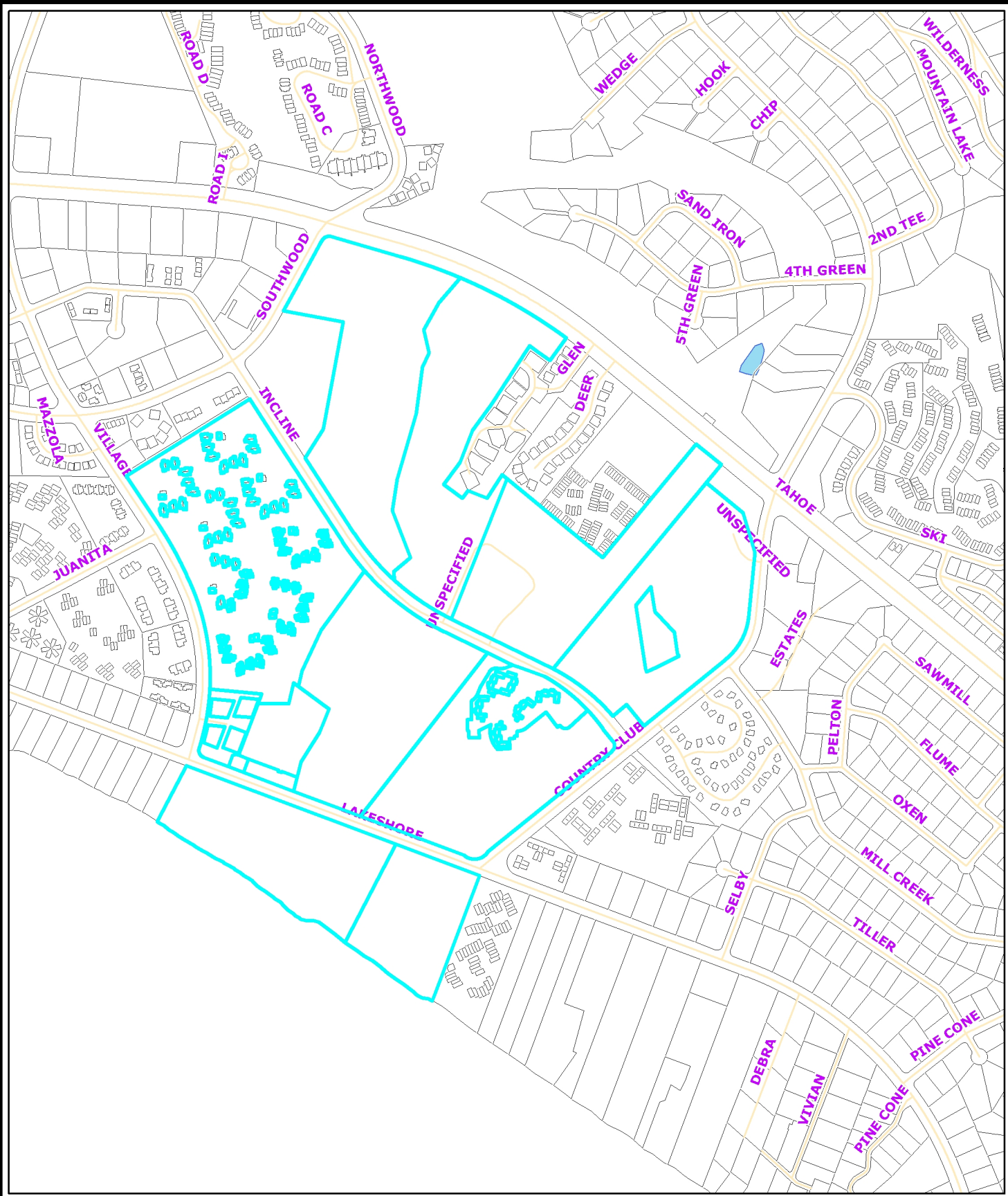
Donna Fagan

Planning and Building Division | Community Services Department

dfagan@washoecounty.us | Office: 775.328.3616

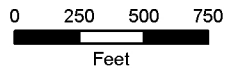
1001 E. 9th Street, Reno, NV 89521





Veterans Pancake Breakfast Noticing Map

Source: Planning and Building Division



Date: 04/17/2019

Community Services
Department

WASHOE COUNTY
NEVADA
1861

1001 E Ninth St
Reno, Nevada 89503

ADMIN19-0011
EXHIBIT D

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

Definition: "Outdoor community event" means an assembly of more than 100 and less than 1,000 persons on any one day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 100 and less than 1,000 persons on any one day the event. There is a \$50.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application and one electronic pdf file (memory stick or DVD) must be turned in at least 90 days before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least 90 days in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day of the event.* These events require an outdoor community event license only. The Director of the Planning and Development Division shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day of the event.* These events shall obtain both an outdoor community event license and an administrative permit. This application shall suffice for the outdoor community event license application and the administrative permit application. No additional fees are required for filing the administrative permit application. The Board of Adjustment shall approve, approve with conditions, or deny the license and permit.
4. **FEES.** The license fee for an outdoor community event is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 30
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 45
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

5. **INVESTIGATION.** The sheriff's office shall conduct a criminal history background check of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada central repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete.
6. **CONDITIONS.** All conditions imposed by the Director or the Board of Adjustment for the outdoor community event license and/or the administrative permit must be met before the license will be issued.
7. **APPROVALS.** The application will be reviewed by the appropriate agencies. The application will be approved by the Director of the Planning and Development Division or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid and all necessary approvals have been received. The event license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

Fees – check(s) made payable to “Washoe County”

Application fee

\$50 non-refundable application fee

Daily fee(s)

\$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

_____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees

Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:

Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

NA Illuminating the premises (if applicable)

NA Camping (if applicable)

Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition

N/A Certified copies of articles of incorporation filed in Nevada (if applicable) *Government*

N/A Copy of partnership papers (if applicable)

Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

- Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- Vendor list
- Statement of Assets *Government agency*
- Statement of Liabilities *Government agency*
- Personal history of all applicants (to include corporate officers and partners)
- Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

(Requires a non-refundable \$50 application fee)

Application date: April 15, 2019

Applicant Information

Applicant's name: IUGED / Incline Village / Crystal Bay Veterans Club

Mailing address: 980 Incline Way Incline Village NV 89451

Phone: 775.832.1302 (Business) N/A (Home) (Cell)

All applicants, to include corporate officers or partners must complete a personal history form

Is the applicant a(n): [X] Corporation GID [] Partnership [] Individual

If a corporation or a partnership, list corporate officers or partners:

Table with 3 columns: Name, Address, Title. No entries are present.

