



Board of Adjustment Staff Report

Meeting Date: May 5, 2022

Agenda Item: 8C

ADMINISTRATIVE CASE NUMBER: WADMIN22-0005 (Renown Music and Miracles Concert)

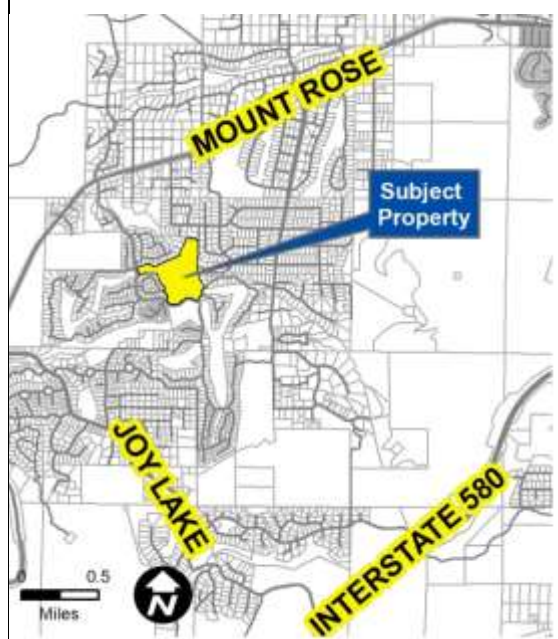
BRIEF SUMMARY OF REQUEST: An administrative permit for an outdoor community event with a fundraising concert

STAFF PLANNER: Katy Stark, Planner
Phone Number: 775.328.3618
Email: krstark@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for the Renown Health Foundation with a Beach Boys concert. The event will be held at Montreux Golf & Country Club Inc., 17150 Bordeaux Drive on June 5, 2022, from 1:30 PM to 8:00 PM with approximately 600 people in attendance.

Applicant:	Renown Health Foundation
Property Owner:	Montreux Golf & Country Club Inc.
Location:	17150 Bordeaux Drive
APN:	148-010-55
Parcel Size:	56.173 acres
Master Plan:	Suburban Residential (SR) & Rural (R)
Regulatory Zone:	50% Low Density Suburban (LDS) & 50% General Rural (GR)
Area Plan:	Forest
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	2 – Commissioner Lucey



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 Board of Adjustment approve Administrative Permit Case Number WADMIN22-0005 for Renown Health Foundation, 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 Page 8)

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Project Application Exhibit D

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Administrative Permit Definition

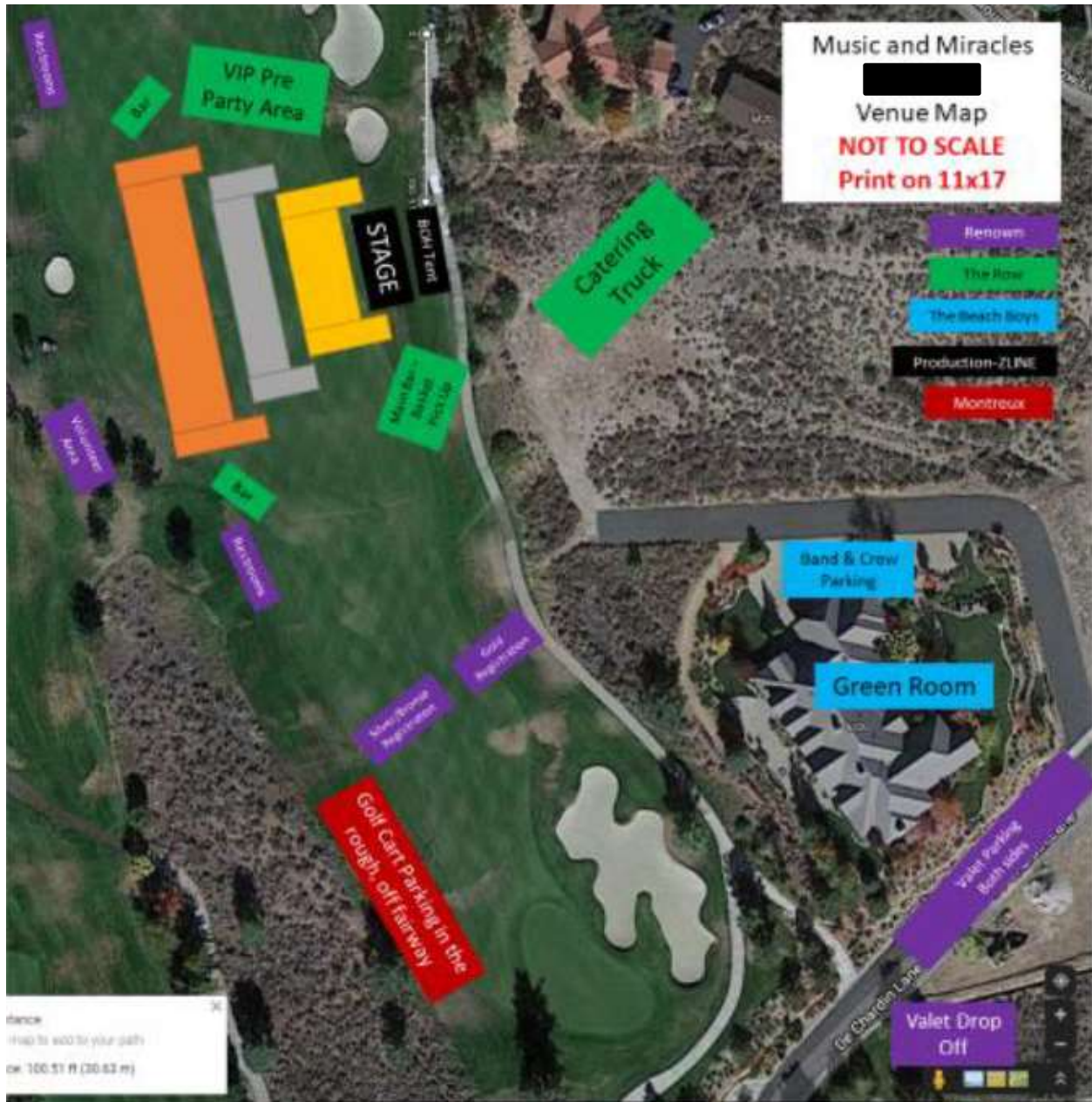
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board 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 WADMIN22-0005 is attached to this staff report and will be included with the action order, if approved.

The subject property is designated as Low Density Suburban (LDS) and General Rural (GR). Based on the applicant's estimated maximum number of attendees on any one day of the event (600), the event qualifies as an "outdoor community event" under WCC Section 110.25.272, which is allowed in the LDS and GR regulatory zones 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.



Overall Site Plan



Site Plan

Project Evaluation

The Renown Health Foundation is proposing an outdoor community event to hold a Beach Boys concert as a fundraiser on June 5, 2022. The event will be held at Montreux Golf & Country Club Inc., 17150 Bordeaux Drive, from 1:30 PM to 8:00 PM. Approximately 600 people are anticipated to attend the event, which is being called Music and Miracles. The event is raising funds for Renown Children's Hospital and "Sophie's Place", a dedicated music therapy space for Renown's youngest patients. Tickets will be sold before the event, and no tickets will be sold at the site on the day of the event. This is a private event and is not open to the general public.

