



# Board of Adjustment Staff Report

Meeting Date: April 6, 2017

Subject: Administrative Permit Case Number WADMIN17-0002  
Applicant: Curtis Beck, CWB Events, LLC  
**Agenda Item Number: 9D**  
Summary: Incline Village Fine Arts Festival, an Outdoor Community Event  
**Recommendation: Approve with Conditions**  
Prepared by: Eva M. Krause - AICP, Planner  
Washoe County Community Services Department  
Planning and Development Division  
Phone: 775.328.3628  
E-Mail: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

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## Description

**Administrative Permit Case Number WADMIN 17-0002 (Curtis Beck)** – For possible action, hearing, and discussion to approve an administrative permit under WCC Section 110.310.20 and a temporary business license under WCC 25.272 for the Incline Village Fine Arts Festival, an Outdoor Community Event. The event will be held on August 11 through August 13, 2017, from 10:00 a.m. until 5:00 p.m. at Preston Field, 700 Tahoe Boulevard, Incline Village, NV. Event set-up is proposed to begin at 7:00 a.m. on August 11, 2017, and event takedown and dismantle to be completed by 9:00 p.m. on August 13, 2017. The event organizer estimates the maximum number of attendees at the event will not exceed 900 persons on any one day of the event. If approved, authorize the Director of Planning and Development Division, Community Services Department to issue the license when all pre-event conditions have been completed.

- Applicant: CWB Events, LLC, Curtis Beck
- Property Owner: Incline Village General Improvement District
- Location: 700 Tahoe Blvd., Incline Village (Preston Field)
- Assessor's Parcel Number: 124-032-33
- Parcel Size: 5.09 acres
- Master Plan Category: Rural (R)
- Regulatory Zone: Parks and 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
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV

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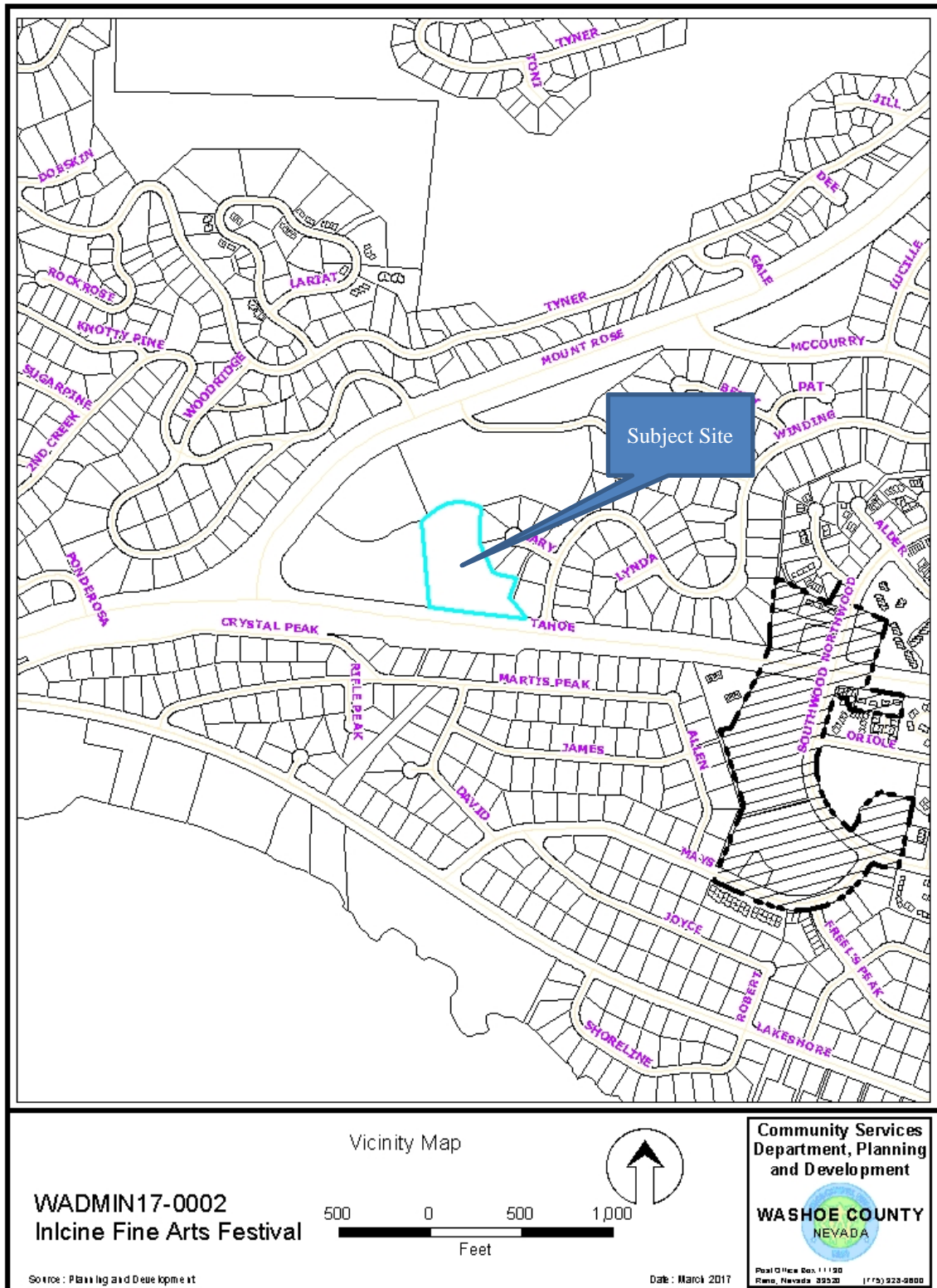
Project Application ..... Exhibit G

**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 Hearing Examiner or the Board of Adjustment must find that all of the required findings, if applicable, are true.

