



Board of Adjustment Staff Report

Meeting Date: June 14, 2024

Agenda Item: 7C

ADMINISTRATIVE CASE NUMBER:

WADMIN24-0008 (WCSO Honorary Deputy Sheriff's Benefit Concert)

BRIEF SUMMARY OF REQUEST:

An administrative permit for an outdoor community event with a benefit concert

STAFF PLANNER:

Katy Stark, Planner
Phone Number: 775.328.3618
E-mail: krstark@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for the Washoe County Sheriff's Office (WCSO) Honorary Deputy Sheriff's Benefit Concert. The event will be held at 1047 Lakeshore Blvd., and approximately 300 – 400 people will be in attendance. The date of the benefit concert is July 9, 2024, and the hours of the event are 12:00 p.m. to 7:00 p.m.

Applicant: Washoe County Sheriff's Office (WCSO)

Property Owner: KWS Nevada Residential LLC/Kern Schumacher

Location: 1047 Lakeshore Blvd, Incline Village NV 89451

APNs: 130-230-16, 130-230-17 & 130-230-18

Parcel Sizes: 3.58 acres, 1.00 acres & 1.00 acres (total: 5.58 acres)

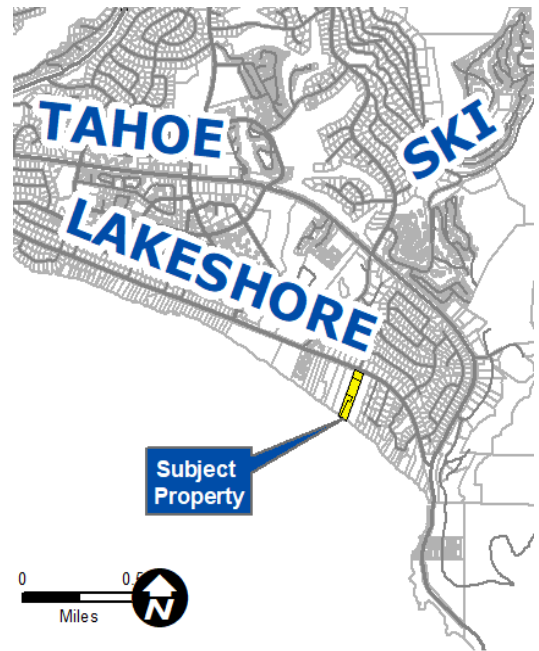
Master Plan: Tahoe – Mill Creek

Regulatory Zone: Tahoe – Mill Creek (TA_MC)

Area Plan: Tahoe

Development Code: Authorized in Article 808, Administrative Permits

Commission District: 1 – Commissioner Hill



Vicinity Map

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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0008 for Washoe County Sheriff's Office (WCSO), with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

(Motion with Findings on Pages 9 & 10)

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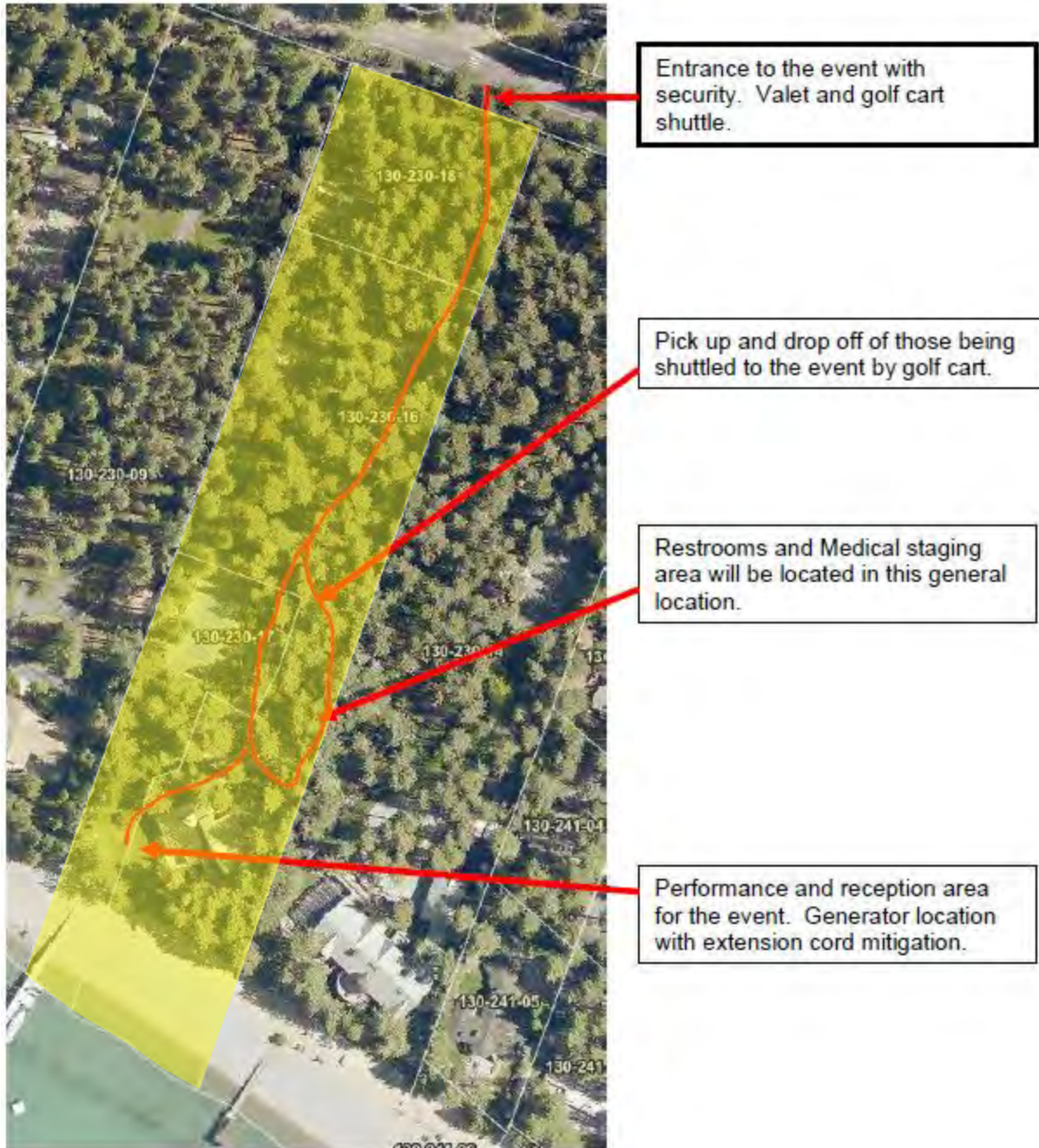
Project Application Exhibit D

