



Board of Adjustment Staff Report

Meeting Date: September 7, 2023

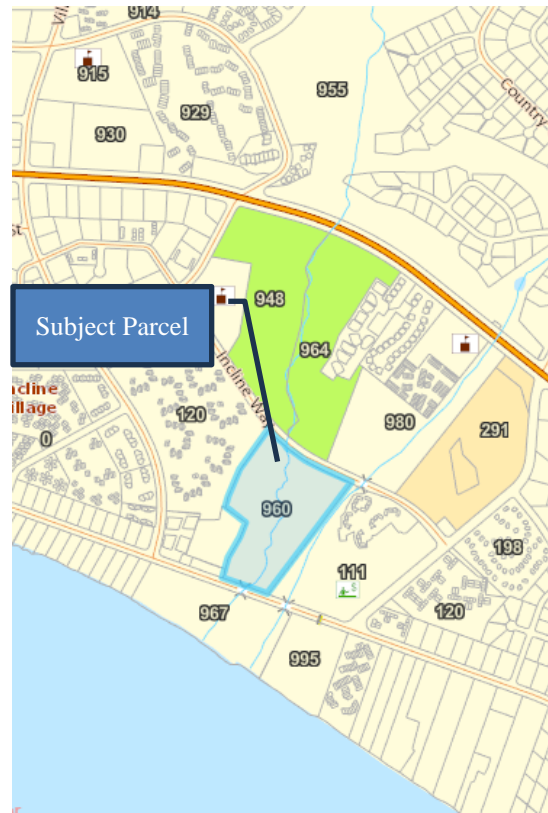
Agenda Item: 9B

ADMINISTRATIVE PERMIT CASE NUMBER:	WADMIN23-0011 (TahoeberFest)
BRIEF SUMMARY OF REQUEST:	Approval of an outdoor community event
STAFF PLANNER:	Courtney Weiche, Senior Planner Phone Number: 775.328.3608 E-mail: cweiche@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for the Incline Village/Crystal Bay Veterans Club, an entity of IVGID, in Incline Village. The event will be held at 960 Lakeshore Blvd., Incline Village on September 30, 2023, from 10:00 a.m. to 4:00 p.m. with approximately 600 – 800 attendees.

Applicant: Jennifer Moore
 Property Owner: Incline Village General Improvement District
 Location: 960 Lakeshore Blvd
 APN: 127-010-07
 Parcel Size: 17.83
 Master Plan: Tahoe Incline Village Tourist (TA-IVT)
 Regulatory Zone: Tahoe Incline Village Tourist (TA-IVT)
 Area Plan: Tahoe
 Development Code: Authorized in Article 808, Administrative Permits
 Commission District: 1 – Commissioner Hill