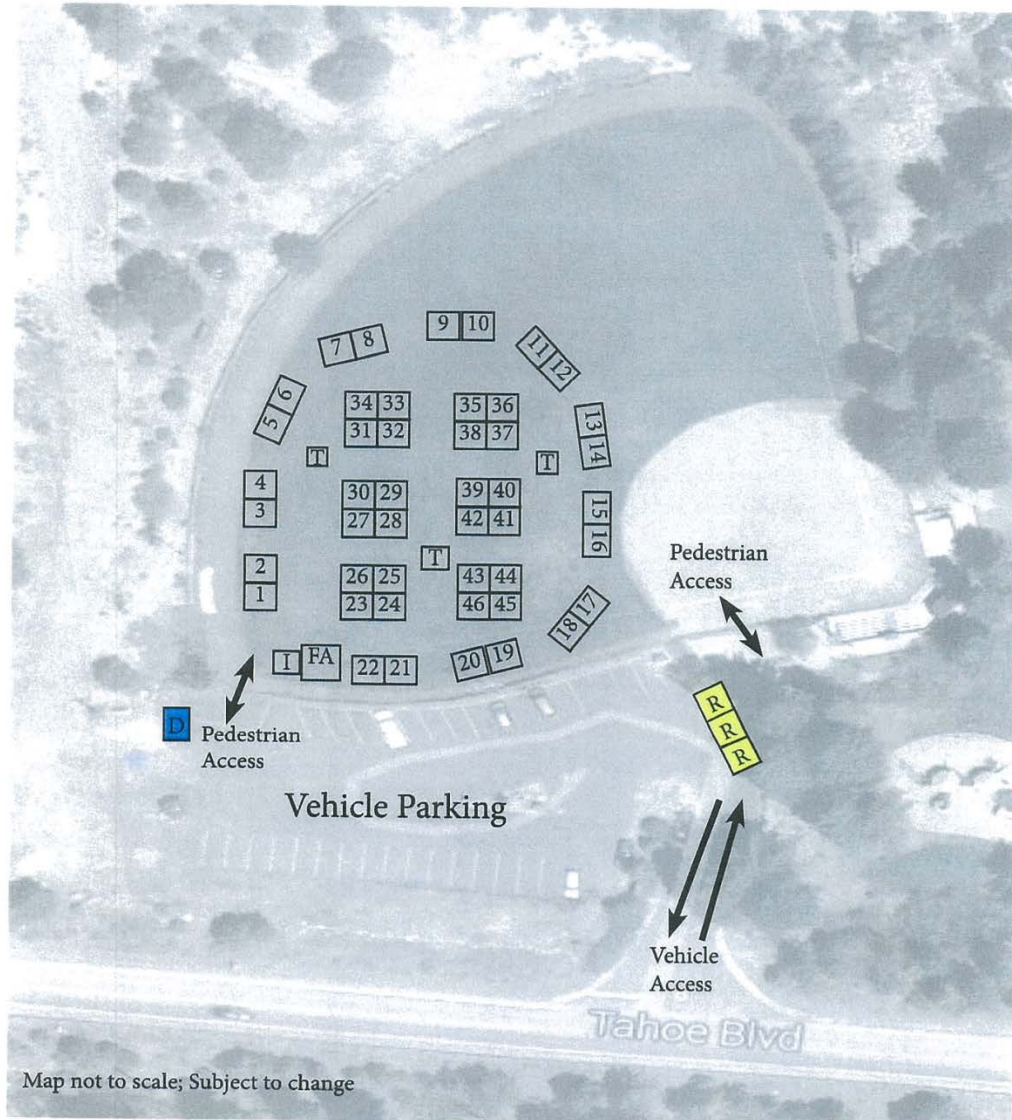
The Conditions of Approval for Administrative Permit Case Number WADMIN17-0002 as Exhibit A is attached to this staff report and will be included with the Action Order, if approved by the Board.

The subject property has a regulatory zone of Parks and Recreation (PR). Based on the applicant's estimated maximum number of attendees on any one day of the event (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.



**Vicinity Map**

# Incline Village Fine Arts Festival Preston Field - 700 Tahoe Blvd Incline Village NV



R = Restroom D = Dumpster T = Trash Bin FA= First Aid I= Info

CWB Events 916-936-9393

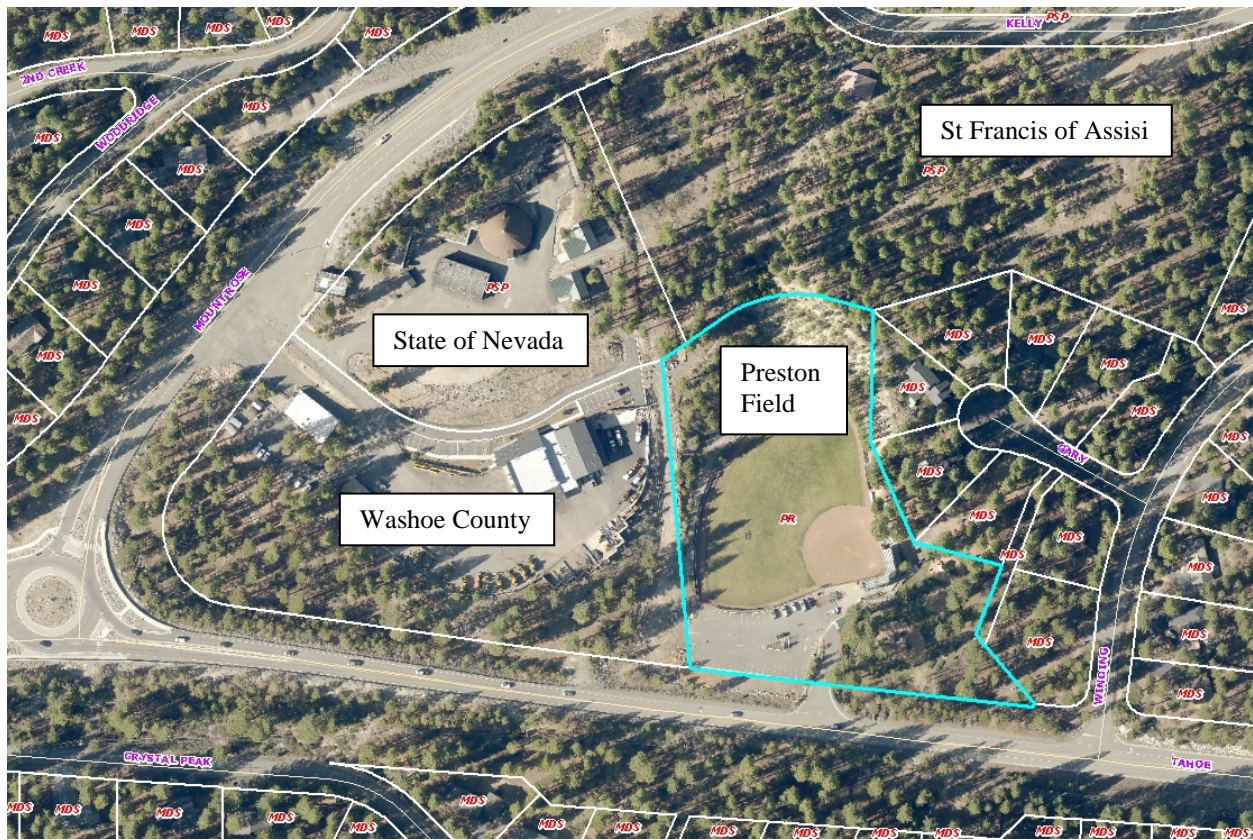
info@cwbevents.com

## Site Plan



## Project Evaluation

Preston Field is a 5 acre community park owned and operated by Incline Village General Improvement District. The park is developed with a ball field, parking lot, playground and restroom facilities. The properties to the north, east and south (across Tahoe Boulevard) are developed as single family residences. The property to the west and northwest are public agency maintenance yards.