Administrative Permit Definition

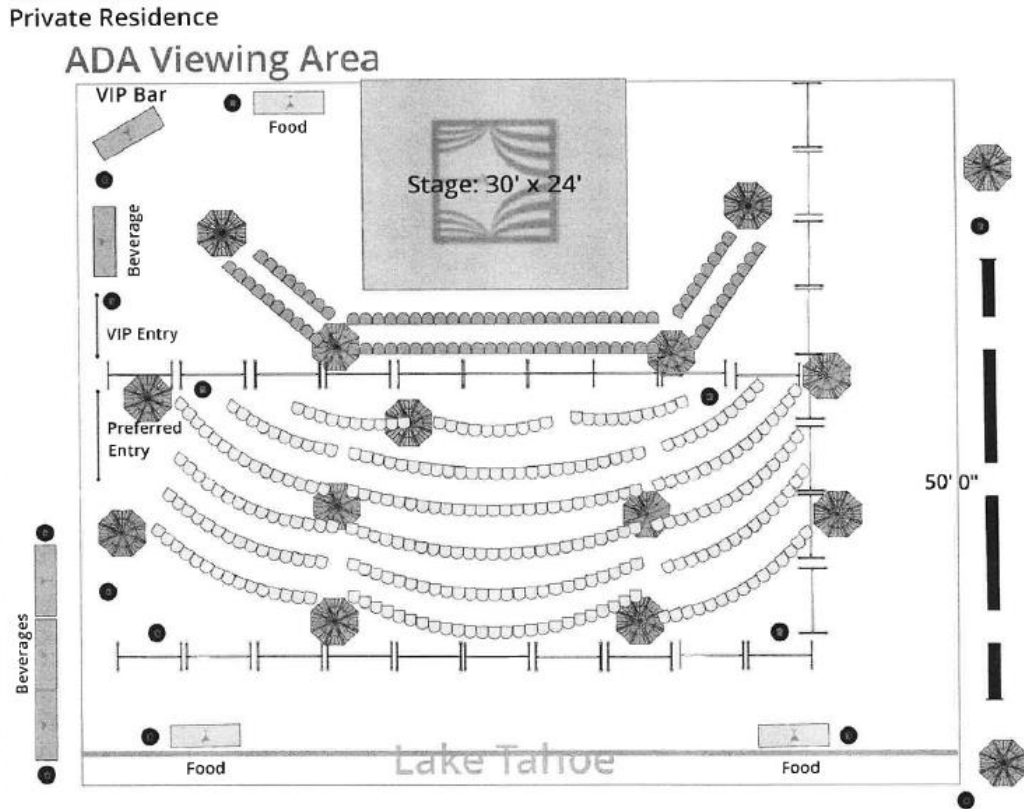
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board 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 WADMIN24-0008 are attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe – Mill Creek (TA_MC). Based on the applicant's estimated maximum number of attendees on any one day of the event (400), the event qualifies as an "outdoor community event" under WCC Section 110.25.272, which is allowed in the TA_MC regulatory 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.



Site Plan – View of Parcels 130-230-16, 130-230-17 & 130-230-18



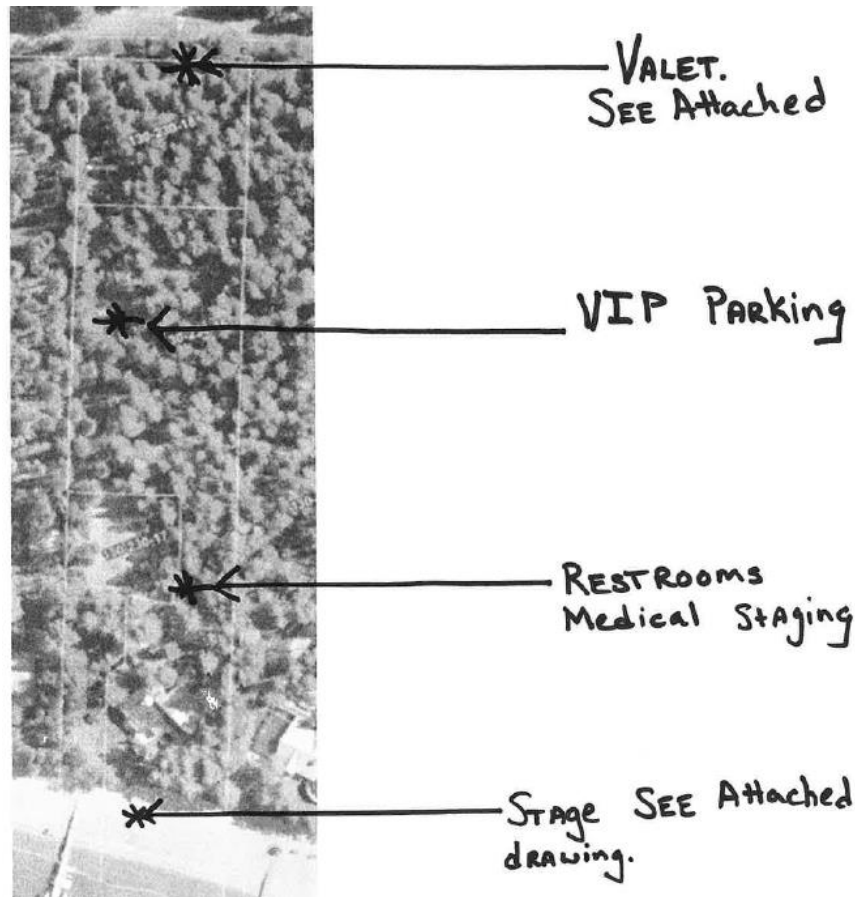
Site Plan – Closeup Image of Stage/Performance Area

Project Evaluation

Washoe County Sheriff’s Office (WCSO) is proposing an outdoor community event to host a benefit concert on July 9, 2024. The event will be held at 1047 Lakeshore Blvd. (APNs: 130-230-16, 130-230-17 & 130-230-18). The concert will raise funds for the Washoe County Honorary Deputy Association, which will be used to support WCSO. The applicant has stated that many Honorary Deputies live in Incline Village and have suggested this concert as a way to give back to the community and support the efforts of WCSO.

The event is scheduled from 12:00 p.m. to 7:00 p.m. Tickets will be pre-sold, and it will be a private event. On the day of the benefit concert, there will be staggered entry for the attendees. VIP guests will begin arriving at 2:00 p.m., preferred guests will begin arriving at 2:30 p.m., and all general admission guests will begin arriving at 3:00 p.m. Guests will receive wristbands corresponding to their ticket level. There will be a reception from 3:00 p.m. to 4:00 p.m. The concert will begin at 4:00 p.m. and end no later than 7:00 p.m.

The applicant has made a number of provisions for parking. Onsite parking will be provided for VIP and preferred attendees. The image below shows the locations of the valet podium and VIP parking. Additional images are available in the event application (Exhibit D). Offsite parking will be available for general admissions guests at Incline Middle School, 931 Southwood Blvd., Incline Village, NV 89451. The applicant has stated that Washoe County will cover insurance for the parking location. Shuttle services will be provided from the offsite parking location to the event location. The event application was reviewed by Washoe County Engineering staff, who provided conditions requiring the applicant to provide both a site map showing the parking facilities and an agreement between Incline Middle School and the applicant for use of the school’s parking facilities during the concert. These conditions are included in Exhibit A.



Valet & Parking Location Image Provided by Applicant

ESI Security will provide security for the event. One security guard will be at the main entrance of the event at all times. Several other security guards will be walking around the reception area. Handheld radios and cell phones will be used for communication throughout the site, and an onsite sound amplification system will be available for public addresses.