Event Information

Name of Event: Incline Village / Crystal Bay Veterans Pancake Breakfast

Date(s) of Event: July 4 Hours of operation: 8am - 12 noon (+ prep)

Location of Event: Aspen Grove

Assessor Parcel Number(s): 127-010-07

Description of Event: Pancake Breakfast w/ adult beverages

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Jennifer Moore

Will an admission fee be charged for your event? [X] Yes [] No

If yes, amount and type of fee(s): Adults \$10, 6-11 yrs \$5, under 5 free

When will fee be collected? [] Pre-sales [] At entrance

Approximate number of participants and other persons: 850-900

Approximate number of customers and spectators: 850

Approximate maximum number of persons on any one day of the event: 900

Will food and/or beverages be served? [X] Yes [] No

(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served? [X] Yes [] No

(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music? [] Yes [X] No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: IVGID - Self Insured Policy number: _____

Attach copy of insurance policy specific to event (must be furnished prior to the issuance of the license)

Address of Insurer: 893 Southwood Incline Village NV 89451
Street City State Zip code

Limits of liability: _____

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

Describe the history of all similar events conducted, operated or promoted by the applicant. Include, at a minimum, event names, types, dates, locations, permits or licenses issued.

Vets Club has held this event annually since 2015

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

IVGID Food & Beverage

Adult beverages

**OUTDOOR COMMUNITY EVENT
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, IVETID being duly sworn, depose, and say that I am an owner* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): Aspen Grove 127-010-07

Proposed Outdoor Community Event: Veterans Pancake breakfast

Signed [Signature]

Subscribed and sworn to before me this 15th day of April, 2019

Susan A Herron Washoe County,
Notary Public in and for said county and state Nevada



My commission expires: 12-08-2022

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

OUTDOOR COMMUNITY EVENT STATEMENT OF ASSETS

As of _____, 20____

(Describe fully and indicate assets pledged)

(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand TVETD Government Agency \$ _____

Cash in safe deposit box _____ \$ _____
Location of Box

Cash in _____ \$ _____
Name, Bank and Branch

Cash in _____ \$ _____
Name, Bank and Branch

Accounts and notes receivable (describe nature of receivable and when due)
 _____ \$ _____
 _____ \$ _____

Other current assets
 _____ \$ _____
 _____ \$ _____

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Investments, other than stocks and bonds
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Fixed assets

Real estate (Give location, description and fair value of each parcel)
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Other assets

Automobiles and other personal property
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Assets \$ _____

Print Name

Signature

Date

OUTDOOR COMMUNITY EVENT STATEMENT OF LIABILITIES

As of _____, 20____

(Describe fully, indicate secured liabilities)
(If additional space is required, attached supporting pages or documents)

Current liabilities

Notes payable IVGTD Government Agency \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Other notes payable (indicate name, address and how secured)
 _____ \$ _____
 _____ \$ _____

Accounts payable \$ _____
 Liability for Federal Income Tax (delinquent) \$ _____
 Provision for current year's Federal Income Tax \$ _____
 Provisions for other current taxes \$ _____
 Liability for other delinquent taxes \$ _____

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)
 _____ \$ _____
 _____ \$ _____

Other liabilities
 _____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Liabilities \$ _____

Contingent liabilities (describe)

 Print Name

 Signature

 Date

OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY

(complete a separate form for each applicant, to include corporate officers and partners)

Name in full: Shelia ANN Leijon
First Middle Last

List ALL other names you have been known by: Shelia Doherty, Shelia Doherty-Leijon

Residence address: [REDACTED]
Street City State Zip Code

Residence phone: [REDACTED] Business phone: 775.832.1330

Name of your present business or employer: IVGID

Business address: 980 Incline Way IV W 89451
Street City State Zip Code

Type of business: GID Position: Manager

How long engaged in this business: 5 yrs

Date of birth: [REDACTED] Age: [REDACTED] Place of birth: [REDACTED]

List cities in which you have lived during the last ten years:
Dates From and To City State
1975- Present Incline Village W

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Shelia Leijon
Printed name of applicant

Shelia Leijon
Signature of applicant

April 15, 2019
Date

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

(complete a separate form for each applicant, to include corporate officers and partners)

The undersigned has filed with Washoe County Business License an application for outdoor community event license. In consideration of the assurance by the Board of County Commissioners that no vote on said application will be taken except after a deliberate, intensive and thorough investigation of the undersigned, including but not limited to criminal history background, associates and finances, the undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the County of Washoe, Washoe County Sheriff's Office, Washoe County Commission, and Washoe County Business License from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the undersigned application.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for an outdoor community event license with Washoe County Business License, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information of a confidential or privileged nature.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release at Incline Village, NV on the 15th day of April, 2019.

Steven J. Pinkerton
Printed name of applicant

[Signature]
Signature of applicant

Subscribed and sworn to before me this 15th day of April, 2019

Susan A. Herron Washoe County, NV
Notary Public in and for said county and state



My commission expires: 12-08-2022

**OUTDOOR COMMUNITY EVENT
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

Pursuant to Washoe County Code section 25.303, any applicant for a Washoe County outdoor community event license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor community event license may be issued.

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY.

APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT.

APPLICANT shall maintain coverage and limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit, to apply separately to this event.

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self-insured retention and prior to issuing the license. The COUNTY Risk Manager prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the outdoor community business license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

IV/CB Vets Club Pancake Breakfast July 4, 2019
Name of Event Date(s) of Event

Shelia Leijon Shelia Leijon
Applicant's name (printed) Applicant's signature

Date: April 15, 2019

**OUTDOOR COMMUNITY EVENT
(Outdoor Festivals)
WASHOE COUNTY CODE CHAPTERS 25 & 110**

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

25.013 Definitions. (extract, definitions for Outdoor Festivals only)

14. "Outdoor community event" means an assembly of more than 100 and less than 1000 persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

15. "Outdoor festival" means an assembly of 1,000 or more persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

25.263 Definitions. As used in sections 25.263 to 25.305, inclusive:

1. The terms "outdoor community event" and "outdoor festival" have the meanings ascribed to them in section 25.013.

2. "Carnival" means a traveling business providing commercial entertainment consisting of sideshows, concessions, rides, games of chance, and other amusements. When held outdoors, a carnival is a type of outdoor festival or outdoor community event.