Guests will be seated in pods of four people split into in three tiers. Each pod will be socially distanced from their neighbors. The first tier will have luxury couches, the second will have premium lawn chairs, and the third will have custom picnic blankets. Each pod will receive a picnic basket that includes two bottles of wine, a large selection of hor d'ouerves, as well as all the plates, glasses, and silverware. All the food and beverages are included in the ticket price. The Row and El Dorado will supply all the food and non-alcoholic beverages for the event. All the food will be prepared offsite at The Row's kitchens in downtown Reno, and The Row is a fully licensed company in Washoe County.

Music and Miracles will partner with Montreux security to provide general security and to ensure that only paid guests, staff, and volunteers have access to the Montreux grounds. A private firm will be hired to manage the crowd. Renown Health will provide security guards to assist the bands and other VIPs. All security guards will receive a briefing and tour of the venue prior to the event. Additionally, the Washoe County Sherriff's Department will be contacted and invited to send one to two deputies to assist during the event.

If evacuation is necessary, staff and volunteer leads have assigned areas of the crowd to contact and guide guests to a designated meeting place. Truckee Meadows Fire Protection District will be provided an event map and other details prior to the event. Fire extinguishers will be located on the stage, near the power generators, and in all catering areas. No cooking will happen on-site, and no stove or propane use will occur. No smoking is permitted at the event and will be enforced by staff and volunteers.

Music and Miracles has contracted with Quick Space to provide on-site portable restroom facilities for guests, staff, volunteers, and vendors. They will provide two executive trailer portable restrooms with universal stalls and handwashing stations. They will also provide two portable restroom units and handwashing stations, and the trailer units are ADA accessible.

All sound and stage needs are being provided by Moon Lighting and Sound in coordination with ZLINE Kitchen and Bath, the production team for Music and Miracles. The stage is a 32' x 24' Stageline Mobile Stage that will be trailered into place on June 4, 2022.

All guest parking will be managed by valet, and cars will be parked on only one side of surrounding streets to allow space for emergency vehicles and homeowners. Golf carts will be available to assist guests to registration and their seat as needed. Staff and volunteer parking will be on Lake Geneva Drive. REMSA Health will have an ambulance on site parked next to the Valet.

The catering vendor, The Row, will provide trashcans for use by guests, staff, and volunteers during the event. After the guests depart, all trash will be deposited in the dumpsters at the Montreux Clubhouse. Montreux staff will also ensure that the dumpsters are emptied following the event.

The event seating will be packed on June 5th following the event and placed on a trailer, which will be picked up on June 6th. All other event materials will be taken away by staff that night.

Forest Area Plan

The subject parcel is located within the Forest Area Plan in the Galena-Callahan Suburban Character Management Area. Staff was unable to find any relevant policies related to one-day outdoor community events.

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			
Washoe County Building & Safety	X	X	X	Dan Holly, dholly@washoecounty.gov
Washoe County Engineering & Capital Projects	X	X		Mitchell Fink, P.E., mfink@washoecounty.gov
Washoe County Planning & Building Director	X			
Washoe County Traffic	X			
WCSO Law Enforcement	X			
WCHD EMS	X	X		Sabrina Brasuell, sbrasuell@washoecounty.gov
WCHD Environmental Health	X	X	X	James English, jenglish@washoecounty.gov
TMFPD	X	X	X	Brittany Lemon, blemon@tmfpd.us
Regional Transportation Commission (All Apps)	X			
Washoe-Storey Conservation District (All Apps)	X	X		Jim Shaffer & Bret Tyler / shafferjam51@gmail.com & bretttyler2@gmail.com

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 Forest Area Plan.

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

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

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

Staff Comment: The event has been held at this location previously, and 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 for appropriate security for the duration of the event. Therefore, there will be no significant impact to the public health, safety or welfare. The event is unlikely to be injurious to the property or improvements of adjacent properties or detrimental to the character of the surrounding area.

- (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 that is required to be noticed for this administrative permit. Therefore, this finding does not need to be made.

Recommendation

After a thorough analysis and review, Administrative Permit Case Number WADMIN22-0005 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN22-0005 for Renown Health Foundation, 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 Forest 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 a one-day 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: Renown Health Foundation, Attn: Hannah Stigall
Foundation@renown.org
Hannah.Stigall@renown.org

Property Owner: Montreux Golf & Country Club, 18077 Bordeaux Dr., Reno, NV 89511



Conditions of Approval

Administrative Permit Case Number WADMIN22-0005

The project approved under Administrative Permit Case Number WADMIN22-0005 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on May 5, 2022. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

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

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

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

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

Washoe County Planning and Building Division

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

Contact Name – 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 plans approved as part of this license.
- c. The site shall be cleaned up and all trash removed within 2 days of the conclusion of the event.

Contact Name – Dan Holly, Plans Examiner Supervisor, 775.328.2027, dholly@washoecounty.gov

- d. If a tent will be used for the event, the applicant shall apply for a building permit for the tent 30 days prior to the event.

Washoe County Health District

2. The following condition is a requirement of the Health District, which shall be responsible for determining compliance with this condition. 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 Name – James English, EHS Supervisor, 775.328.2610, jenglish@washoecounty.gov

- a. If it is found the event is advertised to the general public, permits will be required as outlined in the District Board of Health Regulations Governing Food Establishments.

Truckee Meadows Fire Protection District

3. The following condition is a requirement of the Truckee Meadows Fire Protection District (TMFPD), which shall be responsible for determining compliance with this condition.

Contact Name – Brittany Lemon, Fire Captain – Fire Prevention, 775.326.6079, blemon@tmfpd.us

- a. This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply. <https://tmfpd.us/fire-code/>

Washoe County Conditions of Approval

- b. The applicant shall obtain a temporary operational permit from TMFPD for the tent.
- c. The applicant shall submit a public safety plan to TMFPD in compliance with 2018 IFC 403.12.2

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

Stark, Katherine

Subject: RE: Outdoor Community Event - FW: March Agency Review Memos I & II

From: Holly, Dan <DHolly@washoeconomy.gov>
Sent: Thursday, April 7, 2022 12:38 PM
To: Stark, Katherine <KRStark@washoeconomy.gov>
Subject: RE: Outdoor Community Event - FW: March Agency Review Memos I & II

Hi Katy: Just if they are doing a tent they will need to apply for a permit 30 days prior to the event. I hope this helps.



Please tell us how we did by taking a quick survey

Dan Holly

Plans Examiner Supervisor, Planning and Building Division | Community Services Department