For potential medical needs, North Lake Tahoe Fire Protection District (NLTFPD) will provide Emergency Medical Services on standby for the event. NLTFPD will also provide an ambulance if necessary. Planning staff sent the event application to NLTFPD for review, and the NLTFPD Fire Marshal stated that the applicant had already completed the necessary checklists and required forms for NLTFPD Special Events. The response from NLTFPD is included in Exhibit B. Staff from Northern Nevada Public Health, EMS Program, also reviewed the event application and stated that the event does not meet the number of persons to require EMS coverage at the event.

The applicant has stated that water access will be available on the premises in all locations where the event will be held. The image below shows food and water stations. In addition, the site plan image on page 5 of this report shows beverage and food tables surrounding the stage/performance area. Northern Nevada Public Health (NNPH), Environmental Health Division (EHS), reviewed the event application and provided a condition requiring the applicant to obtain temporary food permits. EHS also provided a condition requiring the temporary food booths to meet the requirements of the Washoe County District Board of Health Governing Food Establishments. These conditions are included in Exhibit A.

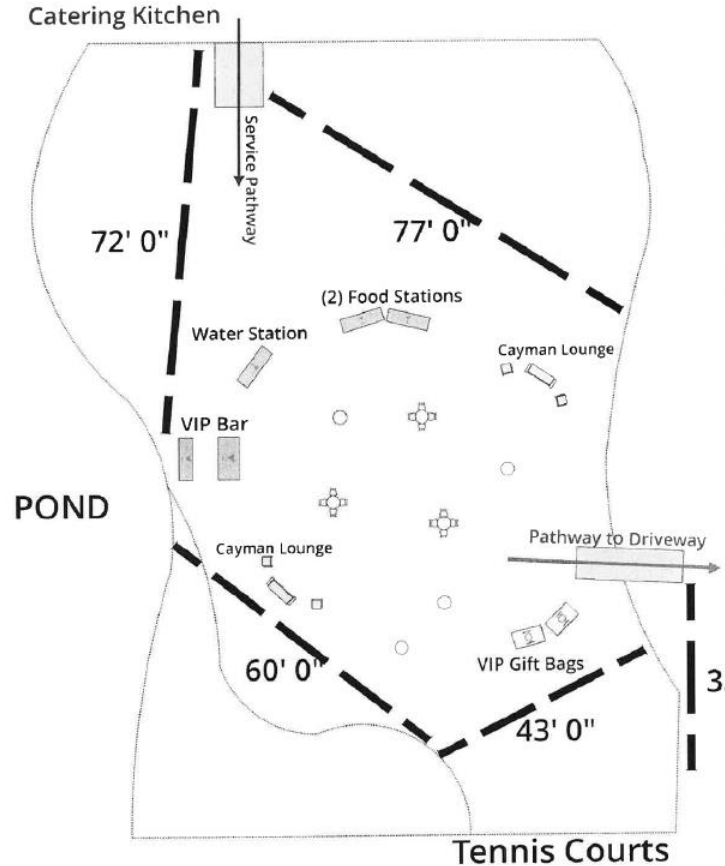


Image Showing Food & Water Locations

Portable restrooms and handwashing facilities will be provided by Quick Space. The vendor will supply the Executive Restroom option with handwashing stations. There will also be a bathroom attendant. The restroom location is shown on the site plan image on page 4 of this report.

Volunteers will assist with cleanup, and rubbish will be removed to the WCSO sub-station dumpster. Zaphod Productions, the event and concert production vendor for the event, will remove all items used for concert production from the venue on July 10, 2024.

Tahoe Area Plan

The subject parcel is located within the Tahoe Area Plan. The following are the pertinent policies from the Area Plan:

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
Policy LU7-2	Encourage appropriate community events and special events within the planning area.	Yes	No condition required – The proposed benefit concert offers a special event in the Tahoe planning area.
Policy R3-2	All temporary events that require a discretionary permit shall show that parking, access, and safety issues have been considered and addressed. If necessary, those responsible for these	Yes	The event application was reviewed by Northern Nevada Public Health, Washoe County Engineering, Washoe County Building, and NLTFPD. Conditions to ensure appropriate

	<p>events should be required to conduct any necessary studies to show the parking, access, and safety issues generated by the event are fully mitigated.</p>		<p>parking facilities, safe food practices, and a safe temporary stage are included in Exhibit A. In addition, the applicant has already met NLTFPD's requirements for their event.</p>
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Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
NDOT (Transportation)	X			
NV Highway Patrol	X			
Washoe County Building & Safety	X	X	X	Scott Huntley; shuntley@washoecounty.gov
Washoe County Risk Management	X	X		Doreen Ertell, dertell@washoecounty.gov
Washoe County Traffic	X	X	X	Mitch Fink, MFink@washoecounty.gov
Washoe County Water Rights Manager (All Apps)	X			
WCSO Law Enforcement	X	X		Amelia Galicia, agalicia@washoecounty.gov
Washoe County Engineering (Land Development) (All Apps)	X	X	X	Rob Wimer, rwimer@washoecounty.gov; Janelle Thomas, jkthomas@washoecounty.gov
NNPH EMS	X	X		April Miller, EMSProgram@nnph.org
NNPH Environmental Health	X	X	X	James English, jenglish@washoecounty.gov
NNPH Special Events	X			
Incline Village Roads	X			
IVGID	X	X	X	Tim Buxton, tim_buxton@ivgid.org
North Lake Tahoe FPD	X	X		John James, jjames@nltpd.net
Tahoe Regional Planning Agency	X			
Tahoe Transportation District	X			

All conditions required by the contacted agencies can be found in Exhibit A, Conditions of Approval.

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.

- (a) 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 outdoor community event of this nature in the Master Plan or Tahoe Area Plan. Tahoe Area Plan Policy LU7-2 supports appropriate community events and special events.

- (b) 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, water, and parking for the temporary outdoor community event. The event application was reviewed by Washoe County Engineering and Northern Nevada Public Health, and these agencies provided conditions of approval related to parking and temporary permits for food and bar locations. These conditions are included in Exhibit A.

- (c) Site Suitability. That the site is physically suitable for an outdoor community event and for the intensity of such a development.

Staff Comment: The event location is over five acres in size with ample space to hold the event, and similar special events have previously been hosted at the site. For the proposed outdoor benefit concert, temporary improvements have been planned to make the site suitable for the one-day event.

- (d) 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 is temporary for the one-day event. The applicant has arranged appropriate security, health, and emergency procedures for the duration of the event. Washoe County Engineering, Washoe County Building, Northern Nevada Public Health, and NLTFPD reviewed the application and provided appropriate conditions of approval (Exhibit A) to ensure the health and safety of event staff and guests. Therefore, there will be no significant impact to 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.

- (e) 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. Therefore, this finding does not need to be made.

Recommendation

After a thorough analysis and review, Administrative Permit Case Number WADMIN24-0008 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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0008 for Washoe County Sheriff's Office (WCSO), with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;
- (b) 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;
- (c) Site Suitability. That the site is physically suitable for an outdoor community event and for the intensity of such a development;

- (d) 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;
- (e) 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: Washoe County Sheriff's Office (WCSO); Attn: Lieutenant Joseph Colacurcio, JColacurcio@washoecounty.gov

Event Organizer: Red Carpet Events; Attn: Karen Nichols, Karen@redcarpetdmc.com & monica@redcarpetdmc.com



Conditions of Approval

Administrative Permit Case Number WADMIN24-0008

The project approved under Administrative Permit Case Number WADMIN24-0008 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 14, 2024. 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 Northern Nevada Public Health (NNPH), has jurisdiction over public health matters. Any conditions set by NNPH 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 – Katy Stark, Planner, 775.328.3618, krstark@washoecounty.gov

- a. **The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.**
- b. The applicant shall demonstrate substantial conformance to the application and site plan approved as part of this administrative permit.
- c. The site shall be cleaned up and all trash removed within two days of the conclusion of the event.