3. "Circus" means a traveling business providing commercial performances by acrobats, trained animals, clowns, jugglers, and others within a tent or arena. When held outdoors or in a tent, a circus is a type of outdoor festival or outdoor community event.

4. "Tent show" means a traveling business providing music, lectures, or entertainment in a tent, and is a type of outdoor festival or outdoor community event.

[§4, Ord. No. 1099; A. Ord. No. 1138]

25.265 License required for certain outdoor events. In addition to complying with the general provisions of this chapter, a person must secure a license in accordance with sections 25.263 to 25.305, inclusive, to operate or conduct:

1. An outdoor festival including, without limitation, an outdoor circus, carnival, or other outdoor entertainment event for 1000 or more persons on any one (1) day of the event for which an outdoor festival license is required pursuant to sections 110.310.15 and 110.310.20 inclusive.

2. An outdoor community event. The license is in addition to any administrative permit granted pursuant to section 110.310.15.

[§5, Ord. No. 1099; A. Ord. Nos. 1138, 1260]

25.267 License valid for one event only. A license issued under sections 25.263 to 25.305 is valid only for the event authorized and not for any other event.

[§6, Ord. No. 1099]

25.269 Applicability. A person must secure a license under section 25.283 to conduct or operate any outdoor event listed in section 25.265 proposed to take place on public or private lands in the unincorporated area of Washoe County, except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands.

[§7, Ord. No. 1099]

25.271 Unlawful acts. It is unlawful for any licensee, employee, agent or person associated with a licensee to:

1. Unless authorized to do so by Washoe County, conduct, operate, participate in, or provide supplies or services to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to conduct, operate, participate in, or provide supplies or services to such an event for which a license has been suspended or revoked.

2. Except for advance ticket sales by mail or similar means, to sell tickets or admit persons to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to sell tickets or admit persons to such an event for which a license has been suspended or revoked.

3. Operate, conduct, or carry on an event for which a license is required under section 25.265 in such a manner as to create a nuisance.

4. Allow any person on the premises of an event for which a license has been issued under section 25.283 to cause or create a disturbance in, around or near any place of the event by offensive or disorderly conduct.

5. Knowingly allow any person to sell, consume or be in possession of intoxicating liquor while in a place of an event for which a license has been issued under section 25.283, except where such sale, consumption or possession is expressly authorized under chapters 25 and 30 and the laws of the State of Nevada.

6. Knowingly allow any person in, around, or near an event for which a license has been issued under section 25.283 to use, sell, or be in possession of any controlled substance or dangerous drug.

[§8, Ord. No. 1099]

25.272 Outdoor community events; license required; application; fees; approval or denial; revocation; unlawful acts.

1. The provisions of this section and the provisions of sections 25.010 to 25.445, inclusive, apply to an application for a license to hold an outdoor community event.

2. No outdoor community event shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor community event with more than 300 and less than 1000 persons on any one (1) day of the event shall also obtain an administrative permit pursuant to section 110.310.20.

3. Application for a license to conduct an outdoor community event shall be made to the license division on forms designated by the license division and shall be accompanied by a nonrefundable application fee of \$50 and any other business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn. The application shall require the same information required under section 25.273. For those events requiring an administrative permit pursuant to section 2, the license application shall suffice for the administrative permit application and no additional fees are required for filing the administrative permit application.

4. The director of community development or the board of adjustment shall approve or deny the application. Grounds for denial are the same as those set forth in section 25.281 and notice thereof shall be made in accordance with section 25.279. Approval may include the imposition by the license division of any condition set forth in sections 25.289 to 25.305, inclusive.

5. The license may be suspended or revoked in the manner provided in section 25.287.

6. The acts declared unlawful in section 25.271 shall also be unlawful if done during or in conjunction with an outdoor community event.

[§165, Ord. No. 1138]

25.273 Application and fee.

1. An application to conduct an event for which a license is required under section 25.265 must be made in writing to the license division on forms provided by the division. The license division must receive a complete application at least 90 days prior to commencement of the event. No application shall be processed until the application is deemed complete by the license division. Except as provided in subsection 4, the license application must be accompanied by:

(a) A nonrefundable application fee of \$1,000 for a license required pursuant to subsection 1 of section 25.265, and

(b) Any business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn.

2. The application shall contain:

(a) The name, age, residence and mailing address of the person making the application. If the applicant is a partnership, the application must include the names and addresses of the partners, and the partners must join in the application as individual licensees. If the applicant is a corporation, the application must include a certified copy of the articles of incorporation and the names and addresses of the president, vice president, secretary and treasurer thereof, and these officers must join in the application as individual licensees.

(b) A statement of the nature and purpose of the proposed event.

(c) The address and assessor's parcel number or numbers of the place where the proposed event is to be conducted, operated, or carried on. The application must include proof of ownership of the place where the event is to be conducted or a statement signed by the owner indicating his consent for the site to be used for the proposed event.

(d) The date or dates and the hours during which the event is to be conducted.

(e) An estimate of the number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted.

(f) The names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the event.

(g) The name and address of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the festival.

(h) If other than the applicant, the name of a designated event representative who must be on the site of the event during the course of the event and who has authority to bind the applicant.

(i) An event plan in accordance with section 25.275.

(j) A statement covering the history of all similar events conducted, operated, or promoted by the applicant in any location including, at a minimum, event names, types, dates, locations, and permits issued.

3. After the application is submitted with required fees and deemed complete by the license division, the license division must:

(a) Transmit one copy of the application and a copy of the receipt for the application fee to the county clerk; and

(b) Promptly give notice of the application to the sheriff, the district health officer, and other local, regional, state, and federal officers as appropriate, with a request for written recommendations related to their official functions as to the granting of a license and the conditions thereof. The license division may establish a deadline by which recommendations must be received.

4. Upon written application from any executive officer of any local post or unit of any national organization of ex-servicemen, acting in his official capacity, a license shall be issued without charge for a tent show or circus for not to exceed 2 weeks in any calendar year, if the local post or unit is to participate in such show or the proceeds thereof.