## Surrounding Properties

The applicant is proposing to use the ball field for the sales area for the art vendors. The existing parking lot will be reserved for general parking. If approved, 2017 will mark the fourth year the event has been held at Preston Field.

The Incline Village Fine Art Festival was held at Preston Field in 2014, 2015 and 2016. During these years, the event was a two-day exhibit and included 40 vendors offering various artistic goods for. The event also included two food trucks. For 2014 to 2016, the applicant estimated no more than 500 people would attend the event each day it is held. During site inspections in 2016, staff noted that attendance was far greater than 500 and advised the event promoter that they would have to state the actual attendance numbers on any future applications. The 2017 outdoor community event application now states that the estimated attendance is approximately 900 people per day.

While the applicant did increase the number of participants, the number is only a guess and not based on any documentation. By estimating the attendance without any documentation as to how this number was determined, the applicant is avoiding the possibility of being classified as an Outdoor Festival (1,000 or more people a day), which would require additional review and

possibly more requirements. Staff's concern over the estimated number is that the attendance number affects each agency's ability to plan and budget for necessary services. The attendance number is used to evaluate the need for parking, sanitation, Sheriff, fire and emergency medical personal, and to determine impact to the surrounding neighborhoods. Because of the issues raised by not having a rational, justifiable estimate of the attendance, staff is recommending a condition requiring the applicant to document the attendance numbers each day of the event and file a report with Planning and Development Division staff after the event. This attendance record will then be used as a baseline for future events.

There is one parking lot at Preston Field providing 33 parking spaces. The applicant estimates patrons will stay at the event for approximately one hour. If that is the case, 33 parking spaces can accommodate 231 cars during the event hours each day. In the past, limited parking at Preston Field has resulted in overflow parking along State Route 28 which can cause traffic safety issues. The proposed Conditions of Approval for traffic and parking at the Incline Village Fine Art Festival include the preparation and approval of a parking and signage plan. The applicant should consider identifying an area for overflow parking and provide a shuttle bus from the overflow parking area to attendees.

### **Incline Village/Crystal Bay Citizen Advisory Board (IV/CBCAB)**

The proposed project is scheduled to be heard at the regularly scheduled March 27, 2017 Incline Village/Crystal Bay Citizens Advisory Board. Staff will provide the Board a summary of the CAB comments at the public hearing.

### **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
- Nevada Department of Public Safety (Highway Patrol)

Five out of the nine above listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of each agency's comments and/or recommended conditions of approval and their contact information is provided. The Conditions of Approval document is attached to this staff report and will be included with the Action Order if the administrative permit is approved by the Board.

- Planning and Development Division provided conditions regarding documenting attendance.

**Contact: Eva Krause, 775.328.3628, [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)**

- District Health Division provided conditions regarding permitting of food trucks and requirement for additional restroom facilities.  
**Contact: Wes Rubio, Environmental Health Services Division, 775.328.2635, [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)**
- Engineering and Capital Projects Division addressed the requirement for a parking and signage plan and permits from NDOT for temporary signs located in State right-of-way.  
**Contact: Clara Lawson, 775.328.3603, [Clawson@washoecounty.us](mailto:Clawson@washoecounty.us)**
- Rick Management requires proof of insurance in accordance with Washoe County Code 25.  
**Contact: Doreen Ertell, 775.328.2660 [dertell@washoecounty.us](mailto:dertell@washoecounty.us)**
- Nevada Department of Transportation provided conditions related to signs and parking within their right-of-way.  
**Contact: Jae Pullen, 834-8300, [jpullen@dot.state.nv.us](mailto:jpullen@dot.state.nv.us)**

### **Staff Comment on Required Findings**

Washoe County Code Section 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: The proposed event is a permitted use when an administrative permit and an associated business license are acquired. There are no policies and action programs in any of the relevant Washoe County Plans that are inconsistent with this use.*
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 proposed event will not create any negative impact upon the provision of utilities, sanitation, and water supply. With proper traffic management, the roadways are adequate for the event. Agency-imposed conditions will assure adequate public facilities.*
3. Site Suitability. That the site is physically suitable for an outdoor community event, and for the intensity of such a development.  
*Staff Comment: Preston Field is a community park that is regularly utilized for events. Agency comments concerning this event (as held during previous years) were favorable; the event is well organized and there have been no issues of concern, with the exception of parking. Agency-imposed conditions are intended to address parking concerns.*
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: The administrative permit review process ensures agencies concerned with public health, safety and welfare have provided the conditions of approval necessary for the event to be not detrimental. Surrounding properties in the area will not be negatively impacted by the event. The conditions of approval provide noise controls (no amplification)*



*and limited hours of operation to assure minimum impact. No surrounding property owners responded to the notice to indicate concern or objection*

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 are no military installations within the required noticing distance. Therefore, this finding is not required to be made by the Board of Adjustment.*

### **Recommendation**

Those agencies which reviewed the application recommended conditions in support of approval of the project or provided no comment. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN17-0002 is being recommended for approval with conditions (Exhibit A). 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, subject to the conditions contained as Exhibit A in the staff report, Administrative Permit Case Number WADMIN17-0002 for Curtis Beck, an administrative permit under WCC Section 110.310.20 and a temporary business license under WCC 25.272 for the Incline Village Fine Arts Festival, an Outdoor Community Event. The event will be held on August 11 through August 13, 2017, from 10:00 a.m. until 5:00 p.m. at Preston Field, 700 Tahoe Boulevard, Incline Village, NV. Event set-up is proposed to begin at 7:00 a.m. on August 11, 2017, and event takedown and dismantle to be completed by 9:00 p.m. on August 13, 2017. The event organizer estimates the maximum number of attendees at the event will not exceed 900 persons on any one day of the event. If approved, authorize the Director of Planning and Development Division, Community Services Department to issue the license when all pre-event conditions have been completed. having made all five findings in accordance with Washoe County Code Section 110.808.25:

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 outdoor community event, 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; and
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 Development Division within 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant: CWB Events, LLC  
Curtis Beck  
PO Box 1747  
Carmichael, CA 95609

Property Owner: Incline Village General Improvement District  
893 Southwood Blvd.  
Incline Village, NV 89451



# Conditions of Approval

Administrative Permit Case Number WADMIN17-0002

## LICENSING REQUIREMENTS OUTDOOR COMMUNITY EVENT BUSINESS LICENSE

### INCLINE VILLAGE FINE ART FESTIVAL

(Approved by the Washoe County Board of Adjustment on April 6, 2017)

At the public hearing held on April 6, 2017, as required under Washoe County Code (WCC) section 25.279, the Washoe County Board of Adjustment approved Administrative Permit Case Number WADMIN17-0002 and established conditions which must be met prior to the issuance of any outdoor community event business license, pursuant to WCC sections 25.263 to 25.307 inclusive. Such conditions are imposed for the protection of the health, welfare, safety and property of local residents and persons attending an outdoor community event such as that approved as part of WADMIN17-0002. Such conditions include, without limitation, the conditions specified in WCC sections 25.291 to 25.307, inclusive. License conditions are requirements placed on the license by each reviewing agency. These license conditions 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.