dholly@washoeconomy.gov | Office hours: Monday and Friday 7:30-4:30

Direct line Office: (775) 328-2027

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



From: Kerfoot, Lacey <LKerfoot@washoeconomy.gov>
Sent: Monday, March 14, 2022 3:37 PM
To: Schull, Shyanne <SSchull@washoeconomy.gov>; Holly, Dan <DHolly@washoeconomy.gov>; Gustafson, Jennifer <jgustafson@da.washoeconomy.gov>; Large, Michael <mlarge@da.washoeconomy.gov>; Smith, Dwayne E. <DESmith@washoeconomy.gov>; Heeran, Jennifer <JHeeran@washoeconomy.gov>; Giesinger, Chad <CGiesinger@washoeconomy.gov>; West, Walt <WWest@washoeconomy.gov>; Wimer, Robert <RWimer@washoeconomy.gov>; Crump, Eric S <ECrump@washoeconomy.gov>; Kirschenman, Sophia <SKirschenman@washoeconomy.gov>; Simpson, Tim <TSimpson@washoeconomy.gov>; Hein, Stephen <SHein@washoeconomy.gov>; Handrock, Wayne <WHandrock@washoeconomy.gov>; Philumalee, Matthew <MPhilumalee@washoeconomy.gov>; Fink, Mitchell <MFink@washoeconomy.gov>; WRWC <WRWC@washoeconomy.gov>; Behmaram, Vahid <VBehmaram@washoeconomy.gov>; Weiss, Timber A. <TWeiss@washoeconomy.gov>; Bello, Marc <MBello@washoeconomy.gov>; Solferino, Corey <CSolferino@washoeconomy.gov>
Cc: Hauenstein, Mojra <MHauenstein@washoeconomy.gov>; Lloyd, Trevor <TLloyd@washoeconomy.gov>; Wines-Jennings, Tammy L <TWines-Jennings@washoeconomy.gov>; Emerson, Kathy <KEmerson@washoeconomy.gov>; Albarran, Adriana <AAlbarran@washoeconomy.gov>; Pelham, Roger <RPelham@washoeconomy.gov>; Bronczyk, Christopher <CBronczyk@washoeconomy.gov>; Stark, Katherine <KRStark@washoeconomy.gov>; Olander, Julee <JOlander@washoeconomy.gov>; Weiche, Courtney <CWeiche@washoeconomy.gov>
Subject: March Agency Review Memos I & II

Good afternoon,

Please find the attached **Agency Review Memo I & Agency Review Memo II** with cases received in March by the Washoe County Community Services Department, Planning and Building Division.

You've each been asked to review the applications for the items indicated below. The item descriptions and links to the applications are provided in the memo. Comments are due by March 28, 2022.

Please remember to send any agency review responses/comments directly to the Planner for the case, rather than replying to me.

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Shyanne (Animal Services): **Memo I – Item 1; Memo II – Item 5**

Dan (Building): **Memo I – Item 3; Memo II – Items 2, 3, 7 and 8**

Jen Gustafson (DA): **Memo I – Items 1 and 3**

Mike Large (DA): **Memo II – Item 1**

Dwayne / Jennifer (Engineering): **Memo I – All Items; Memo II – All Items (excluding 6 and 7)**

Chad (GIS): **Memo I – Items 1 and 2; Memo II – Item 1**

Walt and Rob (Land Dev.): **Memo I – All Items; Memo II – Items 1, 2, 6 and 7**

- I'll be dropping off a physical application with maps for the tentative map WTM22-003 (West 2<sup>nd</sup> Avenue Highlands)

Eric Crump (Operations): **Memo I – Items 1 and 2; Memo II – Item 7**

Sophia (Parks & OS): **Memo I – Items 1 and 3**

Tim (Sewer): **Memo I – Items 1 and 3; Memo II – Item 8**

Stephen (Street Naming): **Memo I – Item 3**

Wayne / Matt (Surveyor): **Memo I – Item 2**

Mitch (Traffic): **Memo I – Items 1 and 3; Memo II – Items 3, 5 and 7**

Kim Rigdon (Water Resource Planning): **Memo I – Item 1**

Vahid / Timber (Water Rights): **Memo I – Item 1 and 3; Memo II – Items 2, 5 and 8**

Captain Marc Bello / Captain Corey Solferino (WCSO): **Memo I – Items 1 and 3; Memo II – Item 3**

Regards,



**Lacey Kerfoot**

**Office Support Specialist, Planning & Building Division | Community Services Department**

[lkerfoot@washoecounty.gov](mailto:lkerfoot@washoecounty.gov) | Direct Line: 775.328.3606

**My working hours: Monday-Friday 7:00am to 3:30pm**

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)

CSD Office Hours: Monday-Friday 8:00am to 4:00pm

1001 East Ninth Street, Reno, NV 89512







# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Engineering and Capital Projects

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

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### INTEROFFICE MEMORANDUM

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**DATE:** March 28, 2022

**TO:** Katy Stark, Planner, Planning and Building Division

**FROM:** Mitchell Fink, P.E., Engineering and Capital Projects Division

**SUBJECT:** **WADMIN22-0005**  
**APN 148-010-55**  
**Renown Music and Miracles Concert**

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#### GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division has no comments.

MF/mf



**From:** [Program, EMS](#)  
**To:** [Stark, Katherine](#)  
**Cc:** [Program, EMS](#)  
**Subject:** FW: March Agency Review Memos I & II  
**Date:** Tuesday, March 15, 2022 11:47:42 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[March Agency Review Memo II.pdf](#)

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Hello,

The EMS Oversight Program has Administrative Permit Case Number WADMIN22-0005 (Renown Music and Miracles Concert) and due to permit stating REMSA Health will have an ambulance on site next to the Valet, the EMS Oversight Program does not currently have any questions, comments or concerns regarding this application.

Thank you,

Sabrina.

**Sabrina Brasuell**

EMS Coordinator | Epidemiology and Public Health Preparedness  
Washoe County Health District  
[sbrasuell@washoecounty.gov](mailto:sbrasuell@washoecounty.gov) | O: (775) 326-6043  
1001 E. Ninth St., Bldg. B. Reno, NV 89512

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**From:** Kerfoot, Lacey <LKerfoot@washoecounty.gov>  
**Sent:** Monday, March 14, 2022 3:38 PM  
**To:** Rosa, Genine <GRosa@washoecounty.gov>; Restori, Joshua <JRestori@washoecounty.gov>; Program, EMS <EMSProgram@washoecounty.gov>; English, James <JEnglish@washoecounty.gov>; Rubio, Wesley S <WRubio@washoecounty.gov>; Kelly, David A <DAKelly@washoecounty.gov>  
**Cc:** EHS Plan Review <EHSPlanReview@washoecounty.gov>; Albarran, Adriana <AAlbarran@washoecounty.gov>; Pelham, Roger <RPelham@washoecounty.gov>; Bronczyk, Christopher <CBronczyk@washoecounty.gov>; Stark, Katherine <KRStark@washoecounty.gov>; Olander, Julee <JOlander@washoecounty.gov>; Weiche, Courtney <CWeiche@washoecounty.gov>  
**Subject:** March Agency Review Memos I & II

Good afternoon,

Please find the attached [Agency Review Memo I & Agency Review Memo II](#) with cases received in March by the Washoe County Community Services Department, Planning and Building Division.

You've been asked to review the following applications:

- Air Quality: [Memo I – Items 1 and 3; Memo II – Item 7](#)
- EMS: [Memo I - Items 1 and 3; Memo II – Items 2, 3 and 7](#)

- Environmental Health: **Memo I - Items 1 and 3; Memo II – Items 2, 3, 4, 5, 7 and 8**

The item descriptions and links to the applications are provided in the memo. Comments are due by March 28, 2022.

Please remember to send any agency review responses/comments directly to the Planner for the case, rather than replying to me.

Regards,



**Lacey Kerfoot**  
**Office Support Specialist, Planning & Building Division | Community Services Department**  
[lkerfoot@washoecounty.gov](mailto:lkerfoot@washoecounty.gov) | Direct Line: 775.328.3606

My working hours: Monday-Friday 7:00am to 3:30pm

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)  
Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)  
CSD Office Hours: Monday-Friday 8:00am to 4:00pm  
1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?  
[Submit a Nomination](#)

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

March 15, 2022

Washoe County Community Services  
Planning and Development Division

RE: Renown Music and Miracles Concert; 148-010-55  
Administrative Review; WADMIN22-0005

Dear Washoe County Staff:

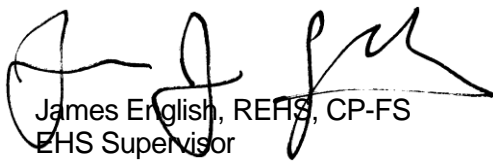
The following conditions are requirements of the Washoe County Health District, Environmental Health Division, which shall be responsible for determining compliance with these conditions.