Contact Name – Scott Huntley, Interim Building Official, 775.784.7242, shuntley@washoecounty.gov

- d. The applicant shall obtain a building permit for the temporary stage.

Washoe County Engineering and Capital Projects

2. The following conditions are requirements of the Engineering Division, which shall be responsible for determining compliance with these conditions.

Contact Name – Mitchell Fink, P.E., 775.328.2050, mfink@washoecounty.gov

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

- a. Provide an Agreement, between the Incline Middle School and the event's applicant that approves the use of their parking facilities for the concert.
- b. Provide a site map showing the parking facilities area(s).

Incline Village General Improvement District (IVGID)

3. The following condition is a requirement of Incline Village General Improvement District (IVGID), which shall be responsible for determining compliance with this condition.

Contact Name – Tim Buxton, IVGID Chief Inspector, 775.832.1246, tlb@ivgid.org

- a. If tents are going to be installed, then the applicant shall contact USA locations service and/or IVGID pipeline division in order to locate all utilities before tents are installed.

Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS)

4. The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS), which shall be responsible for determining compliance with these conditions. The District Board of Health has jurisdiction over all public health matters in NNPH. Any conditions set by NNPH must be appealed to the District Board of Health.

**Contact Name – James English, REHS, CP-FS, EHS Supervisor, 775.900.7239,
jenglish@washoecounty.gov**

- a. The applicant must apply for multiple temporary food permits for the various food locations and bars.
- b. All temporary food booths must meet the requirements of the Washoe County District Board of Health Governing Food Establishments.
- c. Applications shall be submitted two weeks in advance of the event.

*** End of Conditions ***

From: [Huntley, Scott](#)
To: [Stark, Katherine](#)
Subject: RE: Updated - FW: Agency Review (Quick Turnaround) - WCSO special event
Date: Wednesday, May 15, 2024 8:57:37 AM
Attachments: [image006.png](#)

Katy

We would need to review / inspect a Permitted temp stage. I think Ariel believes they will need a Permit.

Thanks

Have some kudos to share about a Community Services Department employee or experience? Submit a nomination for a Washoe Star by clicking this link: [WASHOE STAR](#)



Scott Huntley,
Interim Building Official
Building Division | Community Services Department|
Monday -Thursday 6:00 AM - 2:30 PM
shuntley@washoecounty.gov Office: 775.784.7242 Cell 775.745.5906
Visit us first online: www.washoecounty.gov/csd
For Building call (775) 328-2020
Email: Building@washoecounty.gov



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May 14, 2024

Washoe County Community Services
Planning and Development Division

RE: WCSO Honorary Deputy Sheriff's Benefit Concert; 130-230-16,17 & 18
Administrative Permit; WADMIN24-0008

Dear Washoe County Staff:

The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS) which shall be responsible for determining compliance with these conditions.

Contact Name – James English - jenglish@washoecounty.us

- a) Condition #1: EHS has reviewed the application as submitted and has the following conditions for the approval of the application:
1. Applicant must apply for multiple temporary food permits for the various food locations and bars.
 2. All temporary food booths must meet the requirements of the Washoe County District Board of Health Governing Food Establishments.
 3. Applications shall be submitted two weeks in advance of the event.
- b) Condition #2: The event is proposed on a parcels served by community water and sewerage systems.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at jenglish@washoecounty.us regarding all NNPH comments.

Sincerely,



James English, REHS, CP-FS
EHS Supervisor
Environmental Health Services
Northern Nevada Public Health

From: [Program, EMS](#)
To: [Stark, Katherine](#)
Cc: [Albarran, Adriana](#); jjames@nltpd.net
Subject: RE: Updated - FW: Agency Review (Quick Turnaround) - WCSO special event
Date: Wednesday, May 15, 2024 12:41:16 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)

Good Afternoon,

The EMS Program has reviewed the Agency Review for WCSO Honorary Deputy Sheriff's Benefit Concert. This event does not meet the number of persons to require EMS coverage at the event.

NLTFPD Fire Marshall John James has been cc'd for visibility.

Thank you,



April Miller

Sr. Office Specialist

Epidemiology and Public Health Preparedness

O: [775-326-6049](tel:775-326-6049)

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

NNPH.org | [f](#) [f](#) [@](#) [X](#) [in](#)

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DATE: May 13, 2024

TO: Katy Stark, Planner, Planning and Building Division
FROM: Robert Wimer, P.E., Engineering and Capital Projects Division

SUBJECT: WCSO Honorary Deputy Sheriff's Benefit Concert WADMIN24-0008
APN 130-230-16, 17, 18

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with the following conditions.

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

Contact Information: Mitchell Fink, P.E. (775) 328-2050

1. Provide an Agreement, between the Incline Middle School and the event's applicant, that approve the use of their parking facilities for the Concert.
2. Provide a site map showing the parking facilities area(s).

Date	5-13-24
Attention	Katy Stark
Re	Case Number WADMIN24-0008
APN	130-230-16-17 &18
Service Address	1047 Lakeshore
Owner	Kern Schumacher

Applicant:	WCSSO – Lieutenant Joseph Colacurcio
Property Owner:	KWS Nevada Residential LLC/Kern Schumacher
Location:	1047 Lakeshore Blvd, Incline Village NV 89451
APNs:	130-230-16, 130-230-17 & 130-230-18
Parcel Sizes:	3.58 acres, 1.00 acres & 1.00 acres (total: 5.58 acres)
Master Plan:	Tahoe – Mill Creek
Regulatory Zone:	Tahoe – Mill Creek (TA_MC)
Area Plan:	Tahoe
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	1 – Commissioner Hill

IVGID Comments: This request has no impact to IVGID unless tents are going to be installed. If tents are going to be installed then owner must contact USA locations service and or IVGID pipeline division so all utility can be located before tents get installed for this function.

From: [John James](#)
To: [Stark, Katherine](#)
Cc: [Colacurcio, Joseph](#); [Jeffrey Smith](#)
Subject: RE: Updated - FW: Agency Review (Quick Turnaround) - WCSO special event
Date: Wednesday, May 15, 2024 7:24:14 AM
Attachments: [image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.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.]

Hello Katy,

We are pleased to inform you that the applicant has completed the necessary checklist and submitted the required forms, available at NLTFPD Special Events.

Should WCSO require assistance or have any questions, they will contact us at plans@nltfpd.net or call 775-831-0351, ext. 8131.