**Compliance with the conditions of this license is the responsibility of the licensee at the licensee's expense.** Failure to comply with any pre-event conditions as attached may cause Washoe County to not issue the outdoor community event business license. Failure to comply with during-event conditions as attached may cause Washoe County to take appropriate measures to revoke or suspend the outdoor community event business license. Failure to comply with post-event conditions as attached may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future outdoor community event business license applications.

Washoe County reserves the right to review and revise the approved conditions of this license should the County determine that a subsequent license of permit issued by Washoe County violates the intent of this approval.

**The applicant shall submit all required plans, permits, documentation and other pertinent records or documents to the identified responsible agency. The applicant shall further provide the assigned case planner with proof of compliance with all pre-event conditions pursuant to WCC section 25.283(1) by July 21, 2017.** The outdoor community event business license shall be issued when the case planner notifies the Director of the Planning and Development Division, Community Services Department, that all imposed pre-event conditions have been met.

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

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 Development Division

1. The following conditions are requirements of the Planning and Development Division, which shall be responsible for determining compliance with these conditions. Failure to comply with the conditions of approval shall render this approval null and void and may jeopardize approval of any future events by this organization. Planning and Development Division staff will conduct an inspection(s) to verify compliance. Inspection shall be random and unannounced.

**Contact – Eva Krause, 775.328.3628, [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)**

***Pre-event Conditions (prior to July 21, 2017):***

- a. The applicant shall pay the required business license fees.
- b. The applicant will provide the Planning and Development Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an Outdoor Event permit.
- c. The applicant shall provide a copy of the Incline Village General Improvement District approval agreement permitting the use of Preston Field.
- d. Based on demonstrated event clean-up (i.e. removal of debris, trash and/or other waste) of the event site during previous three years (2014-2016) the applicant is not required to post the performance security as required by Washoe County Code Section 25.305.

***During-event Conditions:***

- e. 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.
- f. An outdoor community event license for Incline Village Fine Arts Festival shall be issued prior to commencing display of art. The license shall be prominently displayed at the event site.
- g. Parking. All 30 parking spaces must be available for customer (no vendor) vehicle parking during the event.
- h. No parking of food trucks or vendor vans shall be permitted in the Preston Field parking lot between 10:00 a.m. and 5:00 p.m. on the days of the event. The event sponsor is responsible for seeing that this requirement is enforced.
- i. The applicant shall post signs at entrance to Preston Field parking lot during the event, Sign shall state “No parking of trailers, cargo trucks, or tow vehicles is permitted between 10:00 a.m. and 5:00 p.m.”
- j. Hours of Operation. The event shall take place between the hours of 10:00 a.m. and 5:00 p.m. on each day. Event set-up activities shall not occur before 7:00 a.m. on Friday, August 11, 2017. At the end of the event, on Sunday, August 13, all activities (to include clean up and trash removal) shall cease by 9:00 p.m.
- k. Noise. Only acoustic music shall be provided. No amplified music or stages are allowed during the event.
- l. Lighting. No lighting shall be used.
- m. 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.

- n. The applicant shall document the event attendance, each day of the event. Documentation shall include one of the following:
- i. Assigned persons at each pedestrian entrance point to manually count people entering the site, between the hours of 10:00 a.m. to 5:00 p.m. each day of the event.
  - ii. Photo document the entire sales area at noon, 2:00 p.m. and 4:00p.m. The photographs shall include a series of photos, to create a panoramic picture encompassing the entire sales area during each time frame.
  - iii. Aerial photo (or a series of photos) of entire sales area at noon, 2:00 p.m. and 4:00p.m. each day of the event.
  - iv. The applicant may propose another method of documenting attendance, to planning staff for consideration and possible approval prior to July 21, 2017. Failure to obtain staff approval prior to issuance of the business license shall deem any alternative proposal unacceptable.

***Post-event Conditions:***

- o. Clean Up. The applicant shall be responsible for total cleanup of the site, returning it to pre-event condition. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste from event site. The applicant shall contact Washoe County Code Enforcement at 775-328-3621 or by e-mail at [bbracy@washoecounty.us](mailto:bbracy@washoecounty.us) to arrange a final site inspection after clean-up is completed.
- p. Within 5 working days after the end of the event the applicant shall provide planning staff with a written daily attendance record, including evidence of how the attendance was verified. Failure to comply with this condition may result in denial of future events.

**Washoe County Health District**

2. The following conditions are requirements of the Health District, which shall be responsible for determining compliance with these conditions. The District Board of Health 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.

**Contact – Wes Rubio, 775.328.2635, [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)**

***During-event Conditions:***

- a. All food trucks must be permitted with Washoe County Health Department
- b. A minimum of 9 toilets or portable facilities shall be available during the event.

**Washoe County Engineering and Capital Projects Division**

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

**Contact - Clara Lawson, 775.328.3603, [Clawson@washoecounty.us](mailto:Clawson@washoecounty.us)**

***Pre-event Conditions (prior to July 21, 2017):***

- a. Signage. The applicant shall obtain a temporary permit from the Nevada Department of Transportation for any signs placed within the State's right-of-way on State Route 431 (Mt. Rose Highway) or State Route 28 (Tahoe Boulevard) and provide a copy to the Engineering and Capital Projects Division staff. **Permit office phone number: 775.834.8330**



- b. **Traffic and Parking.** Parking and traffic management shall be provided in accordance with the plans approved by the Washoe County Engineering and Capital Projects Division.
  - i. A study shall be provided that estimates the number of patrons and vehicles in the peak hour using 2 people per vehicle to the satisfaction of the Engineering Division.
  - ii. The applicant shall submit a parking and signage plan which shall include no parking signs along both sides of State Route 28 to the approval of the Engineering Division. Signs and cones shall conform to the Manual of Uniform Traffic Control Devices. The parking plan shall designate an area for bike parking including bike racks.
  - iii. A minimum of 3 handicap parking spaces shall be provided with at least one space for a side loading van.

***During-event Conditions:***

- c. Primary event parking shall be provided by the existing on-site paved parking lot adjacent to Preston Field. Signs shall be placed in accordance with the approved parking plan and shall clearly indicate where parking is allowed, how to access the site, and that an event is occurring.

**Washoe County Risk Management**

4. The following conditions are requirements of the Risk Management, which shall be responsible for determining compliance with these conditions.

**Contact - Doreen Ertell, 775.328.2660 [dertell@washoecounty.us](mailto:dertell@washoecounty.us)**

***Pre-event Conditions (prior to July 21, 2017):***

- a. A copy of the applicant's insurance certificate naming Washoe County as an additional insured is required.