**Contact Name – James English - [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)**

- a) Condition #1: Based on the application notes that tickets will be sold only to a private guest list, WCHD will not require any special event permits or temporary food permits.
- b) Condition #2: If it is found the event is advertised to the general public, permits will be required as outlined in the District Board of Health Regulations Governing Food Establishments.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us) regarding all Health District comments.

Sincerely,



James English, REHS, CP-FS  
EHS Supervisor  
Environmental Health  
Washoe County Health District



**From:** [Lemon, Brittany](#)  
**To:** [Stark, Katherine](#)  
**Cc:** [Way, Dale](#)  
**Subject:** RE: WADMIN22-0005 (Renown Music and Miracles Concert)  
**Date:** Thursday, April 7, 2022 8:34:55 AM  
**Attachments:** [image001.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

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Hi Katy,

We will keep the standard language and add the temporary operational permit for the tent, and a public safety plan in compliance with the 2018 IFC.

Thank you!

## **Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfspd.us](mailto:blemon@tmfspd.us) | Office: 775.326.6079 | Cell: 775.379.0584

3663 Barron Way, Reno, NV 89511



*"Committed to excellence, service, and the protection of life and property in our community"*

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**From:** Stark, Katherine <KRStark@washoecounty.gov>  
**Sent:** Thursday, April 7, 2022 8:03 AM  
**To:** Lemon, Brittany <BLemon@tmfspd.us>  
**Cc:** Way, Dale <DWay@tmfspd.us>; Stark, Katherine <KRStark@washoecounty.gov>  
**Subject:** RE: WADMIN22-0005 (Renown Music and Miracles Concert)

Thanks Brittany!

I'll add that to the conditions. Do you want your standard language (below) in the conditions too, or just the temporary operational permit from TMFPD for the tent and a public safety plan?

"This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply."

<https://tmfspd.us/fire-code/>.

Thank you,





Please tell us how we did by taking a quick [survey](#)

**Katy Stark**

**Planner, Planning & Building Division | Community Services Department**

[krstark@washoecounty.gov](mailto:krstark@washoecounty.gov) | Direct Line: 775.328.3618

My working hours: Monday-Friday 7:00 am to 4:00 pm

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)

CSD Office Hours: Monday-Friday 8:00am to 4:00pm

1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?

[Submit a Nomination](#)

---

**From:** Lemon, Brittany <[BLemon@tmfpd.us](mailto:BLemon@tmfpd.us)>

**Sent:** Thursday, April 7, 2022 6:59 AM

**To:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Cc:** Way, Dale <[DWay@tmfpd.us](mailto:DWay@tmfpd.us)>

**Subject:** RE: WADMIN22-0005 (Renown Music and Miracles Concert)

Hi Katy,

They will need a permit from temporary operational permit from TMFPD for the tent and a public safety plan. I am working with Hannah on that, but if you can add that we would appreciate it.

**Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584

3663 Barron Way, Reno, NV 89511



*"Committed to excellence, service, and the protection of life and property in our community"*

---

**From:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Sent:** Wednesday, April 6, 2022 4:36 PM

**To:** Lemon, Brittany <[BLemon@tmfpd.us](mailto:BLemon@tmfpd.us)>

**Cc:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Subject:** RE: WADMIN22-0005 (Renown Music and Miracles Concert)

Hi Brittany,

How did things go with Hannah for this case? Do you have any conditions you'd like me to include with the staff report and conditions of approval?

Thank you!



Please tell us how we did by taking a quick [survey](#)

**Katy Stark**

**Planner, Planning & Building Division | Community Services Department**

[krstark@washoecounty.gov](mailto:krstark@washoecounty.gov) | Direct Line: 775.328.3618

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Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)

CSD Office Hours: Monday-Friday 8:00am to 4:00pm

1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?

[Submit a Nomination](#)

---

**From:** Lemon, Brittany <[BLemon@tmfpd.us](mailto:BLemon@tmfpd.us)>  
**Sent:** Monday, March 28, 2022 8:45 AM  
**To:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>  
**Subject:** RE: WADMIN22-0005 (Renown Music and Miracles Concert)

Hi Katy,

She did! I am going to call her back today.

Thanks!

**Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584

3663 Barron Way, Reno, NV 89511



*"Committed to excellence, service, and the protection of life and property in our community"*

---

**From:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>  
**Sent:** Monday, March 28, 2022 8:33 AM  
**To:** Lemon, Brittany <[BLemon@tmfpd.us](mailto:BLemon@tmfpd.us)>  
**Cc:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Subject:** FW: WADMIN22-0005 (Renown Music and Miracles Concert)

Hi Brittany,

I wanted to check in. Have you received a return phone call or email from Hannah with the information you need for this case?

Thanks!



Please tell us how we did by taking a quick [survey](#)

**Katy Stark**  
Planner, Planning & Building Division | Community Services Department

[krstark@washoecounty.gov](mailto:krstark@washoecounty.gov) | Direct Line: 775.328.3618

My working hours: Monday-Friday 7:00 am to 4:00 pm

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)  
Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)  
CSD Office Hours: Monday-Friday 8:00am to 4:00pm  
1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?  
[Submit a Nomination](#)

---

**From:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Sent:** Wednesday, March 23, 2022 3:25 PM

**To:** Hannah Stigall <[Hannah.Stigall@renown.org](mailto:Hannah.Stigall@renown.org)>

**Cc:** Lemon, Brittany <[BLemon@tmfpd.us](mailto:BLemon@tmfpd.us)>; Way, Dale <[DWay@tmfpd.us](mailto:DWay@tmfpd.us)>; Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>

**Subject:** FW: WADMIN22-0005 (Renown Music and Miracles Concert)

Good afternoon Hannah,

I am not sure if you have already spoken with Brittany Lemon (Fire Captain – Fire Prevention), but please see her email below. Please provide all of the documents requested by Brittany, and respond to her question regarding the total number of event participants. Please copy me on your responses to Brittany so that I can add the documents to my staff report evaluation.

Thank you,



Please tell us how we did by taking a quick [survey](#)

**Katy Stark**  
Planner, Planning & Building Division | Community Services Department

[krstark@washoecounty.gov](mailto:krstark@washoecounty.gov) | Direct Line: 775.328.3618

My working hours: Monday-Friday 7:00 am to 4:00 pm

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)  
Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)  
CSD Office Hours: Monday-Friday 8:00am to 4:00pm  
1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?  
[Submit a Nomination](#)

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**From:** Lemon, Brittany <[BLEmon@tmfpd.us](mailto:BLEmon@tmfpd.us)>  
**Sent:** Tuesday, March 22, 2022 11:18 AM  
**To:** Stark, Katherine <[KRStark@washoecounty.gov](mailto:KRStark@washoecounty.gov)>  
**Cc:** Way, Dale <[DWay@tmfpd.us](mailto:DWay@tmfpd.us)>  
**Subject:** WADMIN22-0005 (Renown Music and Miracles Concert)

Hi Katy,

I called the contact, Hannah, to get more information on these event. To provide conditions of approval we will a detailed map with tent sizes and tent locations in regard to lot lines, buildings or other tents and parked vehicles. It appears from the map that there will be a stage with bleachers, we will need the size of the stage, and it will require a structural report with an engineer's stamp. We will also need a public safety plan in compliance with 2018 IFC 403.12.2. The event shows that there will be 600 participants, and only 550 spectators for a total of 600. Is the correct total? Depending on the answers to these questions it more than likely will require a temporary operational permit.