John James
Fire Marshal
Office: [775.831.0351](tel:775.831.0351) x8131 | Cell: [775.413.9344](tel:775.413.9344)
Email: jjames@nltfpd.net
[866 Oriole Way | Incline Village | NV 89451](#)



From: Stark, Katherine <KRStark@washoecounty.gov>
Sent: Tuesday, May 14, 2024 1:45 PM
To: Stark, Katherine <KRStark@washoecounty.gov>
Cc: Albarran, Adriana <AAlbarran@washoecounty.gov>
Subject: Updated - FW: Agency Review (Quick Turnaround) - WCSO special event
Importance: High

Good afternoon,

This email is a follow up to the email I sent yesterday. The original email is below. I have received the updated application documents from WCSO, including additional site plan images. Also, the anticipated attendance has dropped from the original 500 – 600 people to an anticipated 300 – 400 people. If you were waiting for these updates before reviewing the application, then you can find the updated document here:

https://www.washoecounty.gov/csd/planning_and_development/applications/files-planning-

From: [Ertell, Doreen](#)
To: [Stark, Katherine](#)
Cc: [Albarran, Adriana](#)
Subject: RE: Agency Review (Quick Turnaround) - WCSO special event
Date: Monday, May 13, 2024 11:25:17 AM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Approved.



Doreen Ertell

Risk Management

dertell@washoecounty.gov | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



CURRENTLY WORKING REMOTELY ON MONDAYS, THURSDAYS AND FRIDAYS

WORK SCHEDULE: Monday–Thursday: 6:30am to 3:30pm; Friday: 6:30am to 10:30am

Notice: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the recipient is strictly prohibited by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521. If you are not the intended recipient, please contact the sender by reply email, delete and destroy all copies of the original message.

From: [Galicia, Amelia](#)
To: [Stark, Katherine](#)
Subject: RE: Agency Review (Quick Turnaround) - WCSO special event
Date: Monday, May 13, 2024 3:30:33 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

Good afternoon,

The Sheriff's Office does not have any comments or conditions to submit for this event.

Thank you!



Amelia Galicia, Captain

Washoe County Sheriff's Office

Patrol Division

Phone: 775-328-3350

Email: agalicia@washoecounty.us

911 Parr Boulevard

Reno, NV 89512

www.WashoeSheriff.com



Public Notice

Washoe County Code requires that public notification of an Administrative Permit be mailed to a minimum of 30 separate property owners within a minimum 500-foot radius of the subject property a minimum of 10 days prior to the public hearing date. This proposal was noticed within a 500-foot radius of the subject property, noticing 40 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

**Administrative Permit Case Number WADMIN24-0008
(WCSO Honorary Deputy Sheriff's Benefit Concert)**

OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

**1001 EAST 9TH STREET, BUILDING A
RENO, NEVADA 89512**

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 5 - 8 - 2 0 2 4

Applicant Information

Applicant's name: Lieutenant Joseph Colacurcio

Mailing address: 911 Parr Blvd

Street or PO Box City State Zip code
Phone: 775-745-1778 (Business) 775-832-4104 (Home) 775-745-1778 (Cell)

Email: Jcolacurcio@washoecounty.gov

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

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title
Washoe County Honorary Deputy Sheriff's Association	911 Parr Blvd Reno NV 89512	

Event Information

Name of Event: WCSD Honorary Deputy Sheriff's Benefit Concert

Date(s) of Event: July 9, 2024 Hours of operation: 1200 to 1900 hours

Location of Event: 1047 Lakeshore Blvd, Incline Village NV 89451

Assessor Parcel Number(s): 130-230-16, 130-230-17, 130-230-18

Description of Event: See attached event plan

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

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

If yes, amount and type of fee(s): _____

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 50 Band Members

Approximate number of customers and spectators: 300-400

Approximate maximum number of persons on any one day of the event: 300-400

Will food and/or beverages be served? Yes

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

Will alcoholic beverages be served? Yes

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

Will there be live music? Yes

EVENT OVERVIEW/ACTION PLAN
July 9th 2024, WCSDH Benefit Concert

The Washoe County Sheriff's Honorary Deputy Association (501 c3)(WCSHDA) has the opportunity to hold a Benefit concert with Jake Owens as a fundraising concert. The concert will raise funds for the Washoe County Honorary Deputy Association, which will be used to support the Washoe County Sheriff's Office. Many Honorary Deputies reside in the Incline Village Community and have reached out to hold a fundraising event. The concert is a way to give back to the community and support the efforts of the Washoe County Sheriff's Department. Tickets will be pre-sold, and this will be a private event.

EVENT PLANS

1. Security

ESI Security – One security guard at the entrance to the event at all times, with several other security guards walking around the reception area.

2. Fire Protection

North Lake Tahoe Fire Protection District (NLTFPD) will provide an ambulance if necessary or required. The fees will be negotiated between WCSO and NLTFPD.

NLTFPD Contact

John James Fire Marshall

Off: 775.831.0351 x 8131 Cell: 775.413.9344

E-mail: jdonohue@nltfpd.net

866 Oriole Way, Incline Village, NV 89451

3. Water Supply and Facilities

Water access is available on the premises in all locations where the event will be held.

4. Medical Facilities and Services

NLTFP will provide Emergency Medical Services on stand-by for the event.

5. Vehicle Parking Spaces

Off-site vehicle parking will be available at the Incline Middle School, 931 Southwood Blvd, Incline Village, NV 89451. Washoe County will cover insurance for the parking location. Shuttle services will be provided from this location to the event location, and onsite parking will be provided for VIP and preferred attendees.

6. Communication System

Handheld Radios and cell phones will be used for communication. An on-site sound amplification system and the ability to complete public addresses will be used for the concert.

7. Illuminating on premises

No onsite illumination will be required for this event.

8. Camping

No camping will occur at this event.

9. Clean-up and Rubbish removal

Volunteers will be used to clean up the rubbish removed to the Washoe County Sheriff's Office Sub-station dumpster. Zaphod Productions will arrive on July 10th, 2024, to remove any and all items used for the concert production.

Concert Details

The WCHSDA Benefit Concert will have staggered entry. VIP Guests will start to arrive around 1400 hours, with preferred guests arriving around 1430 Hours. All general admission guests will arrive around 1500 hours. There will be security at the main entrance to the event. There will be no ticket sales during the day of the event. Guests will be provided wristbands that correspond to their ticket level. There will be a one-hour reception from 1500 to 1600 hours, with the event starting at 1600 hours. The event will conclude no later than 1900 hours.