**Nevada Department of Transportation**

5. The following conditions are requirements of the Nevada Department of Transportation, which shall be responsible for determining compliance with these conditions.

**Contact - Jae Pullen, 834-8300, [jpullen@dot.state.nv.us](mailto:jpullen@dot.state.nv.us)**

***Pre-event Conditions (prior to July 21, 2017):***

- a. For any activities or temporary traffic control such as placement of cones, static signs, and portable electronic signs within NDOT right-of-way will require a temporary permit. Please contact the Permit Office at (775) 834-8330 for more information regarding the permit process.
- b. The Nevada Revised Statutes (NRS) prohibits advertising within NDOT right-of-way. Please refer to NRS 405.110 Unlawful advertising on or near highway or on bridge. This means any signage with the event name, The Incline Village Art Festival, will not be permitted on SR 28 and SR 431 (Mt. Rose Highway). However, placing signs with the name SPECIAL EVENT, is acceptable.
- c. NDOT recommends that the applicant place temporary advance guide signs alerting motorist of the event access. Traffic control signs must meet the federal and state standards for shape, size, and message. Please contact the Permit Office and request for a traffic engineer for assistance.

- d. If the applicant requests to place portable electronic message signs, please contact the Permit Office and request to speak to a traffic engineer to discuss possible locations and appropriate messages.

***During-event Conditions:***

- e. The event must provide adequate parking on the property and not rely on street parking. Parking along State Route 28 may be a safety concerns to motorists, bicyclists, and pedestrians. It is the responsibility of the applicant to address the parking needs.

\*\*\* End of Conditions \*\*\*

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE

March 8, 2017

Kelly Mullin, Planner  
Washoe County Community Services  
Planning and Development Division  
PO Box 11130  
Reno, NV 89520-0027

RE: Incline Fine Art Festival; APN 124-032-33  
Administrative Permit; WADMIN17-0002

Dear Ms. Mullin:

The Washoe County Health District, Environmental Health Services Division (WCHD) has reviewed the above referenced project. Approval by the WCHD is subject to the following conditions:

1. The WCHD has reviewed the Administrative Permit and has the following conditions as requirements for the operations and permitting of this event:
  - a. All food trucks must be permitted with the WCHD;
  - b. Based on the anticipated attendance the minimum number of restrooms allowed for this event is 9 toilets or portable facilities.

If you have any questions or would like clarification regarding the foregoing, please contact Wes Rubio, Senior Environmental Health Specialist at [wrubio@washoecounty.us](mailto:wrubio@washoecounty.us) regarding all Health District comments.

Sincerely,



Bob Sack, Division Director  
Environmental Health Services Division  
Washoe County Health District

BS:wr

Cc: File - Washoe County Health District  
Nick Florey, Senior Environmental Health Specialist

**From:** [Ertell, Doreen](#)  
**To:** [Krause, Eva](#)  
**Cc:** [Renshaw, Jeri](#); [Webb, Bob](#)  
**Subject:** RE: Incline Fine Arts Festival  
**Date:** Wednesday, March 15, 2017 3:19:43 PM  
**Attachments:** [image001.png](#)

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Hi Eva,  
Per our conversation of today, my apologies, Risk Management does require the insurance and evidence of insurance must be provided by the applicant.  
Thank you,  
Doreen

***Doreen Ertell***

Washoe County Risk Management  
1001 E. Ninth St., Bldg. D-200, Reno, NV 89512  
Ph: 775.328.2660  
[dertell@washoecounty.us](mailto:dertell@washoecounty.us)



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**From:** Krause, Eva  
**Sent:** Wednesday, March 15, 2017 3:14 PM  
**To:** Ertell, Doreen  
**Cc:** Renshaw, Jeri; Webb, Bob  
**Subject:** RE: Incline Fine Arts Festival  
**Importance:** High

Hi Doreen,

I really do need an answer as to why Risk Management is not requiring insurance for an Community Festival, as required by Washoe County Code 25.

Eva M. Krause, AICP  
Planner  
Washoe County Community Services  
Planning and Development Division  
775.328.3628  
[erkrause@washoecounty.us](mailto:erkrause@washoecounty.us)

[WashoeCounty.us](http://WashoeCounty.us)

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**From:** Krause, Eva  
**Sent:** Friday, March 10, 2017 04:03 PM  
**To:** Ertell, Doreen  
**Cc:** Renshaw, Jeri

**Subject:** Incline Fine Arts Festival

Hi Doreen,

I have taken over Joe Prutch's case for the Incline Fine Arts Festival. I am a little confused by your email to Joe. While this is not a county sponsored event, the code requires that the applicant provide proof of insurance to the satisfaction of Washoe County Risk Management Division prior to issuance of the business license. Why are you not requiring that of this event?

Eva M. Krause, AICP  
Planner  
Washoe County Community Services  
Planning and Development Division  
775.328.3628  
[erkrause@washoecounty.us](mailto:erkrause@washoecounty.us)

WashoeCounty.us





**Washoe County**  
**COMMUNITY SERVICES DEPARTMENT**  
*Engineering and Capital Projects*  
**MEMORANDUM**

To: Eva Krause, Senior Planner  
From: Clara Lawson, PE, PTOE, Licensed Engineer  
CC: Kris Klein, PE, Senior Engineer  
Date: March 29, 2017  
Re: Incline Arts Festival

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*Pre-event Conditions:*

- A. Signage. The applicant shall obtain a temporary permit from the Nevada Department of Transportation for any signs placed within the State's right-of-way on State Route 431 (Mt. Rose Highway) or State Route 28 and provide a copy to the County. (Tahoe Boulevard). **Permit office phone number: 775.834.8330**
- B. Traffic and Parking. Parking and traffic management shall be provided in accordance with the plans approved by the Washoe County Engineering and Capital Projects Division.
  - i. A study shall be provided that estimates the number of patrons and vehicles in the peak hour using 2 people per vehicle to the satisfaction of the Engineering Division.
  - ii. The applicant shall submit a parking and signage plan which shall include no parking signs along both sides of State Route 28 to the approval of the Engineering Division. Signs and cones shall conform to the Manual of Uniform Traffic Control Devices. The parking plan shall designate an area for bike parking including bike racks.
  - iii. A minimum of 3 handicap parking spaces shall be provided with at least one space for a side loading van.
  - iv.

*During-event Conditions:*

- v. Primary event parking shall be provided by the existing on-site paved parking lot adjacent to Preston Field. Signs shall be placed in accordance with the approved parking plan and shall clearly indicate where parking is allowed, how to access the site, and that an event is occurring.



STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION

District II  
310 Galletti Way  
Sparks, Nevada 89431  
(775) 834-8300 FAX (775) 834-8319

March 18, 2017

BRIAN SANDOVAL  
Governor

RUDY MALFABON, P.E., Director

Washoe County  
Planning and Development Division  
P.O. Box 11130  
Reno, NV 89520-0027

WADMIN17-0002  
Incline Fine Arts Festival  
State Route 28

Attention: Mr. Joe Prutch, Planner

Dear Mr. Prutch:

I have reviewed the request to approve an outdoor community event in the Parks and Recreation (PR) zoning district. The proposed outdoor community event would occur at Preston Field (700 Tahoe Blvd., Incline Village) on August 11-13, 2017 from 10:00 a.m. to 5:00 p.m.

- The Incline Village Art Festival event will consist of a total of thirty-nine artists and two food trucks. All canopies (10-ft by 10-ft) to display art work will remain in place for the duration of the event. Additional amenities such as toilets and trash dumpster will be delivered to the property. It's expected that patrons of the event will not stay longer than one hour.

Nevada Department of Transportation (NDOT) District II Engineering Services has the following comments:

1. For any activities or temporary traffic control such as placement of cones, static signs, and portable electronic signs within NDOT right-of-way will require a temporary permit. Please contact the Permit Office at (775) 834-8330 for more information regarding the permit process.
2. The Nevada Revised Statutes (NRS) prohibits advertising within NDOT right-of-way. Please refer to NRS 405.110 Unlawful advertising on or near highway or on bridge. This means any signage with the event name, The Incline Village Art Festival, will not be permitted on SR 28 and SR 431 (Mt. Rose Highway). However, placing signs with the name SPECIAL EVENT, is acceptable.

NDOT recommends that the applicant place temporary advance guide signs alerting motorist of the event access. Traffic control signs must meet the federal and state standards for shape, size, and message. Please contact the Permit Office and request for a traffic engineer for assistance.


If the applicant requests to place portable electronic message signs, please contact the Permit

Office and request to speak to a traffic engineer to discuss possible locations and appropriate messages.

3. The event must provide adequate parking on the property and not rely on street parking. Parking along State Route 28 may be a safety concerns to motorists, bicyclists, and pedestrians. It is the responsibility of the applicant to address the parking needs.

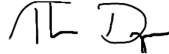
Thank you for the opportunity to review this proposal. NDOT reserves the right to incorporate further changes and/or comments as the review advances. Please feel free to contact me at (775)834-8300, if you have any further questions or comments.

Sincerely,

DocuSigned by:  
  
DC6D2FB6D946439...

Jae Pullen, PE, PTOE  
Nevada Department of Transportation  
DII Engineering Services Manager

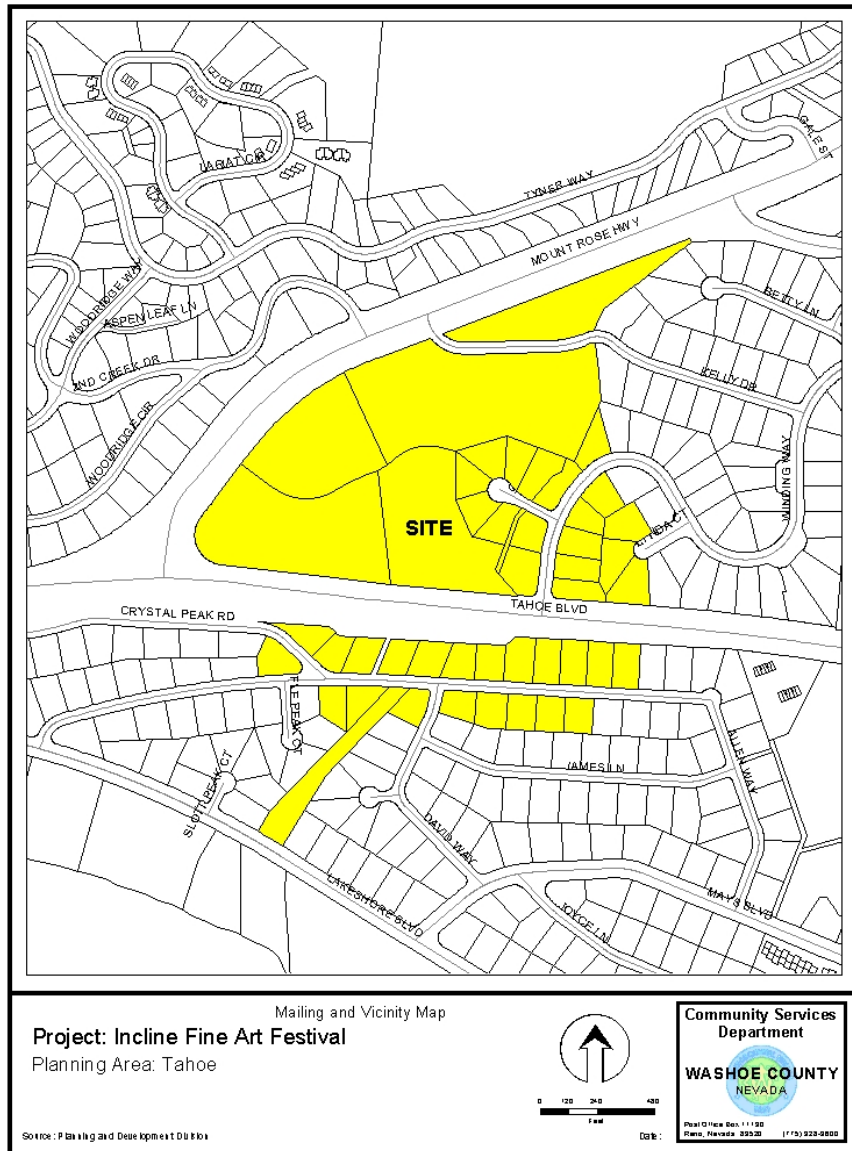
cc: Thor Dyson, District Engineer  
Richard Oujevolk, District Traffic  
Donna Fagan, Washoe County  
File

DS  


3/18/2017

**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 38 separate property owners a minimum of 10 days prior to the public hearing date.