[§9, Ord. No. 1099; A. Ord. No. 1138]

25.275 Event plans. Each application submitted under section 25.273 must include fifteen copies of an event plan which must include:

1. A detailed explanation of the applicant's plans to provide security, fire protection, water supply, water facilities, sanitation facilities, medical facilities, medical services, vehicle parking, vehicle access, traffic control and, if the event will operate after dark or if persons will remain overnight, illumination and camping facilities.

2. Provisions and a cost estimate for cleaning up the premises and removing rubbish after the event.

3. A site plan showing the arrangement of all facilities, including those for egress, ingress, parking, and camping.

[§10, Ord. No. 1099]

25.276 Investigation.

1. Upon receiving the notice of the application as provided for in subsection 3(b) of section 25.273, the sheriff shall conduct a criminal history background check of the applicants in accordance with section 25.023 to determine whether cause for denial exists. The reasonable costs of the investigation shall be the responsibility of the applicant and shall be paid to the sheriff in advance.
2. The sheriff shall also conduct an investigation of the history of similar events operated, conducted, or promoted by the applicant to determine the truthfulness of the facts submitted by the applicant and to determine whether those events would have met the standards for outdoor festivals set forth in sections 25.263 to 25.305, inclusive.
3. For a second or subsequent application by an applicant, and provided that the applicant, owner, officer and/or director have not changed, the license division or the sheriff may waive the requirements of subsection 2 of this section and modify the requirements of subsection 1 of this section as follows:
 - (a) At the discretion of the Sheriff, a criminal history records check need not be processed in accordance with section 25.023, but the Sheriff shall review local police records including, without limitation, wants and warrants to determine whether cause for denial exists.
[§168, Ord. No. 1138; A. Ord. No. 1383]

25.277 Review procedures: Events for 1,000 or more persons. After an application for an event listed in subsection 1 of section 25.265 is submitted with required fees and deemed complete by the license division:

1. The license division must consult with the county clerk and set the application for public hearing at a regular meeting of the board to occur not more than 30 days after the application is deemed complete.
2. At least 10 days in advance of the hearing, the license division must give notice of the public hearing to the applicant and to affected property owners in the manner set forth in section 110.810.25 for special use permits.
3. Based upon the testimony of witnesses, the evidence presented at the hearing, and the report of the license division, the board must approve the issuance of a license with conditions or deny the application. The board may continue a decision on the application to its next regularly scheduled meeting.
4. If the board denies the application, the license division shall mail written notice of denial to the applicant within 5 working days of the denial. The notice must include a statement of the reasons the application was denied.
[§11, Ord. No. 1099; A. Ord. No. 1138]

25.279 Review procedures: Events for more than 100 but less than 1,000 persons. After an application for an event listed in subsection 2 of section 25.265 is submitted with required fees and deemed complete by the license division, the license division must review the application, following substantially the same procedures set forth in sections 110.808.30 to 110.808.45, inclusive, for administrative permits. The director of community development or, where applicable, the board of adjustment must approve the issuance of a license with conditions or deny the application.
[§12, Ord. No. 1099; A. Ord. No. 1138]

25.281 Grounds for denial. The board, the board of adjustment or the director of community development may deny issuance of a license for any of the following reasons:

1. The proposed event will be conducted in a manner or location not meeting the health, zoning, fire, building or safety standards established by Washoe County or state law.
2. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application for a license or in any other document required pursuant to sections 25.263 to 25.305, inclusive.
3. The applicant or any person connected or associated with the applicant as partner, director, officer, associate or manager, or having a financial interest as described in subsection 2(f) of section 25.273 has previously conducted or been interested in the type of event for which a license is being applied for which resulted in the creation of a public or private nuisance.
4. The applicant or any person associated with the applicant as a partner, director, or officer has been convicted within the past ten (10) years of any of the following crimes:

(a) Involving the presentation, exhibition or performance of an obscene production, motion picture or place, or of selling obscene matter;

(b) Involving lewd conduct;

(c) Involving the use of force and violence upon the person of another;

(d) Involving misconduct with children; or

(e) Involving illegal use of controlled substances or dangerous drugs.

5. The applicant or any person associated with the applicant as a partner, director, or officer has a history of conducting similar events that would not meet the standards established in sections 25.263 to 25.305, inclusive.

[§13, Ord. No. 1099; A. Ord. No. 1138]

25.283 Issuance of license, posting, fee.

1. To make a determination that the conditions of license approval have been met, the license division must receive from the applicant proof of compliance with each condition imposed under section 25.277 or 25.279. Such proof must:

(a) Include executed contracts or agreements with all providers of required services and facilities, or other evidence approved by the director of community development;

(b) Where the sheriff, district health officer, director of community development, fire chief, or other officer has determined the condition, include the written approval or acknowledgement of that person; and

(c) Be received by the license division at least 5 working days prior to commencement of the event.

2. Upon a determination by the license division that the conditions of license approval have been met, and that all applicable fees and deposits have been paid, the license division must issue a license specifying the name and address of the licensee, the kind of festival licensed, and the dates and hours for which operation is authorized. The licensee must post the license in a conspicuous place upon the premises where the event is conducted.

3. The board hereby delegates to the director of community development the authority to determine whether an applicant has met the conditions of license approval. The applicant or his agent may appeal a decision of the director under this subsection in substantially the same manner as set forth in section 110.808.45 for administrative permits.

[§14, Ord. No. 1099]

25.285 Revocation of license: Cause. The board may revoke or further condition any license issued pursuant to section 25.283 when any of the following causes exists:

1. The licensee fails to pay to the license division any of the fees or deposits required under sections 25.263 to 25.305, inclusive.

2. The licensee, his employee or agent fails to fulfill any of the conditions of approval or to maintain required facilities pursuant to sections 25.263 to 25.305, inclusive, or to comply with any provision of any contract for police protection or other services.

3. The licensee allows the event to be conducted in a manner that violates any law or regulation established by Washoe County or the State of Nevada.

4. The licensee allows the festival to be conducted in a disorderly manner or knowingly allows any person to remain on the premises of the event while under the influence of intoxicating liquor or any controlled substance or dangerous drug.

5. The licensee, his employee or agent is convicted of any of the offenses enumerated under subsection 4 of section 25.281.