Vendor List July 9th 2024
Washoe County Honorary Deputy Benefit Concert

Name of Vendor	Type of Service or Product
ESI Security	Security
Quick Space	Sanitation
Cart Barn	Golf Cart Rentals
Nevada Premier Valet	Valet Parking
Red Carpet Events	Event Management
Zaphod Productions LLC	Event & Concert Production
Pistachio Productions	Production Equipment/Cord covers

WASHOE COUNTY SHERIFFS OFFICE HONORARY DEPUTY BENEFIT CONCERT

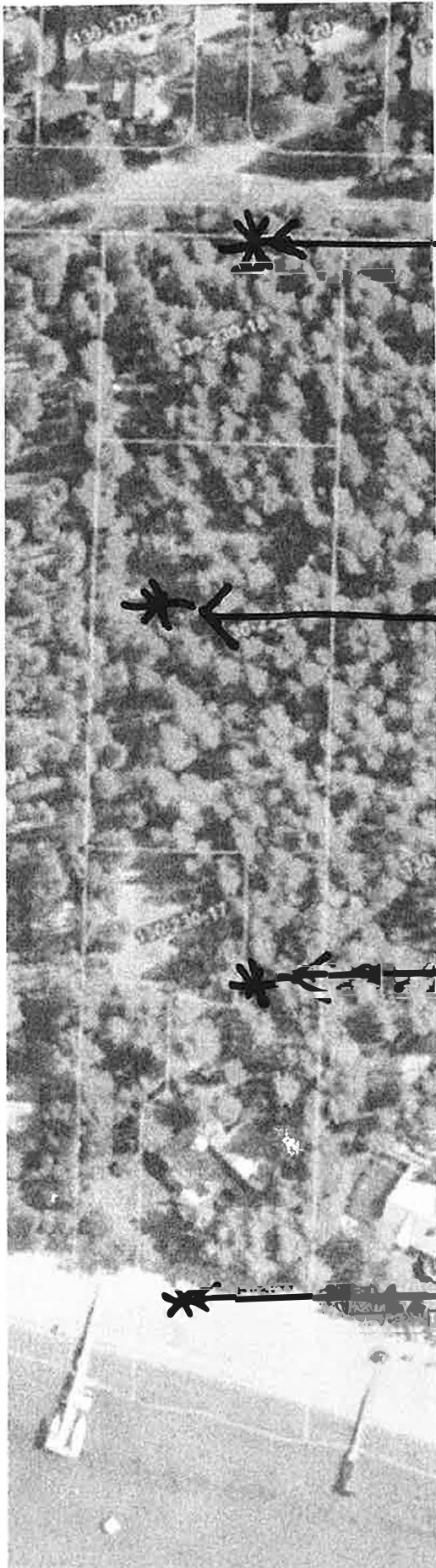


Entrance to the event with security. Valet and golf cart shuttle.

Pick up and drop off of those being shuttled to the event by golf cart.

Restrooms and Medical staging area will be located in this general location.

Performance and reception area for the event. Cord cover location with extension cord mitigation.



VALET.
SEE Attached

VIP PARKING

RESTROOMS
Medical Staging

STAGE SEE Attached
drawing.