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN23-0011 for Incline Village General Improvement District, 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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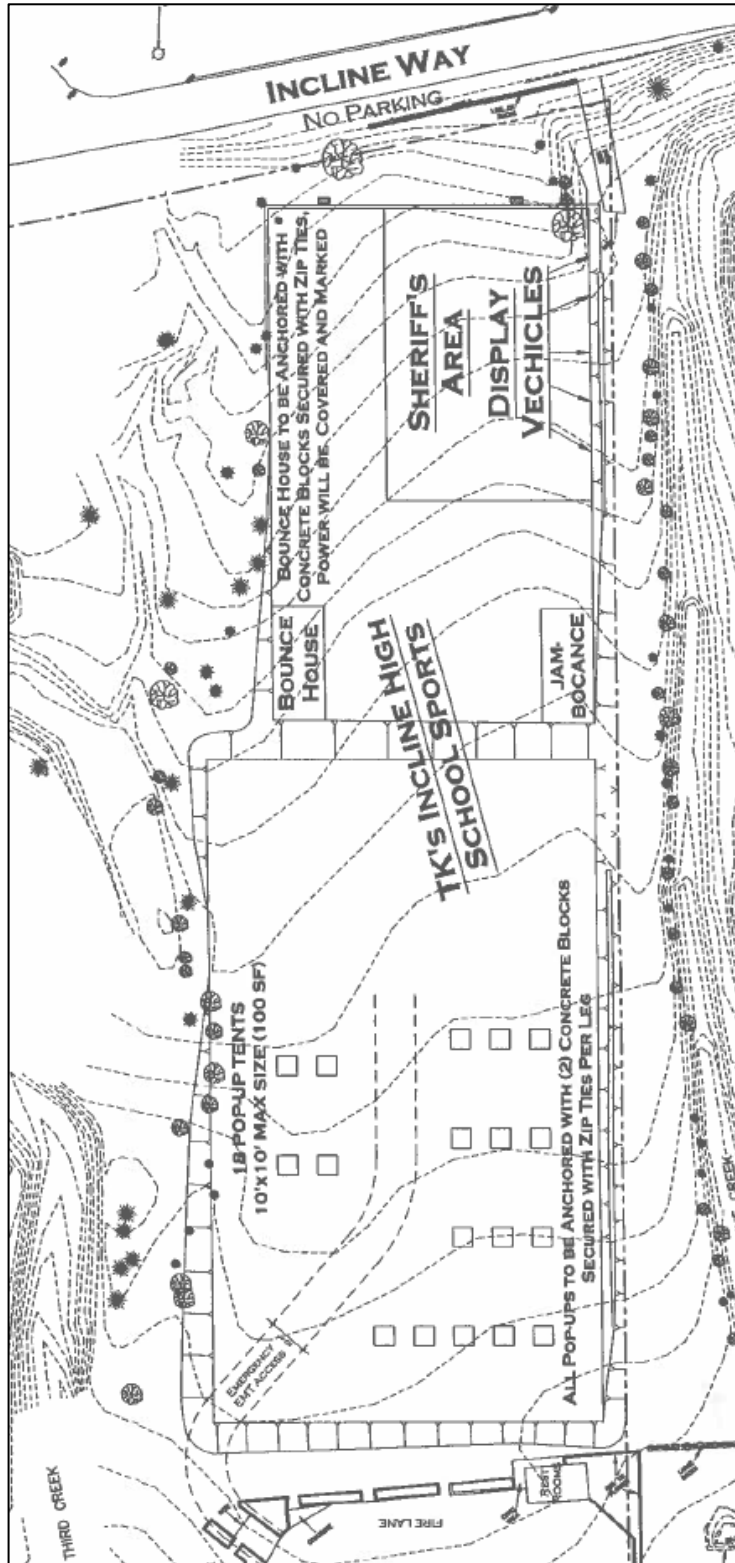
Administrative Permit Definition

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 WADMIN23-0011 is attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe Incline Village Tourist (TA-IVT). Outdoor community events are permissible as a temporary use in all regulatory zones within unincorporated Washoe County (WCC Section 25.269) subject to approval of a business license and an administrative permit for events with between 300 and 999 persons on any one day of the event (WCC Section 25.272.2). The applicant is seeking approval of an administrative permit by the Board of Adjustment.

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



Site Plan



Aerial Image

Project Evaluation

The applicant, Incline Village General Improvement District (IVGID), is seeking approval of an administrative permit by the Board of Adjustment in order to allow the Director of the Planning and Building Division to issue a business license for a one-day temporary event. The event will consist of music, food vendors, beverage (liquor) sales, arts and crafts, and children's activities. The event is intended as a fundraiser for local veterans and Junior Reserve Officers' Training Corps (JROTC).

The applicant is seeking approval to hold the event on September 30, 2023, at 960 Lakeshore Blvd. in Incline Village on the "Village Green" field. The temporary improvements consist of several large tents used for the event and event support. The applicant anticipates 600 to 800 attendees.

Chapter 25 of the Washoe County Code provides a number of requirements for issuance of a business license for a temporary event. General conditions of approval are permitted to protect the public health, safety and welfare. Security shall be required for the proposed event. Because food is being served, several health codes are required to be met, including arrangements for sanitation, removal of refuse and emergency medical services. Adequate parking and access as well as fire protection must be accounted for. The applicant must also indemnify the County against any and all losses or injuries.