As mentioned, I have a call in to Hannah, however, we will need more information to provide a complete review of this proposal.

Thank you.

## **Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584

3663 Barron Way, Reno, NV 89511



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Washoe-Storey Conservation District

Bret Tyler Chairmen  
Jim Shaffer Treasurer  
Cathy Canfield Storey app  
Jean Herman Washoe app

1365 Corporate Blvd.  
Reno NV 89502  
775 857-8500 ext. 131  
nevadaconservation.com

March 21, 2022

Washoe County Community Services Department

C/O Katy Stark, Planner

1001 E Ninth Street, Bldg. A

Reno, NV 89512

R: WADMIN22-0005 Renown Music and Miracles Concert

Dear Katy,

In reviewing the administrative permit for an outdoor community event, the Conservation District has no comments on the project.

Thank you for providing us the opportunity to review the project that may have impacts on our natural resources and any questions call us at (775)750-8272.

Sincerely,

Jim Shaffer





**WASHOE COUNTY**  
**COMMUNITY SERVICES**  
**INTEGRITY COMMUNICATION SERVICE**

P.O. Box 11130  
Reno, Nevada 89520-0027  
Phone: (775) 328-3600  
Fax: (775) 328-3699

March 24, 2022

TO: Katy Stark, Planner, CSD, Planning & Development Division

FROM: Timber Weiss, Licensed Engineer, CSD

SUBJECT: Administrative Permit Case Number WADMIN22-0005 (Renown Music and Miracles Concert)

**Project description:**

For hearing, discussion and possible action to approve an administrative permit for an outdoor community event for the Renown Health Foundation with a Beach Boys concert. The event will be held at Montreux The following case is tentatively scheduled to be heard by Golf & Country Club Inc., 17150 Bordeaux Drive on June 5, 2022, from 1:30 PM to 8:00 PM with approximately 600 people in attendance.

Location: 17150 Bordeaux Drive. Montreux Golf Course, Assessor's Parcel Number: 148-010-55.

*The Community Services Department (CSD) recommends approval of this project with the following Water Rights comments and/or conditions:*

**Comments:**

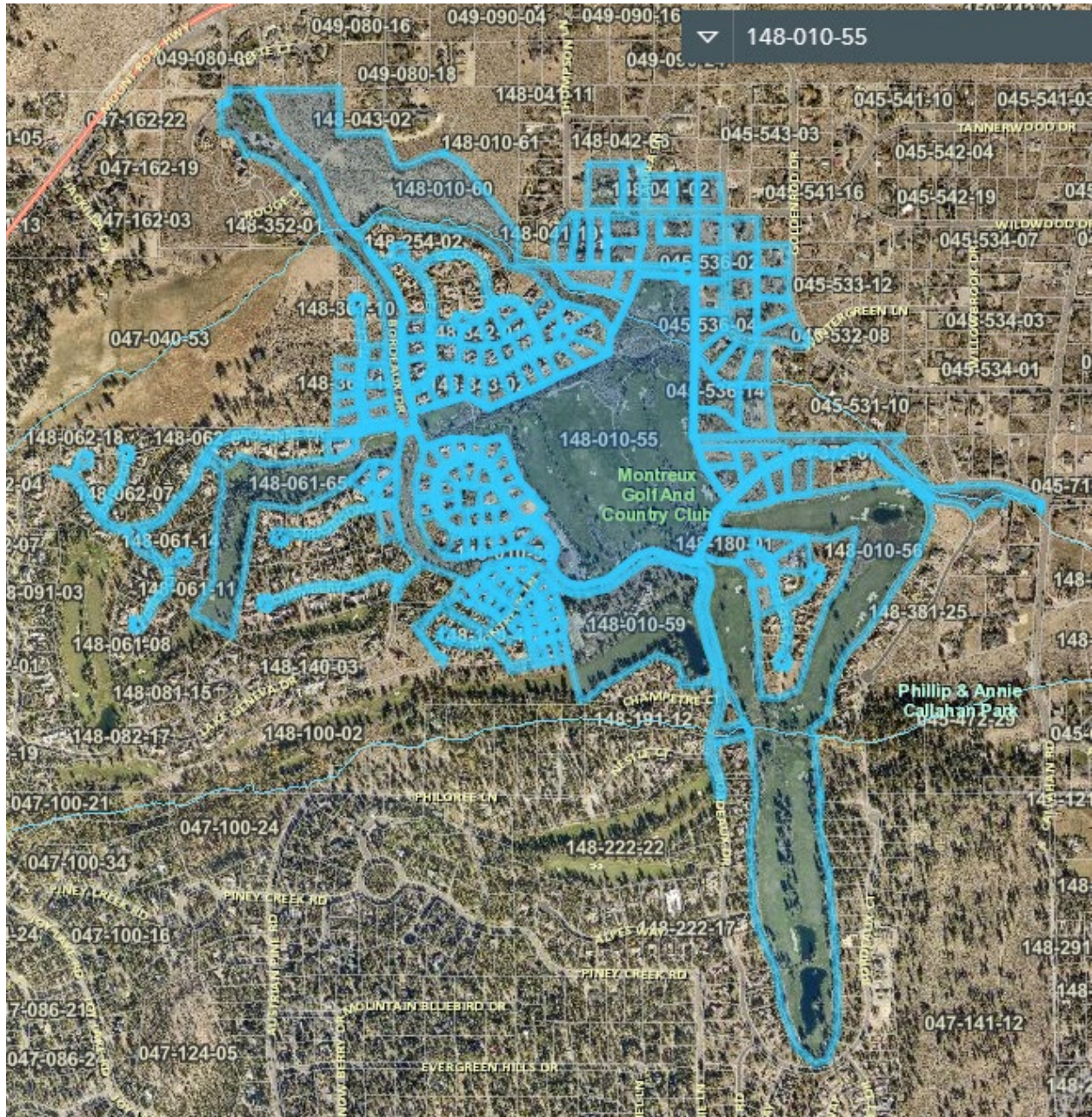
This parcel is within TMWA service area and currently receives municipal water service from TMWA. The applicant shall conform with the requirements of TMWA in regards to water rights and water service..

**Conditions:**

There are no conditions of approval for this permit.

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



**Public Notice Map**

**Administrative Permit Case Number WADMIN22-0005**

**OUTDOOR  
COMMUNITY EVENT  
LICENSE APPLICATION**

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

**(775) 328-3733**

**[www.washoecounty.us](http://www.washoecounty.us)**



**OUTDOOR COMMUNITY EVENT APPLICATION**

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

Application date: \_\_\_\_\_

**Applicant Information**

Applicant's name: Renown Health Foundation

Mailing address: 245 E. Liberty, Suite 400 Reno NV 89501  
Street or PO Box City State Zip code

Phone: 775-982-5545 (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

Email: Foundation@renown.org

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 |
|------|---------|-------|
|      |         |       |
|      |         |       |
|      |         |       |

**Event Information**

Name of Event: Music and Miracles

Date(s) of Event: 10/5/2022 Hours of operation: 1:30pm - 8pm

Location of Event: Montreux Golf & Country Club, 18077 Bordeaux Dr. Reno, NV 89511

Assessor Parcel Number(s): \_\_\_\_\_

Description of Event: See attached

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

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

If yes, amount and type of fee(s): Tiered pricing for 4 person tables; \$10,000; \$5,000; \$2,500