Selby Dr

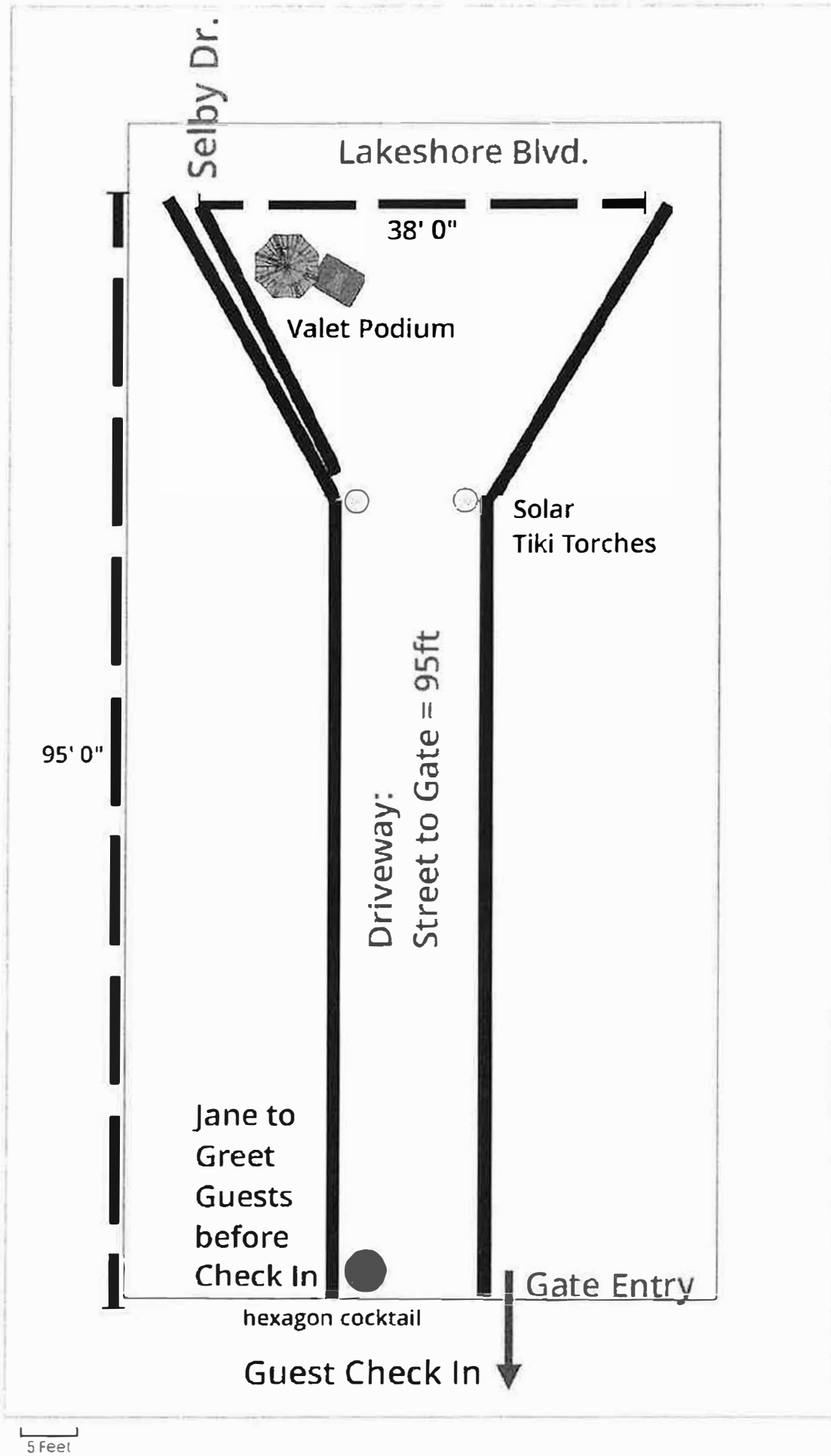
Lakeshore Blvd

Ice Trailer Drop

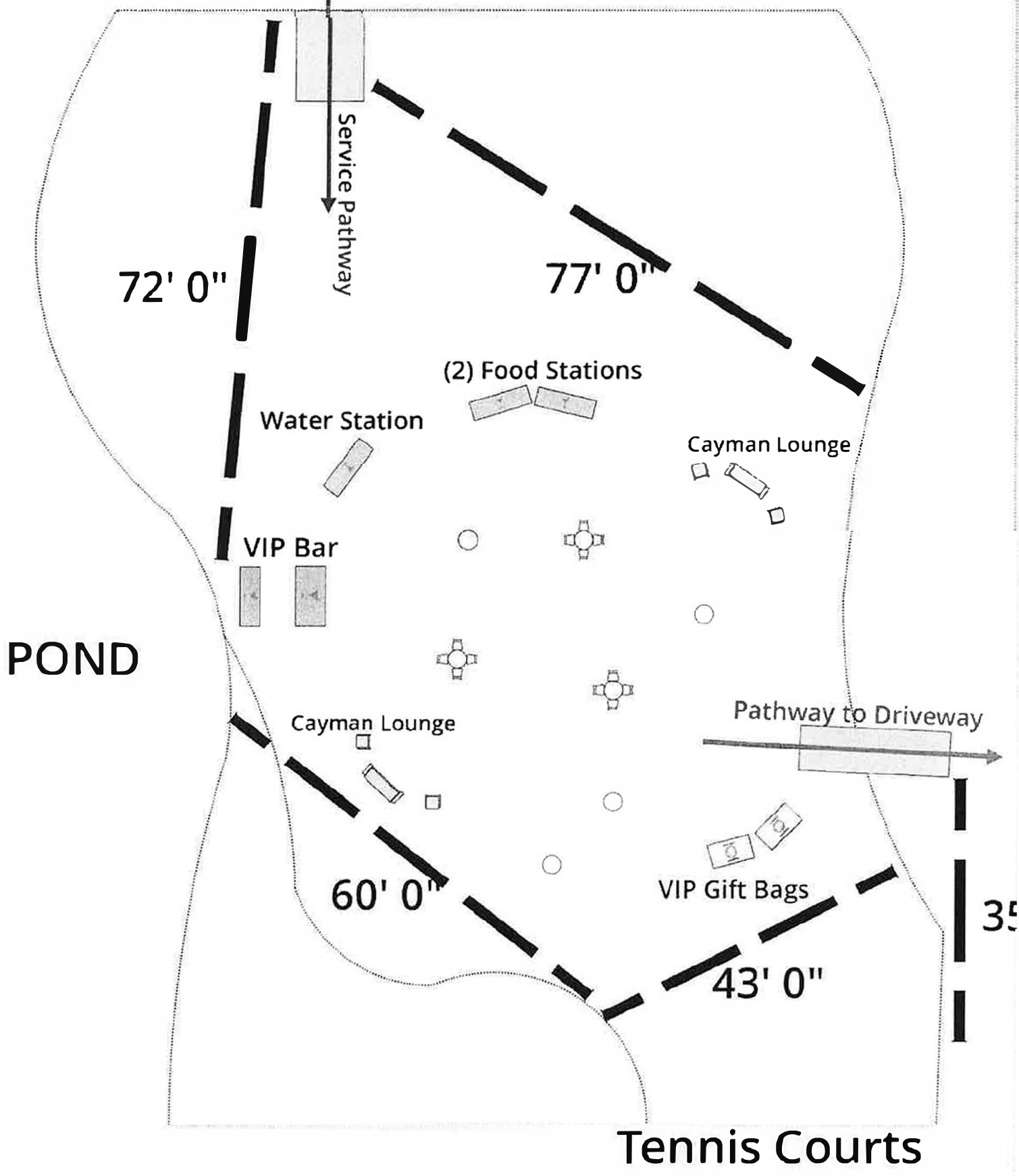
Bottom of Driveway

B & L Backflow
Testing Specialists

Tahoe Rim Trail
Association - Food



Catering Kitchen



POND

Service Pathway

72' 0"

77' 0"

(2) Food Stations

Water Station

Cayman Lounge

VIP Bar

Cayman Lounge

Pathway to Driveway

60' 0"

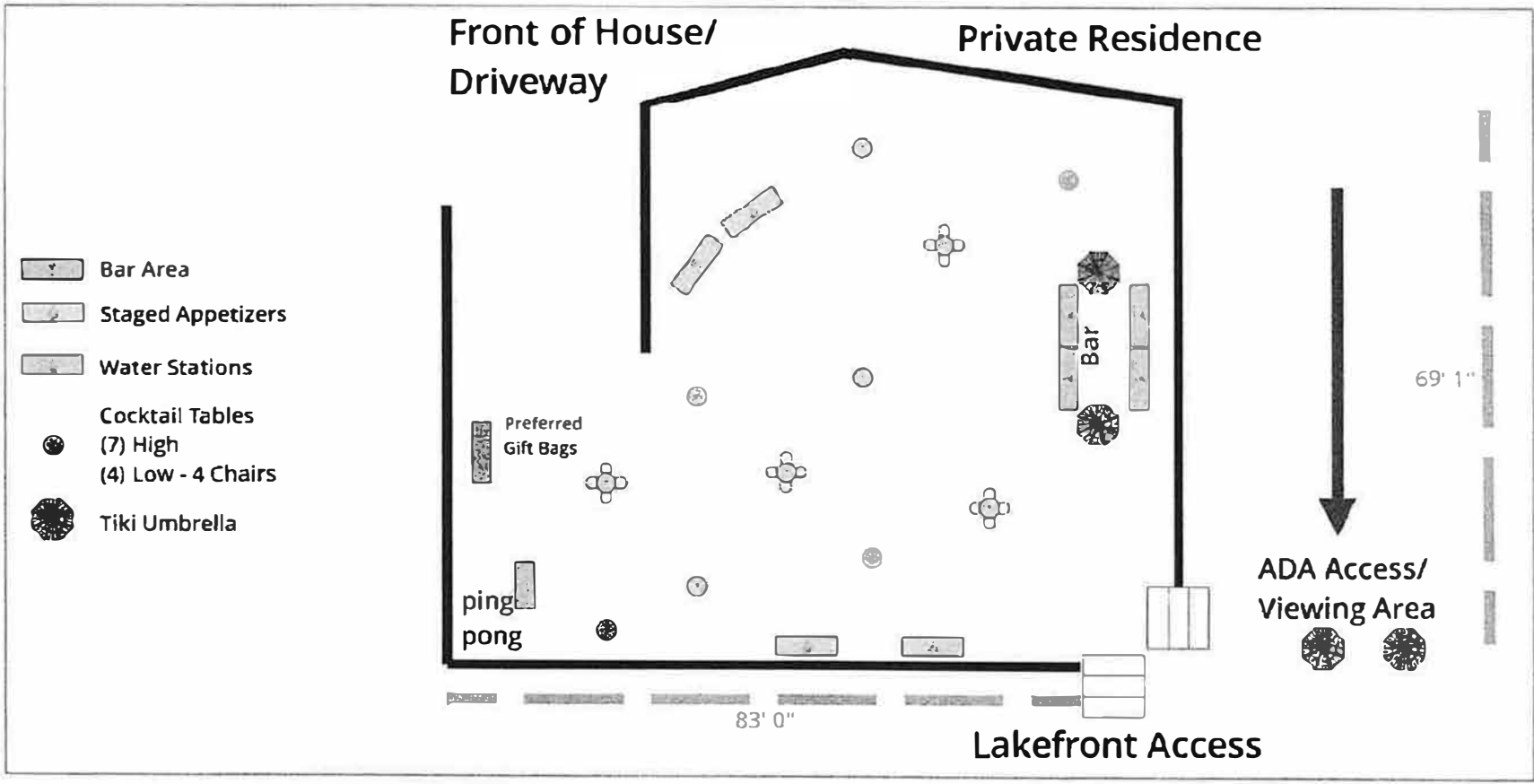
VIP Gift Bags

43' 0"

35'