6. The licensee fails to provide the required number of facilities or personnel by reason of admitting persons in excess of the number estimated in the application.

[§15, Ord. No. 1099]

25.287 Suspension and revocation of outdoor community event or outdoor festival license: Procedures.

1. Whenever the continued operation of the event constitutes an imminent threat to the public health or safety, a license issued under section 25.283 is subject to immediate suspension by the license division, sheriff, chief of the responsible fire protection agency, or district health officer as set forth in this section.

A license issued under section 25.283 is also subject to immediate suspension by the license division or sheriff when any of the causes listed in section 25.285 exist.

2. Any person may file with the license division, sheriff, chief of the responsible fire protection agency, or district health officer a petition for suspension or revocation of the license of any licensee.

3. Whether initiated by petition or otherwise, the procedures for suspension and revocation shall be those set forth in sections 25.0380 through 25.0387, inclusive, except as follows:

(a) The causes for revocation are set forth in 25.285; and

(b) The license division may modify the time schedules set forth in subsections 4 and 6 of section 25.0381 if the event is scheduled to commence before the hearing would be held, or request a special hearing pursuant to NRS 244.090 if the event has not commenced and reasonable notice is possible. [§16, Ord. No. 1099; A. Ord. No. 1138, 1336]

25.289 Licensing conditions: Generally.

1. For an event for which a license is required under section 25.265, the board, the board of zoning adjustment, or the director of community development must establish conditions that must be met prior to the issuance of a license.

2. Conditions imposed under subsection 1 of this section shall be imposed pursuant to Washoe County's general police power as necessary under all the circumstances for the protection of the health, welfare, safety and property of local residents and persons attending festivals in the county, and may include, without limitation, the conditions specified in sections 25.291 to 25.305, inclusive.

3. The licensee must meet conditions imposed under this section at the licensee's expense. [§17, Ord. No. 1099; A. Ord. No. 1138]

25.291 Licensing conditions: Police protection. A licensee must employ sheriff's deputies or other police protection, to include private security firms or agencies, as necessary for the public health, safety, and welfare. The sheriff shall determine the numbers and types of officers or security personnel necessary to preserve order and protect persons and property in and around the place of the festival. [§18, Ord. No. 1099]

25.293 Licensing conditions: Food, water, sanitation, garbage disposal, and medical services.

1. A licensee must provide on the premises of the festival as necessary for the public health, safety, and welfare:

(a) An ample supply of potable water for drinking and sanitation purposes;

(b) A minimum supply of water meeting federal government standards;

(c) Except as provided in subsection 3 of this section, flush-type water closets, lavatories and drinking facilities, and related sewage and drainage systems;

(d) Food concessions or facilities to feed adequately the number of persons expected to attend, considering the event's location, expected attendance, access to and capacity of existing facilities, and distance from public eating places or like establishments;

(e) Sanitation facilities for the sole use of employees of the food concessions or operations;

(f) Trash receptacles;

(g) Removal of trash and refuse;

(h) Emergency medical treatment facilities; doctors, nurses, and other aides needed to staff such facilities; and medical supplies, drugs, ambulances and other equipment, considering the expected attendance, expected ages of attendees, duration of planned events, possibility of exposure to inclement weather and outdoor elements, and availability of other facilities; and

(i) Traffic lanes and other adequate space designated and kept open for access and travel of ambulances, helicopters, and other emergency vehicles to transport patients or staff to appropriate treatment facilities.

2. The district health officer shall determine the types, amounts, numbers, locations, and required quality of supplies, facilities, and services required under subsection 1 of this section.

3. Where flush-type water closets cannot be made available for the persons in attendance, the district health officer may allow the use of portable chemical toilets, which shall be emptied and recharged as necessary pursuant to procedures established by the district health officer. [§19, Ord. No. 1099]

25.295 Licensing conditions: Access, traffic, parking, camping, and illumination.

1. A licensee must provide on the premises of the festival as necessary to protect the public health, safety, and welfare:
 - (a) Adequate parking space for persons attending by motor vehicle;
 - (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
 - (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
 - (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
 - (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
 - (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.
2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.
3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.
[§20, Ord. No. 1099]

25.297 Licensing conditions: Hours of operation. A license issued under section 25.283 must include as a condition the dates and hours of event operation approved by the board, the board of adjustment, or the director of community development.
[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.
 2. The chief or chiefs of the responsible fire protection agency or agencies:
 - (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
 - (b) May determine that an event is proposed in a hazardous fire area;
 - (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
 - (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.
- [§22, Ord. No. 1099]

25.301 Licensing conditions: Financial ability to meet conditions. A licensee must provide proof of the financial ability of the applicants to meet the conditions of the license.
[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

1. A licensee must indemnify, hold harmless, and defend the county, its agents, officers, servants and employees and the board, and any other public agencies involved, and their agents, officers, servants and employees, from and against any and all losses, injuries, or damages of any nature whatsoever arising out of, or in any way connected with such event, except such losses, injuries, or damages arising out of the sole negligence of the county or any other public agency involved.

2. A licensee must purchase and provide evidence of insurance coverage in an amount based on the liability exposure or potential losses created by the event.

3. The county risk manager shall determine the form, amount and type of evidence of insurance coverage required under subsection 2 of this section.

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

1. A licensee must post a performance security in the form of surety bond, letter of credit, certificate of deposit, cash bond in favor of the county, or other instrument approved by the district attorney. The amount of the security shall be adequate to cover the costs of fulfilling specified conditions of license approval including, without limitation, the costs of removing debris, trash or other waste from, in and around the premises of the event.

2. As soon as practicable after completion of the event for which a license is issued under section 25.283, the license division shall inspect the event site and determine whether conditions of approval for which the licensee posted a performance security have been fulfilled.

3. If the license division determines that the conditions of license approval for which the licensee posted a performance security have been fulfilled, the division must promptly cause the release of the security. If the license division determines that the conditions of approval for which the licensee posted a performance security have not been fulfilled, the license division shall recommend to the district attorney that the security be forfeited and used to achieve compliance.

4. The license division shall determine the type and amount of performance security required under subsection 1 of this section.