When will fee be collected?  Pre-sales  At entrance

Approximate number of participants and other persons: 1000

Approximate number of customers and spectators: 550

Approximate maximum number of persons on any one day of the event: 1000

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

## OUTDOOR COMMUNITY EVENT LICENSE

### Insurer Information

*(see Insurance, Hold Harmless & Indemnification Requirements)*

Name of Insurer: J Smith Lanier & Co - Birmingham Policy number: PH1806724

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

Address of Insurer: 10 Inverness Center Parkway Birmingham AL 35242  
Street City State Zip code

Limits of liability: \$15,000,000

### HISTORY OF SIMILAR EVENTS

*(attach additional sheets if needed)*

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

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### Vendor List

*(attach additional sheets if needed)*

| Name of Vendor                                     | Type of service or product                 |
|----------------------------------------------------|--------------------------------------------|
| <u>Montreux Golf &amp; Country Club</u>            | <u>Venue</u>                               |
| <u>ZLine Kitchen &amp; Bath</u>                    | <u>Event production &amp; band</u>         |
| <u>Inoon lighting &amp; sound</u>                  | <u>Stage, lighting, sound, instruments</u> |
| <input checked="" type="checkbox"/> <u>The Row</u> | <u>Catering</u>                            |
| <u>M.E.L.E Co., LLC / The Beach Boys</u>           | <u>Entertainment</u>                       |
| <u>Quick Space</u>                                 | <u>Restrooms</u>                           |
| <u>Camelot</u>                                     | <u>Tents</u>                               |
| <u>Nevada <del>Red</del> Premiere Valet</u>        | <u>Valet</u>                               |
| <u>Red Carpet Events &amp; Design</u>              | <u>Decor</u>                               |
| <u>Unity</u>                                       | <u>Furniture Rentals</u>                   |
|                                                    |                                            |
|                                                    |                                            |
|                                                    |                                            |



**OUTDOOR COMMUNITY EVENT  
STATEMENT OF ASSETS**

As of February 17, 2022

(Describe fully and indicate assets pledged)

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

**Current Assets**

|                                                                            |                     |
|----------------------------------------------------------------------------|---------------------|
| Cash on hand _____                                                         | \$ <u>2,776,000</u> |
| 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) |                     |
| _____                                                                      | \$ <u>3,964,000</u> |
| _____                                                                      | \$ _____            |
| Other current assets                                                       |                     |
| _____                                                                      | \$ <u>1,301,000</u> |
| _____                                                                      | \$ _____            |

**Investments**

|                                                                                              |                      |
|----------------------------------------------------------------------------------------------|----------------------|
| Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet) |                      |
| _____                                                                                        | \$ <u>19,449,000</u> |
| _____                                                                                        | \$ _____             |
| _____                                                                                        | \$ _____             |
| 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 |          |
| _____                                   | \$ _____ |
| _____                                   | \$ _____ |
| _____                                   | \$ _____ |

|                           |                      |
|---------------------------|----------------------|
| <b>Total Assets</b> ..... | \$ <u>27,920,000</u> |
|---------------------------|----------------------|

Hannah Stigall  
Print Name

Hannah Stigall  
Signature

2/17/2022  
Date





**OUTDOOR COMMUNITY EVENT  
PERSONAL HISTORY**

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

Name in full: Hannah Margot Elizabeth Stigall  
First Middle Last

List ALL other names you have been known by: \_\_\_\_\_

Residence address: [redacted] [redacted] [redacted] [redacted] [redacted] [redacted]  
Street City State Zip Code

Residence phone: [redacted] [redacted] [redacted] Business phone: 775-982-4100

Name of your present business or employer: Boncun Health Foundation

Business address: 245 E. Liberty, Suite 400 Reno NV 89501  
Street City State Zip Code

Type of business: Charity Position: Development Specialist

How long engaged in this business: 2 months

Date of birth: [redacted] [redacted] Age: [redacted] Place of birth: Reno, NV

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

| Dates From and To | City | State |
|-------------------|------|-------|
|                   |      |       |
|                   |      |       |
|                   |      |       |

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.

Hannah Stigall  
Printed name of applicant

Hannah Stigall  
Signature of applicant

2/17/2022  
Date

**OUTDOOR COMMUNITY EVENT  
RELEASE OF CLAIMS**

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

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

**AUTHORIZATION TO RELEASE INFORMATION**

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

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

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

IN WITNESS WHEREOF, I have executed this release at Montreux Golf & Country Club on the 24 day of February, 2022.

Hannah Stigall  
Printed name of applicant

Hannah Stigall  
Signature of applicant

Subscribed and sworn to before me this 24 day of Feb, 2022

Joanne Tapia, Washoe, NV  
Notary Public in and for said county and state

Joanne Tapia  
JOANNE TAPIA  
NOTARY PUBLIC  
STATE OF NEVADA  
APPT. NO. 15-2499-2  
MY APPT. EXPIRES APRIL 08, 2025

My commission expires: Apr. 08, 2025

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

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

**INDEMNIFICATION & HOLD HARMLESS**

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

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

**INSURANCE REQUIREMENTS**

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

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

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

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

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

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

|                                                     |                                                |
|-----------------------------------------------------|------------------------------------------------|
| <u>Music and Miracles</u><br>Name of Event          | <u>6/15/2022</u><br>Date(s) of Event           |
| <u>Hannah Stigall</u><br>Applicant's name (printed) | <u>Hannah Stigall</u><br>Applicant's signature |
| Date: <u>2/17/2022</u>                              |                                                |

## Music and Miracles Concert – June 5, 2022

### Event Description

The inaugural Music and Miracles will take place on June 5, 2022. Headliners, The Beach Boys will provide an outstanding concert on the fairway at Montreux Golf and Country Club. This concert will benefit Renown Children’s Hospital and Sophie’s Place. Funds raised will support pediatric care and the construction and programming for Sophie’s Place, a dedicated music therapy space for Renown’s youngest patients.

Guests will be seated in pods of four people split into in three tiers. Each pod will be socially distanced from their neighbors. The first tier will have luxury couches, the second will have premium lawn chairs, and the third will have custom picnic blankets. Each pod will receive a picnic basket that includes two bottles of wine, a large selection of hor d’ouerves, as well as all the plates, glasses, and silverware. All the food and beverages are included in the ticket price. All food will be prepared offsite. All food and beverages are being donated for the event.

### Event Roles and Vendors

- Renown Health Foundation: overall event planning, communications, staffing, providing volunteers
- Montreux Golf and Country Club: the organization donating the use of the venue.
- ZLINE Kitchen and Bath: the event title sponsor, production team, and marketing. ZLINE staff are donating their time and expertise. Many of their staff have extensive backgrounds in concert planning and music festivals in addition to marketing and design experience. This expertise is essential to the execution of a successful event. Their staff also have a band, “Hourly Rate” that will be the opening act at the concert. ZLINE is a private company based in Washoe County.
- Moon Lighting and Sound: specializes in concert sound and lighting rentals, with sales and support from all the major manufactures. They are providing all the sound, lighting, stage, musical instruments, generators, and other equipment needed for the event. Moon Lighting and Sound is a private company based in Washoe County.
- The Row/El Dorado: the caterer is supplying all the food and non-alcoholic beverages for the event. All the food will be prepared offsite at The Row’s kitchens in downtown Reno. The Row is a fully licensed company in Washoe County.
- M.E.L.E. CO., LLC: they are the promoter of “The Beach Boys” and are the contracting organization coordinating the band’s appearance. They are a Nevada corporation.
- Timeline