**Public Notice Map**

**Administrative Permit Case Number WADMIN17-0002**

**OUTDOOR COMMUNITY EVENT APPLICATION**

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

Application date: FEB 6 2017

**Applicant Information**

Applicant's name: CURTIS BECK CWB EVENTS LLC

Mailing address: PO BOX 1747 CARMICHAEL NV 89509  
Street or PO Box City State Zip code

Phone: 916 936 9393 (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

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
<u>CURTIS BECK</u>	<u>3938 PARK CIRCLE NW CARMICHAEL</u>	<u>CEO</u>

**Event Information**

Name of Event: INCLINE VILLAGE FINE ART FESTIVAL

Date(s) of Event: AUG 11-13 2017 Hours of operation: 10AM - 5PM

Location of Event: PRESTON FIELD 700 TANDOE BLVD INCLINE VILLAGE NV

Assessor Parcel Number(s): 124-032-33

Description of Event: A FINE ART EXHIBIT AND SALE W/ APPROX 39 ARTISTS

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

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: 40

Approximate number of customers and spectators: 800

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

Will food and/or beverages be served?  Yes  No

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

Will alcoholic beverages be served?  Yes  No

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

Will there be live music?  Yes  No



Incline Village Fine Art Festival  
Preston Field  
August 11-13, 2017

## Event Plan

The Incline Village Fine Art Festival is planned for August 11-13, 2017. The location will be Preston Field, Incline Village, NV. The event will consist of approximately 39 artists, 2 food trucks (one each day) and acoustic entertainment (no amplification, no stages). Each artist will set up their own 10' x 10' canopy in which they will display their original artwork over the two days.

The canopies will remain set up overnight, and there will be overnight security provided to watch over the displays.

Given the number of artists, Preston Field has ample parking for the event, has permanent toilets and hand washing facilities, and potable water available to patrons of the event. An Information/First Aid station will be set up in case of emergency.

The hours of the event be from 10 am until 5 pm. Daylight hours only, so there is no need for night time illumination. All members of the staff will have cell phones for communication. No overnight camping will be approved for Preston Field.

CWB Events will have additional toilets, a hand wash station, and a dumpster delivered to the property. Trash receptacles will be disbursed throughout the event, and will emptied as necessary.

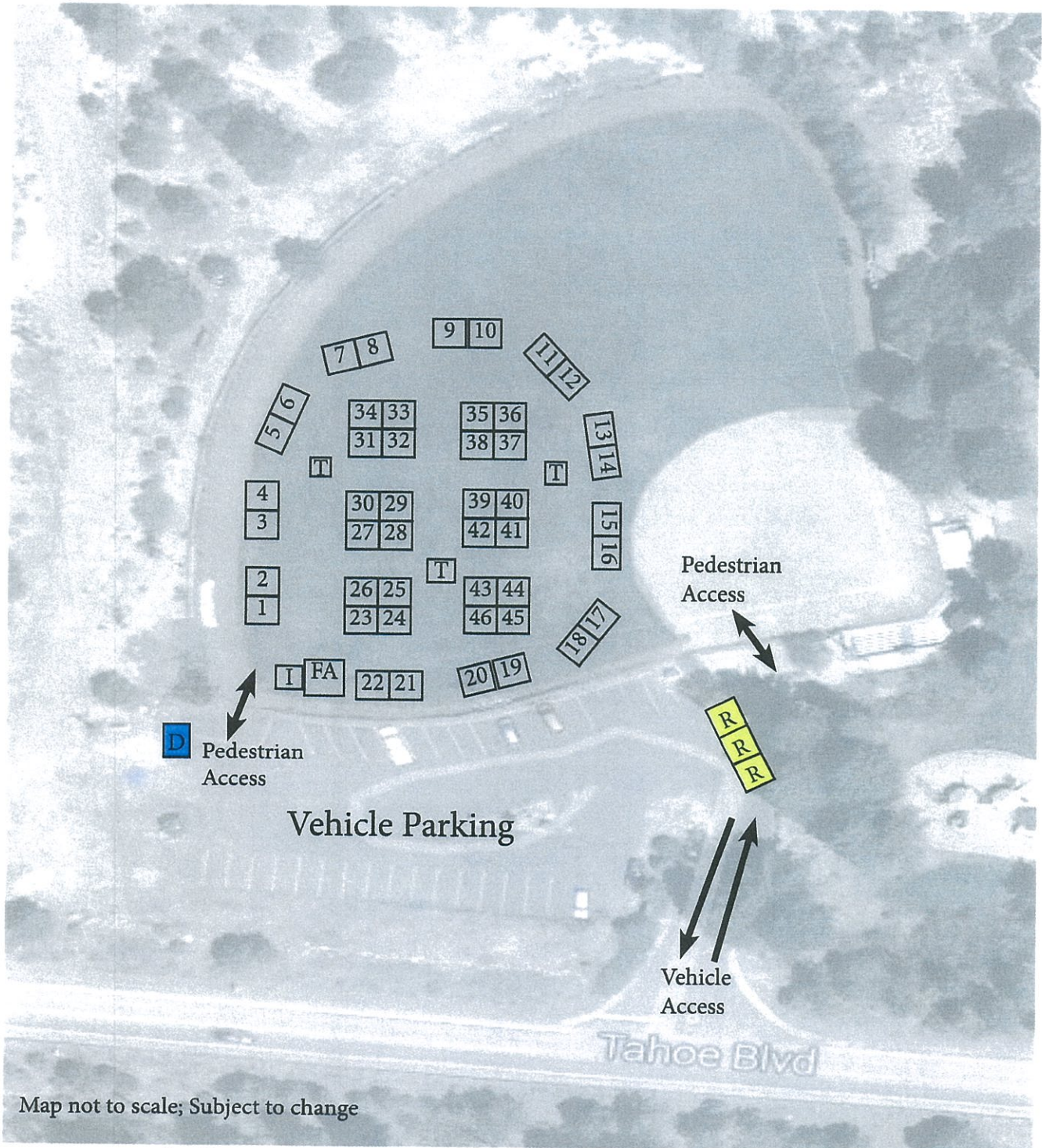
Each food truck will be licensed, and be equipped with a fire extinguisher.

Admission and parking are free to the public.

Upon completion of the event, the artists will break down their displays beginning at 5 pm on Sunday, August 13<sup>th</sup>, and will be gone by 9 pm. The grounds will be cleaned and left in an orderly fashion.

It has been our experience that patrons of the event stay for approximately one hour and leave, therefore the parking that is available at Preston Field is more than sufficient for the traffic that is expected.

# Incline Village Fine Arts Festival Preston Field - 700 Tahoe Blvd Incline Village NV



Map not to scale; Subject to change

R = Restroom D = Dumpster T = Trash Bin FA= First Aid I= Info

CWB Events 916-936-9393

info@cwbevents.com

**WADMIN17-0002  
EXHIBIT G**



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

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

I, \_\_\_\_\_ 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): \_\_\_\_\_

Proposed Outdoor Community Event: \_\_\_\_\_

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

Washoe County Treasurer  
 P.O. Box 30039, Reno, NV 89520-3039  
 ph: (775) 328-2510 fax: (775) 328-2500  
 Email: tax@washoecounty.us

Washoe County Treasurer  
 Tammi Davis

Account Detail

[Back to Search Results](#)

[Change of Address](#)

[Print this Page](#)

Washoe County Parcel Information		
Parcel ID	Status	Last Update
12403233	Active	2/16/2017 2:10:17 AM
<b>Current Owner:</b> INCLINE VILLAGE GENERAL IMPROVEMENT DIST  893 SOUTHWOOD BLVD INCLINE VILLAGE, NV 89451		<b>SITUS:</b> 700 TAHOE BLVD INCLINE VILLAGE NV
<b>Taxing District</b> 5200	<b>Geo CD:</b>	
Legal Description		
SubdivisionName _UNSPECIFIED Lot Range 18 Township 16 Block Section 16		

Tax Bill (Click on desired tax year for due dates and further details)					
Tax Year	Net Tax	Total Paid	Penalty/Fees	Interest	Balance Due
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total:					\$0.00

**Important Payment Information**

- **ALERTS:** If your real property taxes are delinquent, the search results displayed may not reflect the correct amount owing. Please contact our office for the current amount due.
- For your convenience, online payment is available on this site. E-check payments are accepted without a fee. However, a service fee does apply for online credit card payments. See Payment Information for details.