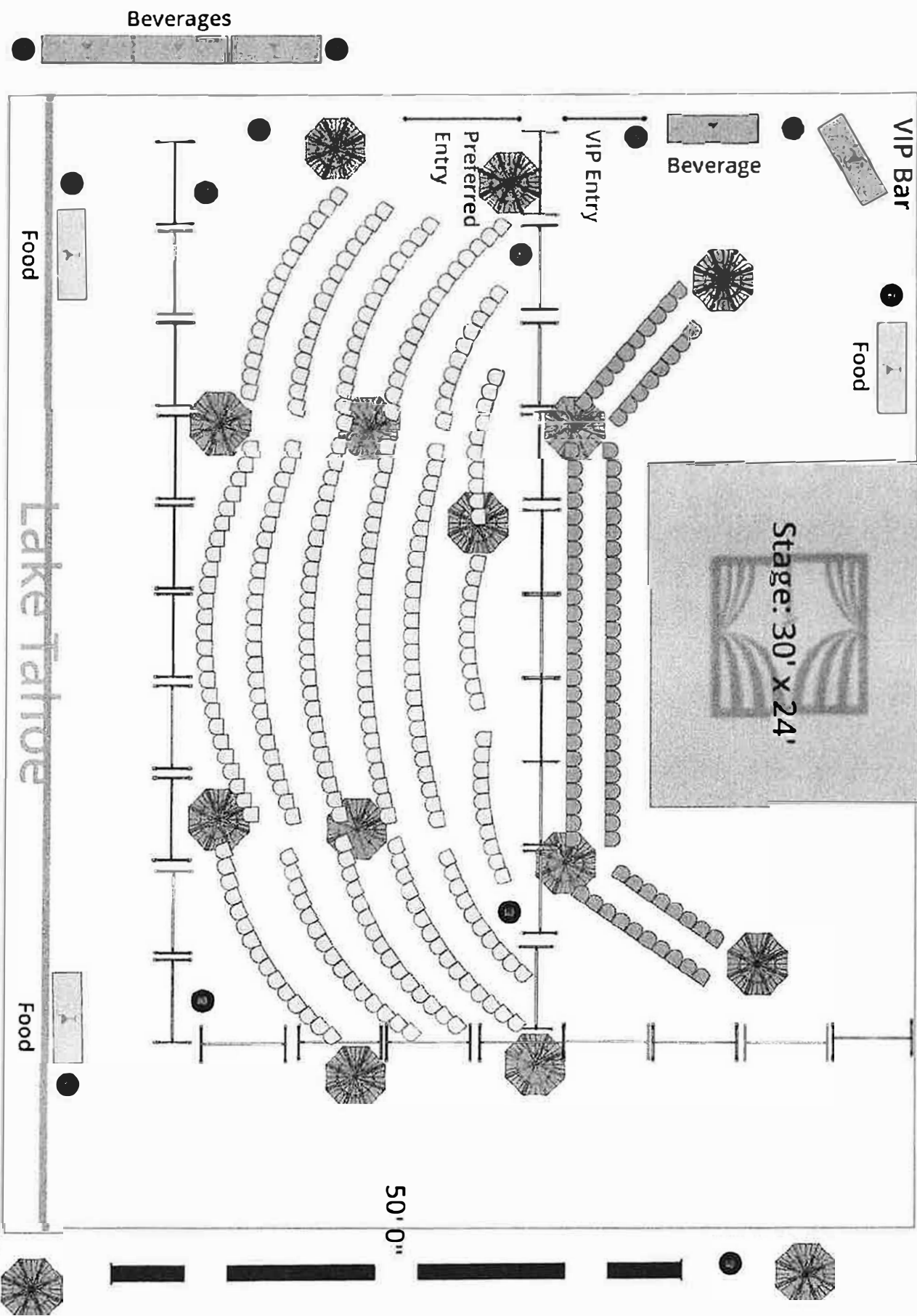
Tennis Courts

10 Feet



10 Feet

ADA Viewing Area



Beverages

VIP Bar

Beverage

Food

Food

Lake Tahoe

Food

50'0"

Stage: 30' x 24'

5 Feet

**General Information Checklist Items
July 9, 2024 WCSDH Benefit Concert**

Event Organizer's name, address, email, and phone number.

Karen Nichols: Red Carpet Events
775-250-1215
Karen@redcarpetdmc.com
325 Freeport Blvd, Sparks NV 89431

Emergency Contact

Lieutenant Joseph Colacurcio
775-745-1778
Jcolacurcio@washoecounty.gov
911 Parr Blvd, Reno NV, 89512

Estimated number of attendants on-site plan

499

Location & Gross square footage for each separated tent/booth site plan.

No tents or booths will be utilized.

Fire Extinguisher 75' max ft. distance ft. of event area on site plan.

See the attached site plan.

Depict locations of generators on the site plan.

See the attached site plan. A generator will be used to create the sound system for the concert.

Depict location of heating on site plan

No heating will be utilized.

Depict the location of exit illumination on the site plan.

No lighting will be utilized.

Depict the location of the access roads with the driveway/egress location on the site plan or vicinity map.

See attached plan

Depict location of cooking or use of open flames on site plan.

No food will be served.

Show means to keep vehicles at a safe distance from areas where people will congregate.

There will be no parking near the concert location. All vehicles close to the event will be valet. Please see the attached plan for valet services. Natural and manmade barriers are in place to prevent vehicle access to the reception area and concert venue.

Depict location of electrical outlet and extension cord protection.

Pistachio Productions has arranged for the generators to be placed in an area that will prevent trip hazards or vehicles from traveling over any electrical items by providing cord covers.



May 7, 2024

To: Kern Schumacher
1047 Lakeshore Blvd
Incline Village, NV 89451

Re: Evidence of Insurance for Washoe County with respects to the Washoe County Honorary Deputy Sheriff's Association Fundraiser and Jake Owen Concert to be held July 9, 2024 at 1047 Lakeshore Blvd, Incline Village, NV 89451

Please be advised that Washoe County, on behalf of its officials, departments, and employees through its Risk Management Division, has established a Self-insurance Program for its property, professional liability, and general liability exposures. This Program follows substantially the same format as that of commercial insurance coverage for property losses and third-party liability claims.

The County self-funds its property losses up to \$50,000 per loss and has commercial "all risk" coverage above that amount.

Professional and General Liability losses are self-funded up to \$1,500,000, with excess insurance of \$5,000,000. All liability actions against the County are handled in accordance with Nevada Revised Statutes, Chapter 41.

Washoe County is authorized as a Self-Insured Employer for Workers' Compensation by the Nevada Commissioner of Insurance, certificate number 123024.

This letter will serve as evidence of self-insurance, and any questions concerning the Self-insurance Program should be addressed to the Risk Management Division.

Sincerely,

Doreen Ertell

Doreen Ertell
Risk Management



QUALITY PUBLIC SERVICE



INTEGRITY



EFFECTIVE COMMUNICATION

1001 E. 9th Street Reno, NV 89512 | P: (775) 328-2552 | washoecounty.gov/Comptroller

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

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Kern Schumacher 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): 130-230-16, 130-230-17, 130-230-18

Proposed Outdoor Community Event: WCSO Honorary Deputy Sheriff's Benefit Concert

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public in and for said county and state

My commission expires: _____

*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 _____	\$ _____
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	\$ _____
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Lieutenant Joseph Colacurcio _____
Print Name

Joseph Colacurcio
Signature

5/7/2024
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 _____ \$ _____
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)

Lieutenant Joseph Colacurcio
Print Name

Joseph Colacurcio 5/7/2024
Signature Date