| Day/Time                             | What                                                                                                                                  | Location         | Who                                         | Notes |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------|-------|
| <b>Saturday, June 4<sup>th</sup></b> |                                                                                                                                       |                  |                                             |       |
| 10 a.m.                              | Arrive at Montreux for load-in<br>Vendor load-in<br>- Stage/AV<br>- Restrooms<br>- Greenroom/Tents<br>- Gold Couches<br>- Décor, etc. | Practice Hole #3 | Hannah<br>Nick/Daniel<br>Moonlight<br>Unity |       |
| <b>Sunday, June 5<sup>th</sup></b>   |                                                                                                                                       |                  |                                             |       |
| 8 a.m.                               | Finish load-in                                                                                                                        |                  |                                             |       |



|                                    |                                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------|----------------------------------|
| 9 a.m.                             | Venue set-up<br>- Blankets, couches and chairs need to be assembled<br>- Event signage<br>- Registration, etc.                                                                                                                                                                                           | Practice Hole #3                            | Hannah Nick/Daniel<br>El Dorado<br>The Beach Boys |                                  |
| 9 am                               | The Beach Boys load in<br>- Will need to disconnect and then tow trailer to stage-TBD                                                                                                                                                                                                                    | Practice Hole #3                            | Nick/Daniel<br>The Beach Boys                     |                                  |
| 12 p.m.                            | Sound Check-Line Check                                                                                                                                                                                                                                                                                   | Stage                                       | The Beach Boys                                    |                                  |
| 1 p.m.                             | Set-Up Complete/Guest Ready                                                                                                                                                                                                                                                                              |                                             |                                                   |                                  |
| 1:30 – 2:30 p.m.                   | VIP Reception                                                                                                                                                                                                                                                                                            | Practice Hole #3, north of stage on fairway | Stuart/Jerry<br>El Dorado                         |                                  |
| 2 p.m.                             | Doors Open<br>- Guests valet cars at bottom of practice hole, on Bordeaux Drive<br>- Walk up to registration, or ride up in golf carts<br>- Guests check in at registration<br>- Receive picnic basket, seating assignment<br>- Usher (preferably a Foundation board member) will lead guests to blanket |                                             | ZLINE, Hannah, Volunteers                         |                                  |
| 3:00 p.m.                          | <i>Hourly Rate</i> plays 20 min set                                                                                                                                                                                                                                                                      |                                             | Hourly Rate                                       |                                  |
| 3:20 p.m.                          | Welcome from Emcee,                                                                                                                                                                                                                                                                                      |                                             | Mike P.                                           |                                  |
| 3:30 p.m.                          | Steve Young & Barbara                                                                                                                                                                                                                                                                                    |                                             |                                                   |                                  |
| 3:40 p.m.                          | Live Auction                                                                                                                                                                                                                                                                                             |                                             | Mike P.                                           |                                  |
| 4:05 pm                            | Beach Boys take stage, play                                                                                                                                                                                                                                                                              |                                             |                                                   |                                  |
| 5:35 p.m.                          | Beach Boys end; Emcee, Emmalee, Steve Young thank everyone for coming                                                                                                                                                                                                                                    |                                             | Emcee, Steve Young                                |                                  |
| 5:45 p.m.                          | Background music plays as guests leave                                                                                                                                                                                                                                                                   |                                             |                                                   |                                  |
| 6:15 p.m.                          | Start breakdown                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
| 8:00 p.m.                          | Wrap up event breakdown                                                                                                                                                                                                                                                                                  |                                             |                                                   | County Noise Ordinance – 10 p.m. |
| <b>Sunday, June 6<sup>th</sup></b> |                                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
| 9 a.m                              | Complete event breakdown                                                                                                                                                                                                                                                                                 |                                             |                                                   |                                  |

## Ticket Sales and Pricing

Tickets are being sold online and via the phone to a private guest list with a maximum capacity of 525 guests. Some tickets will be given away to sponsors and other supporters of Renown Health Foundation, including 40 for frontline healthcare workers. Sales will continue until August 23, 2021. No tickets will be available at the event. All ticket and sponsorship packages will include donated food and beverages. Attendees will receive directions and an FAQ two weeks prior to the event.

### Ticket Options

- Tier 1 – Gold Level: \$10,000
  - Premium sofa seating for four guests in a private pod
- Tier 2 – Silver Level: \$5,000
  - Preferred lawn chair seating for four guests in a private pod
- Tier 3 – Bronze Level: \$2,500
  - General picnic blanket seating for four guests in a private pod

### Sponsor Options

#### **Title Sponsor: \$100,000**

- Eight Tier 1 seating groups, 32 total tickets
- Twenty tickets to VIP pre-party

#### **Premiere Sponsor: \$75,000**

- Five Tier 1 seating groups, 20 total tickets
- Ten tickets to VIP pre-party

#### **Harmony Sponsor: \$50,000**

- Three Tier 1 seating groups, 12 total tickets
- Six tickets to VIP pre-party
- Year-Round Recognition on Annual Giving wall at Renown Regional Medical Center

#### **Roadie Sponsor: \$25,000**

- One Tier 1 seating group, 4 total tickets
- Four tickets to VIP pre-party

#### **Note Sponsor: \$25,000 (two available)**

- Three Tier 2 seating groups, 12 total tickets

#### **Touring Sponsor: \$10,000 (six available)**

- One Tier 3 seating group, four total tickets

## Security

Music and Miracles will partner with Montreux security to provide overnight and general event security, including ensuring that only paid guests, staff, and volunteers have access to the Montreux grounds. For the venue, a private firm will be hired to manage the crowd, and Renown Health will provide security guards to assist the bands and other VIPs. All security guards will receive a briefing and tour of the venue prior to the event. Additionally, the Washoe County Sheriff's Department will be contacted and invited to send one to two deputies to assist during the event.



In case of emergency, staff and volunteers will contact the following people, who will then call 911 if necessary.

- Hannah Stigall
- Gregory Walaitis
- John Scott

If evacuation is necessary, staff and volunteer leads have assigned areas of the crowd to contact and guide guests to a designated meeting place. All vendors will also be made aware of the plan. In case of fire, Truckee Meadows Fire Protection District will be provided an event map and other details prior to the event. Fire extinguishers will be located on the stage, near the power generators, and in all catering areas. No cooking will happen onsite and no stoves or propane use will occur. No smoking is permitted at the event and will be enforced by staff and volunteers. Guests will be notified in their event FAQs.

### Sanitation Facilities

Music and Miracles have contracted with Quick Space to provide on-site portable restroom facilities for guests, staff, volunteers, and vendors. Their business is located in Washoe County and is compliance with Washoe County health regulations. They will provide two executive trailer portable restrooms with universal stalls and handwashing stations. They will also provide two portable restroom units and handwashing stations. The trailer units are ADA accessible. All units will be delivered on September 1 and removed on September 3. Placement of the units will be reflected on the map. Units will be placed a minimum of 50 feet from catering.

Water for the event will be brought in by the caterer and staff.

### Medical Services

While not required, REMSA Health will have an ambulance on site parked next to the Valet.

### Transportation and Parking Plan

Staff and volunteer parking will be on Lake Geneva Dr. All guest parking will be managed by valet and cars will be parked on only one side of the surrounding streets to allow space for emergency vehicles and home owners. Golf carts will be available to assist guests to registration and their seat as needed.

### Communication

On-site communication between staff and volunteers will be handled through cell phones and radios. All staff and volunteers will be briefed on the proper channels for communication and the process to elevate issues. Guest communication will be handled either face to face or via the sound system on stage.