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

Section 110.310.15 Allowed Temporary Uses and Structures. Temporary uses and structures shall be subject to all the regulations as would be applied to a permanent principal or accessory use located in the same regulatory zone, except as otherwise provided by the regulations of this article. The following temporary uses and structures shall be allowed as specified by the provisions of this section and Chapter 25 of the Washoe County Code. The duration and frequency of temporary uses is established in this section and Chapter 25 of Washoe County Code. The Director of Community Development may impose additional restrictions on the frequency and duration of a temporary use.

(a) through (c) omitted

(d) **Circuses, Carnivals and Other Outdoor Entertainment Events.** Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other temporary structure. Section 110.310.20, Circuses, Carnivals or Other Outdoor Entertainment Events, provides additional regulations.

(e) through (o) omitted

Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events. A circus, carnival or other outdoor entertainment event may be permitted in all regulatory zones for a period not to exceed ten (10) days. Adequate parking and restroom facilities shall be provided for the expected attendance. An event that will have a combination of between three hundred (300) and nine hundred ninety-nine (999) participants and spectators on any one (1) day of the event shall obtain an administrative permit prior to the event. An administrative permit or outdoor festival license shall not be required for events held at or in facilities designed for such events. These facilities include auditoriums, convention facilities, stadiums and parks, but does not extend to ancillary support areas, such as parking lots, if the event is to be held on or in those ancillary support facilities. An event that will have a combination of more than one thousand (1,000) participants and spectators on any one (1) day of the event shall obtain an outdoor festival license as specified in Chapter 25 of the Washoe County Code, instead of an administrative permit.

Independence Day Celebration 2019
July 4th Pancake Breakfast at Aspen Grove
Hosted by the Incline Village/Crystal Bay Veterans Club
(IV/CB Vets Club)

Introduction

Since 2015, The Incline Village/Crystal Bay Veterans Club has taken over the implementation of the annual July 4th Pancake Breakfast. In the past, the local Lions Club hosted the event, and since the Lions Club dissolved in 2014, the Veterans Club has taken over the event as a fundraiser to support local veterans, veteran support efforts and JROTC scholarships.

2019 Veterans Pancake Breakfast Overview

Date of the Event: Wednesday, July 4, 2019

Time of Event: 0800 to 1200

Location of Event: Aspen Grove, 960 Lakeshore Blvd., Incline Village, NV

Ticket Sales: Tickets will be sold:

- By IV/CB Vets Club members
- In person - Incline Village Recreation Center, 980 Incline Way, Incline Village NV
- By phone - 775.832.1310
- At The Potlatch, 930 Tahoe Blvd. #401, Incline Village, NV

Ticket Price:

- 12 years and older - \$10
- 6-11 years - \$5
- Under 5 years – FREE

Attendance Projections: 850-900 during the four hour event

Menu: Pancakes, butter, syrup, sausage, bacon, fruit, milk, juice coffee, cream and sweetener, Tahoe tap water.

Alcoholic Beverage Service:

Incline Village General Improvement District (IVGID) Food & Beverage is responsible for the station serving Bloody Mary's & Mimosas. The appropriate permits and regulations are followed and met by the licensees of the Food & Beverage Department.

Minors Attending the Event: At registration, guests are carded to determine if they are of drinking age. Those under the age of 21 years will receive one color wristband. For those guests 21 years and older, a different color wristband will be issued. Staff MUST check attendees wrist bands to ensure they are 21 years of age before serving alcohol.

Board Member Assignments:

Overseer of the event – Jennifer Moore

Approximately 20 board & club members will be responsible for collecting money at the gate, brewing coffee, serving precooked foods and cooking pancakes from batter, both prepared in advance at the commercial kitchen at the Chateau, 955 Fairway, Incline Village, NV, under IVGID's Food & Beverage permits.

Volunteer Assignments:

Approximately 12 volunteers will resupply condiments, clear plates, greet people, take tickets, escort participants to seating, wipe tables, keep clean for a steady flow of new diners.

Volunteer Clearance:

Volunteers are verified by IVGID Parks & Recreation through a formal volunteer screening process. All volunteers sign a liability waiver.

PARKING, REGISTRATION AND ASPEN GROVE SITE MAP

Parking and Traffic: Historically, participants of the July 4th Pancake Breakfast walk to the event from various parking areas. Because the event is at Aspen Grove on July 4, 2019, the Washoe County approved Special Events Parking and Traffic Plan submitted by IVGID pertains. For those who are driving to Aspen Grove, street parking on Incline Way, parking at the Recreation Center and Overflow Lot is available. Two Parking Spots will be reserved for Washoe County Inspectors during the event. Permission has been obtained

from IVGID for the use of all parking lots owned by IVGID.

Please see Figures 1, 2, and 3 for parking reference.

A facility use letter from IVGID authorizing the use of the parking lots and Aspen Grove is included in this packet.

Tickets Sales and Event Entrance: Ticket for the Pancake Breakfast are sold in advance at the Incline Village Recreation Center, 980 Incline Way, Incline Village, NV, by calling the Recreation Counter at 775.832.1310, through IV/CB Vets Club members or at The Potlatch, 930 Tahoe Blvd. #401, Incline Village, NV.

On the day of the event, tickets will be sold at the venue entrance. Ticket prices are as follows:

- 12 years and older - \$10
 - 6-11 years - \$5
 - Under 5 years – FREE
-
- There is one entrance point to the event — at the front of Aspen Grove Building (main entrance and at the far end of the parking lot side gate). Guests will enter and exit from this point. The entrance point gates will remain open during the event guarded by Ticket Sales volunteers.
 - The forward gate bordering the parking lot will be closed, but accessible as an exit-only gate for emergency purposes during the event, staffed by a volunteer to ensure guests do not attempt entrance to the event through this gate.
 - The rear gate bordering the parking lot will remain open during the event. It is an exit-only gate, staffed by a volunteer to ensure guests do not attempt entrance to the event through this gate.

Please see Figure 4 for detailed map of Aspen Grove.

SECURITY, COMMUNICATION AND SAFETY

Security and Communication: Two Washoe County Sheriff's officers will be on site during the event. Volunteers will staff the registration tables at the entrances to Aspen

Grove for the duration of the event. Staff and volunteers will have cell phones with them at all times to contact emergency services should the need arise.

Fire Extinguishers: One K and one ABC Fire Extinguisher approved by the NLTFPD, will be available at the event. One will be located in the Aspen Grove building; the second will be next to the BBQ area.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove Building. Staff is trained in CPR/AED and/or Advanced First Aid. Volunteers will be instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: In the days leading up to the event, Staff will monitor the weather through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm or emergency, event participants who came to the on foot will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Rec Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Rec Center entrance on the east side of the building, via the access road.