**Pay Online**

No payment due for this account.

**\$0.00**

**Pay By Check**

Please make checks payable to:  
 WASHOE COUNTY TREASURER

**Mailing Address:**  
 P.O. Box 30039  
 Reno, NV 89520-3039

**Overnight Address:**  
 1001 E. Ninth St., Ste D140  
 Reno, NV 89512-2845

[Payment Information](#)

[Special Assessment District](#)

[Installment Date Information](#)

[Assessment Information](#)

The Washoe County Treasurer's Office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (775) 328-2510 or tax@washoecounty.us

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox or Safari.



OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: CURTIS WILLIAM BECK
First Middle Last

List ALL other names you have been known by:

Residence address: 3928 PARK CIRCLE W CARMICHAEL CA 95608
Street City State Zip Code

Residence phone: Business phone: 916 936 9393

Name of your present business or employer: CWB EVENTS LLC

Business address: PO BOX 1747 CARMICHAEL CA 95609
Street City State Zip Code

Type of business: EVENT PRODUCTIONS Position: CEO

How long engaged in this business:

Date of birth: 4/28/1955 Age: 61 Place of birth: SAN FRANCISCO

Social Security Number: 572 90 3390

Driver's license number: N0447193 State: CA

List cities in which you have lived during the last ten years:

Table with 4 columns: Dates From and To, City, State. Rows include: JUN 2003 - MAY 2011 (VALENCIA, CA), MAY 2011 - APRIL 2016 (ACTON, CA), APRIL 2016 - CURRENT (CARMICHAEL, CA).

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.

CURTIS BECK
Printed name of applicant

[Signature]
Signature of applicant

2/6/17
Date

**OUTDOOR COMMUNITY EVENT  
CONTRIBUTORS OR INVESTORS LIST**

(List the names and addresses of any person contributing, investing or  
having an expected financial interest greater than \$500 in producing the event)  
(attach additional sheets if needed)

Name

Address

CWB EVENTS LLC

PO BOX 1747 CARMICHAEL CA

**ANCILLARY SERVICES OR ACTIVITIES LIST**

(List the names and addresses of any person expected to provide, for consideration,  
services or activities ancillary to or in conjunction with the event)  
(attach additional sheets if needed)

Name

Address

NONE

**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 CARMICHAEL CA on the 8<sup>th</sup> day of FEBRUARY, 2017.

CURTIS W BECK  
Printed name of applicant

[Signature]  
Signature of applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public in and for said county and state

My commission expires: \_\_\_\_\_

SEE ATTACHED FOR  
REQUIRED CALIFORNIA  
WORDING

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

**GOVERNMENT CODE § 8202**

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], *not* Notary)

*[A large blue diagonal line is drawn across this section, indicating that the attached document section is to be crossed out.]*

Signature of Document Signer No. 1

Signature of Document Signer No. 2 (if any)

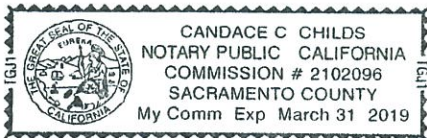
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of Sacramento

Subscribed and sworn to (or affirmed) before me  
 on this 8 day of Feb, 2017,  
 by Curtis Jr. Beck  
Date Month Year

(1) Curtis Jr. Beck  
 (and (2) N/A),  
Name(s) of Signer(s)

proved to me on the basis of satisfactory evidence  
 to be the person(s) who appeared before me.



Signature Candace Childs  
Signature of Notary Public

Seal  
 Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Release of Claims Document Date: Feb 8, 2017  
 Number of Pages: 2 Signer(s) Other Than Named Above: N/A

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

Pursuant to Washoe County Code §25.303, any applicant for a Washoe County outdoor community business license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor festival business 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:

<u>INCLINE VILLAGE FINE ART FESTIVAL</u>	<u>8/11-13/17</u>
Name of Event	Date(s) of Event
<u>CURTIS BECK</u>	
Applicant's name (printed)	Applicant's signature
Date: <u>2/6/17</u>	

**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.

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

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

I, \_\_\_\_\_ 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): \_\_\_\_\_

Proposed Outdoor Community Event: \_\_\_\_\_

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



Washoe County Treasurer  
 P.O. Box 30039, Reno, NV 89520-3039  
 ph: (775) 328-2510 fax: (775) 328-2500  
 Email: tax@washoecounty.us

Washoe County Treasurer  
 Tammi Davis

Account Detail

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Washoe County Parcel Information		
Parcel ID	Status	Last Update
12403233	Active	2/16/2017 2:10:17 AM
<b>Current Owner:</b> INCLINE VILLAGE GENERAL IMPROVEMENT DIST  893 SOUTHWOOD BLVD INCLINE VILLAGE, NV 89451		<b>SITUS:</b> 700 TAHOE BLVD INCLINE VILLAGE NV
<b>Taxing District</b> 5200	<b>Geo CD:</b>	
Legal Description		
SubdivisionName _UNSPECIFIED Lot Range 18 Township 16 Block Section 16		

Tax Bill (Click on desired tax year for due dates and further details)					
Tax Year	Net Tax	Total Paid	Penalty/Fees	Interest	Balance Due
2016	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2015	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2014	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2013	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2012	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total :					\$0.00

**Important Payment Information**

- **ALERTS:** If your real property taxes are delinquent, the search results displayed may not reflect the correct amount owing. Please contact our office for the current amount due.
- For your convenience, online payment is available on this site. E-check payments are accepted without a fee. However, a service fee does apply for online credit card payments. See Payment Information for details.

**Pay Online**

No payment due for this account.

**\$0.00**

**Pay By Check**

Please make checks payable to:  
 WASHOE COUNTY TREASURER

Mailing Address:  
 P.O. Box 30039  
 Reno, NV 89520-3039

Overnight Address:  
 1001 E. Ninth St., Ste D140  
 Reno, NV 89512-2845

- [Payment Information](#)
- [Special Assessment District](#)
- [Installment Date Information](#)
- [Assessment Information](#)

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