### Sound and Stage Plan

All sound and stage needs are being provided by Moon Lighting and Sound in coordination with ZLINE Kitchen and Bath, the production team for Music and Miracles. ZLINE has a number of employees with extensive concert and music festival experience that have agreed to donate their time to putting on the event. The stage is a 32' x 24' Stageline Mobile Stage that will be trailered into place on September 1. It will include a roof w/ pre installed rig points, 2 - 2,500lbs ds sound extensions, 4 - ds lighting overhang extensions, upstage 3 sides wind wall, upstage 3 sides handrail, 2 - stair units w/handrail, banner kit, and stage skirt. The speakers and lights are specified by the bands and will be attached to the stage. There will also be a 20'x10' LED wall for video projection during the event. A 70Kva Whisper Watt generator will provide onsite power for all the sound, lighting, and stage needs.

Post event lighting will be provided by a large light tower that will illuminate the entirety of the event space enabling safe guest exit and event clean up.

### Clean-up and Trash Removal

The catering vendor, The Row, will provide trashcans for use by guests, staff, and volunteers during the event. After the guests depart, all trash will be deposited in the dumpsters at the Montreux Clubhouse. Montreux staff will ensure the dumpster is empty prior to the event and is able to hold all the trash generated by the event in addition to that which the Clubhouse generates through their normal business. Montreux will also ensure that the dumpster is emptied following the event.

The event seating will be packed up on September 2 and placed on the trailer for the furniture rental vendor, Unity. They will pick up the trailer on September 3. All other event materials will be packed up and taken away by staff that night.

### Event Maps







## Music and Miracles Concert – June 5, 2022

### Event Description

The inaugural Music and Miracles will take place on June 5, 2022. Headliners, The Beach Boys will provide an outstanding concert on the fairway at Montreux Golf and Country Club. This concert will benefit Renown Children’s Hospital and Sophie’s Place. Funds raised will support pediatric care and the construction and programming for Sophie’s Place, a dedicated music therapy space for Renown’s youngest patients.

Guests will be seated in pods of four people split into in three tiers. Each pod will be socially distanced from their neighbors. The first tier will have luxury couches, the second will have premium lawn chairs, and the third will have custom picnic blankets. Each pod will receive a picnic basket that includes two bottles of wine, a large selection of hor d’ouerves, as well as all the plates, glasses, and silverware. All the food and beverages are included in the ticket price. All food will be prepared offsite. All food and beverages are being donated for the event.

### Event Roles and Vendors

- Renown Health Foundation: overall event planning, communications, staffing, providing volunteers
- Montreux Golf and Country Club: the organization donating the use of the venue.
- ZLINE Kitchen and Bath: the event title sponsor, production team, and marketing. ZLINE staff are donating their time and expertise. Many of their staff have extensive backgrounds in concert planning and music festivals in addition to marketing and design experience. This expertise is essential to the execution of a successful event. Their staff also have a band, “Hourly Rate” that will be the opening act at the concert. ZLINE is a private company based in Washoe County.
- Moon Lighting and Sound: specializes in concert sound and lighting rentals, with sales and support from all the major manufactures. They are providing all the sound, lighting, stage, musical instruments, generators, and other equipment needed for the event. Moon Lighting and Sound is a private company based in Washoe County.
- The Row/El Dorado: the caterer is supplying all the food and non-alcoholic beverages for the event. All the food will be prepared offsite at The Row’s kitchens in downtown Reno. The Row is a fully licensed company in Washoe County.
- M.E.L.E. CO., LLC: they are the promoter of “The Beach Boys” and are the contracting organization coordinating the band’s appearance. They are a Nevada corporation.
- Timeline

| Day/Time                             | What                                                                                                                                  | Location         | Who                                         | Notes |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------|-------|
| <b>Saturday, June 4<sup>th</sup></b> |                                                                                                                                       |                  |                                             |       |
| 10 a.m.                              | Arrive at Montreux for load-in<br>Vendor load-in<br>- Stage/AV<br>- Restrooms<br>- Greenroom/Tents<br>- Gold Couches<br>- Décor, etc. | Practice Hole #3 | Hannah<br>Nick/Daniel<br>Moonlight<br>Unity |       |
| <b>Sunday, June 5<sup>th</sup></b>   |                                                                                                                                       |                  |                                             |       |
| 8 a.m.                               | Finish load-in                                                                                                                        |                  |                                             |       |

|                                    |                                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------|----------------------------------|
| 9 a.m.                             | Venue set-up<br>- Blankets, couches and chairs need to be assembled<br>- Event signage<br>- Registration, etc.                                                                                                                                                                                           | Practice Hole #3                            | Hannah Nick/Daniel<br>El Dorado<br>The Beach Boys |                                  |
| 9 am                               | The Beach Boys load in<br>- Will need to disconnect and then tow trailer to stage-TBD                                                                                                                                                                                                                    | Practice Hole #3                            | Nick/Daniel<br>The Beach Boys                     |                                  |
| 12 p.m.                            | Sound Check-Line Check                                                                                                                                                                                                                                                                                   | Stage                                       | The Beach Boys                                    |                                  |
| 1 p.m.                             | Set-Up Complete/Guest Ready                                                                                                                                                                                                                                                                              |                                             |                                                   |                                  |
| 1:30 – 2:30 p.m.                   | VIP Reception                                                                                                                                                                                                                                                                                            | Practice Hole #3, north of stage on fairway | Stuart/Jerry<br>El Dorado                         |                                  |
| 2 p.m.                             | Doors Open<br>- Guests valet cars at bottom of practice hole, on Bordeaux Drive<br>- Walk up to registration, or ride up in golf carts<br>- Guests check in at registration<br>- Receive picnic basket, seating assignment<br>- Usher (preferably a Foundation board member) will lead guests to blanket |                                             | ZLINE, Hannah, Volunteers                         |                                  |
| 3:00 p.m.                          | <i>Hourly Rate</i> plays 20 min set                                                                                                                                                                                                                                                                      |                                             | Hourly Rate                                       |                                  |
| 3:20 p.m.                          | Welcome from Emcee,                                                                                                                                                                                                                                                                                      |                                             | Mike P.                                           |                                  |
| 3:30 p.m.                          | Steve Young & Barbara                                                                                                                                                                                                                                                                                    |                                             |                                                   |                                  |
| 3:40 p.m.                          | Live Auction                                                                                                                                                                                                                                                                                             |                                             | Mike P.                                           |                                  |
| 4:05 pm                            | Beach Boys take stage, play                                                                                                                                                                                                                                                                              |                                             |                                                   |                                  |
| 5:35 p.m.                          | Beach Boys end; Emcee, Emmalee, Steve Young thank everyone for coming                                                                                                                                                                                                                                    |                                             | Emcee, Steve Young                                |                                  |
| 5:45 p.m.                          | Background music plays as guests leave                                                                                                                                                                                                                                                                   |                                             |                                                   |                                  |
| 6:15 p.m.                          | Start breakdown                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
| 8:00 p.m.                          | Wrap up event breakdown                                                                                                                                                                                                                                                                                  |                                             |                                                   | County Noise Ordinance – 10 p.m. |
| <b>Sunday, June 6<sup>th</sup></b> |                                                                                                                                                                                                                                                                                                          |                                             |                                                   |                                  |
| 9 a.m.                             | Complete event breakdown                                                                                                                                                                                                                                                                                 |                                             |                                                   |                                  |

## Ticket Sales and Pricing

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## Medical Services

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### Event Maps