Food Handling: Guests at the July 4th Pancake Breakfast will be served a pancake breakfast that is prepared onsite by volunteer cooks. The prepared food and beverages will be kept at the proper temperature in the Aspen Grove refrigerator and iced coolers. Guest are served breakfast via a buffet line. Runners replenish food supplies. Food handlers are required to wear gloves at all times and use tongs. There will be two handwashing stations on site provided, one next to the BBQ area and the second near the fixed tables.

Restrooms: Restrooms are located in Aspen Grove (1 male/1 female), on Village Green (2 male/2 female/1 ADA) and 2 non-gender port-a-potties provided in the Aspen Grove parking lot adjacent to the Aspen Grove fence.

HEALTH AND LIQUOR PERMIT AND INSURANCE

Health: The IV/CB Vets Club received their Health Permit on April 15, 2019. A copy of the application is included.

Liquor: IVGID's Aspen Grove Cabaret Liquor License number is W030300Q-LIC

Business License: IVGID's Aspen Grove Business License is W17326A-LIC

Insurance: The event sponsor, Incline Village Crystal Bay Veterans Club, exists under the auspices of the Incline Village General Improvement District (IVGID) Senior Program, operating under the Incline Village Parks & Recreation department. IVGID is self-insured, the event takes place on IVGID property, considered an IVGID program and fully insured by the District.

Parking and Aspen Grove Sitemap



Figure 1: Aspen Grove Parking

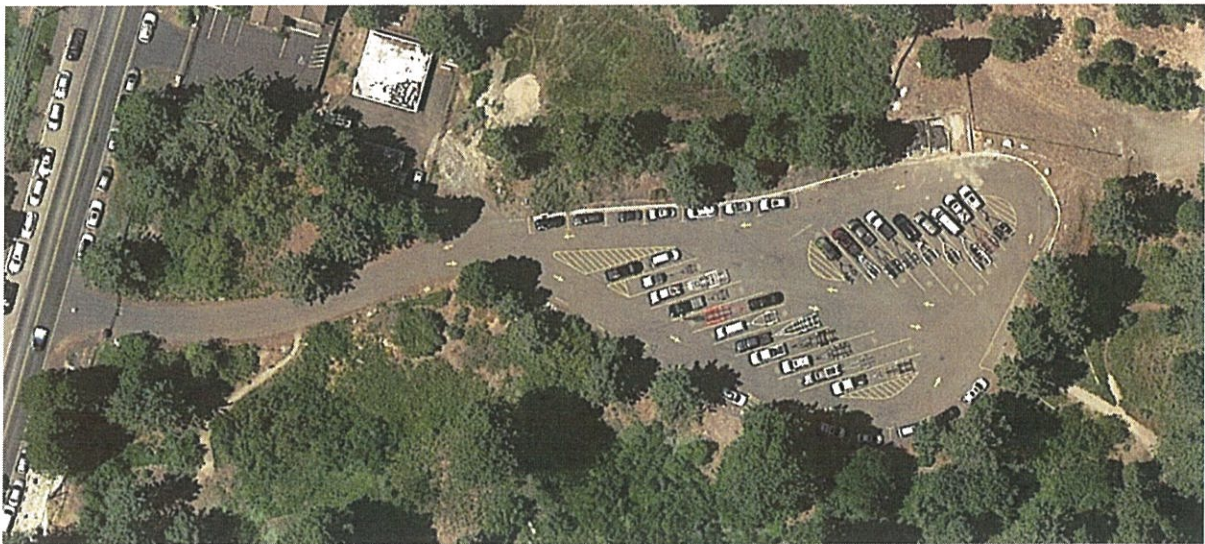
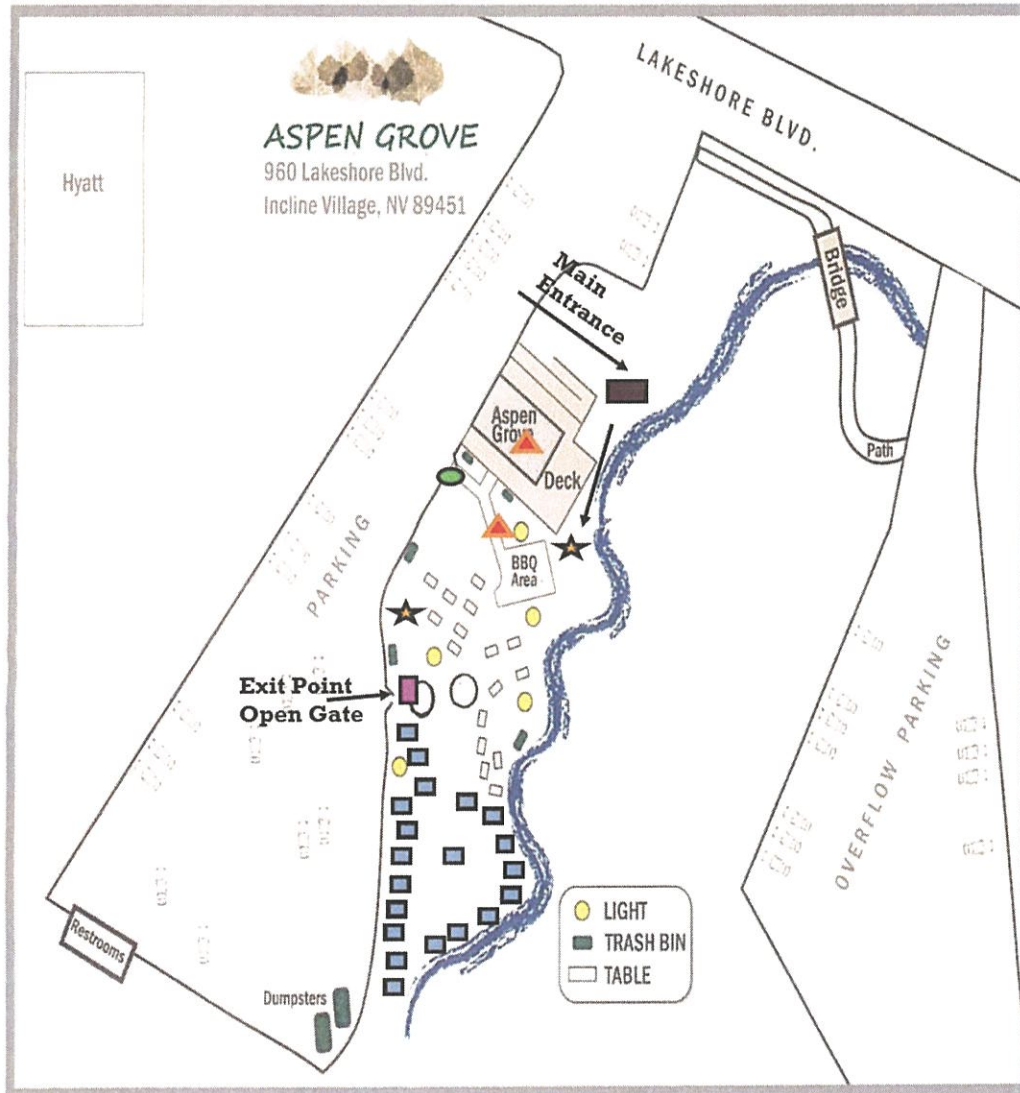


Figure 2: Overflow Parking



Figure 3: Incline Rec Center Parking

ASPEN GROVE



KEY

- Up to 20 Temporary Tables
- Entrance/exit location to the event—gate open
- Fire Extinguisher locations
- Exit only location—gate closed but accessible
- Handwashing stations
- Exit point (open gate)

Figure 4: Aspen Grove

Health Permit

Fee Paid _____
Late Fee Paid _____
Date Paid _____
Cash/CC/Check _____
Receipt No. _____
Nonprofit Tax ID # _____

APPLICATION FOR TEMPORARY FOOD PERMIT

**PAYMENT AND APPLICATION MUST BE SUBMITTED NO LESS THAN 7 DAYS PRIOR TO START OF EVENT
IN ORDER TO AVOID A LATE FEE EQUAL TO THE PERMIT FEE (not to exceed \$100)**

1. Event: 2019 July 4 Veterans Pancake Breakfast Aspen Grove
Event Location: _____
2. Date(s) of Event - Start: July 4 End: July 4 Start Time: 8:00am End Time: 12:00n (for weekly/non-consecutive events, list dates below)

List up to 14 dates of recurring, non-consecutive events (e.g., Farmer's Markets, weekly events)				Permit Number:	
Date #1:		Date #5:		Date #9:	
Date #2:		Date #6:		Date #10:	
Date #3:		Date #7:		Date #11:	
Date #4:		Date #8:		Date #12:	

3. Business Name / Foodservice Represented: IVGID Food & Beverage / Vets Club
4. Event Coordinator: Shelia Leijon / Jennifer Moore Coordinator #: () _____
5. Coordinator Address: 980 Incline Way City / State / Zip: IV, NV 89451
6. Applicant's Name: Shelia Leijon Work #: (775) 832-330 Home #: () N/A
7. Applicant's Address: 553 Boothill Ct City / State / Zip: IV NV 89451
8. Person(s) In Charge at Foodservice Site: Jennifer Moore Contact #: () _____
9. E-mail Address of Person(s) In Charge: Jennifer Moore @ IVGID.ORG
10. Location of Advance Preparation: The Chateau Time Prep Begins: 7/3 5:00p Time Prep Ends: 7/4 6:00 am

11. List food item(s) to be served: <small>ONLY food(s) listed below are allowed to be served at the event</small>	OFF SITE PREP	ON SITE PREP	COOKING PROCEDURES	HOLDING Hot / Cold	SERVING Hot / Cold
<u>Pancakes</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>griddle</u>	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>Butter, Milk, Cream</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Ice bath</u>	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
<u>Sausage, bacon</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>griddle</u>	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>Fruit, Juice</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>Ice bath</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input type="checkbox"/> C
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input type="checkbox"/> C

12. DESCRIBE: Cold Holding Equip: Refrigerators, Ice Bath Hot Cooking Equip: Griddle
Hot Holding Equip: Griddle, Chafers Reheating Equip: Griddle
13. How food will be transported to foodservice site: original packaging, Ice in coolers
Length of transportation time to event: 2 min How food will be kept hot or cold: Chafers, Coolers
14. Stem type food thermometer or thermocouple available (0-220°F): YES or NO
15. Source of drinkable (potable) water: Tahoe Tap dispensers Type of wastewater disposal: SEWER or HOLDING TANK
16. Type of Handwashing Facilities: (choose one) PLUMBED SINK or GRAVITY FLOW CONTAINER
(as a minimum-2 gallons water in an insulated container with a hands free spigot, a covered bucket for wastewater, pump soap container and paper towels are required)
17. Utensil Washing: PLUMBED 3-COMPARTMENT SINK or ADEQUATE SUPPLY OF CLEAN UTENSILS FOR DAILY OPERATION
18. Garbage Disposal: COVERED CANS or DUMPSTERS
19. Restroom Facilities: PORTABLE TOILETS or INDOOR TOILETS

I hereby consent to inspection by the WASHOE COUNTY HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary foodservice requirements stated in SECTION 170 of the Regulations of THE WASHOE COUNTY DISTRICT BOARD OF HEALTH GOVERNING FOOD ESTABLISHMENTS.

APPLICANT'S SIGNATURE: Shelia Leijon DATE: 7/15/2019

ORIGINAL | HEALTH DISTRICT YELLOW | FIELD COPY PINK | APPLICANT

IVGID Authorization Letter



**INCLINE
VILLAGE**
PARKS & RECREATION

April 15, 2019

Incline Village /Crystal Bay Veterans Club
980 Incline Way
Incline Village, NV 89451

Re: The Incline Village/Crystal Bay Veterans Club (IV/CB Vets Club) 2019 July
4th Pancake Breakfast at Aspen Grove

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to the IV/CB Vets Club for the facilitation of the 2019 July 4th Pancake Breakfast at the Aspen Grove Community Center located at 960 Lakeshore Blvd, Incline Village, NV89451.

Additionally, IVGID grants permission for participants of the IV/CB Vets Club 2019 July 4th Pancake Breakfast to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots.

Proof of current event permit, license and insurance is required no later than June 25, 2019.

Sincerely,



Indra Winquest
Director of Parks & Recreation