The applicant indicates approximately twenty Veterans Club Board and Club members will be responsible for collecting money at the admission gates, issuing appropriate wristbands (based on age), and overseeing operations of the event. Approximately twenty additional volunteers will greet people, clear plates, wipe tables and be responsible for keeping the general area clean.

The event sponsor, Incline Village/Crystal Bay Veterans Club, exists under the auspices of the Incline Village General Improvement District (IVGID) Senior Programs. IVGID is self-insured and the event is taking place on property owned by IVGID.

Parking is proposed on three (3) adjacent parking lots totaling approximately 284 parking spaces. Exhibit E to this staff report illustrates the location of each parking lot. Primary parking will be on

the lot adjacent to the “Village Green” field. The overflow parking will take place at Aspen Grove and the recreation center located just east of the Village Green on the bordering street – Incline Way. Additional street parking is also available on Lakeshore Blvd and Incline Way. All properties and parking lots are owned by IVGID.

There will be amplified sound associated with the event. The event will take place for several hours in the middle of the day. Set-up and tear down will take place the day of the event. Conditions of approval have been included to limit set-up and tear-down from 8 a.m. to 7 p.m. only.

Overall, the impacts associated with the event are of limited scale and duration. Health, safety and welfare of the public and participants have been appropriately addressed by the proposed conditions. For these reasons, staff is recommending approval of the proposed administrative permit.

Tahoe Area Plan

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

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
LU7-2	Encourage appropriate community events and special events	Yes	NA

Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
NDOT (Transportation)	X			
NV Water Resources	X			
Washoe County Building & Safety	X			
Washoe County Risk Management	X			
Washoe County Sewer	X			
Washoe County Traffic	X			
Washoe County Water Resource Planning	X	X		
Washoe County Water Rights Manager (All Apps)	X	X		
WCSD Law Enforcement	X			
Washoe County Engineering & Capital Projects Director	X	X		
Washoe County Engineering (Land Development) (All Apps)	X			
WCHD Air Quality	X			
WCHD EMS	X			
WCHD Environmental Health	X	X	X	Jim English, jenglish@washoecounty.gov; Wes Rubio, wrubio@washoecounty.gov;
WCHD Special Events	X			
Incline Village Roads	X			
IVGID	X	X		
North Lake Tahoe FPD	X			
Tahoe Regional Planning Agency	X			
Tahoe Transportation District	X			
US Forest Service (LTBMU)	X	X		
Lake Tahoe Basin				

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

Staff Comment on Required Findings

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

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary one-day event of this nature in the Master Plan or Tahoe Area Plan. The event is consistent with Policy LU7-3 of the Tahoe Area Plan.

- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements

are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

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 event and for the intensity of such a development.

Staff Comment: Events are held at this location regularly, and temporary improvements have been planned to make the site suitable for the temporary 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 as this is a temporary, one-day, event. Therefore, there will be no significant impact to the public health, safety or welfare; the event is unlikely to be injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

- (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 WADMIN23-0011 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN23-0011 for Incline Village General Improvement District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;
- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
- (c) Site Suitability. That the site is physically suitable for a one-day 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: Jennifer Moore
 jlm@ivgid.com



Conditions of Approval

Administrative Permit Case Number WADMIN23-0011

The project approved under Administrative Permit Case Number WADMIN23-0011 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on September 7, 2023. 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 – Courtney Weiche, Senior Planner, 775.328.3608,
cweiche@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.**

Pre-event Conditions:

- a. The applicant will provide the Planning and Building Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an Outdoor Event permit.
- b. All event catering businesses shall obtain appropriate Washoe County business license.
- c. An outdoor community event license for the TahoeberFest shall be issued prior to commencing the event. The license shall be prominently displayed at the event site.

During-event Conditions:

- d. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit and outdoor community event business license.
- e. Hours of Operation: The event shall take place September 30th between the hours of 10:00 p.m. and 4:00 p.m. Event clean up shall take place immediately following 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, 775.328.2434,
jenglish@washoecounty.gov**

- a. The WCHD requires the applicant/promoter has the necessary promoter's permit if required by the Washoe County District Board of Health Regulations Governing Food Establishments and the promoter must also provide vendor lists for each event day at least seven (7) days in advance of the market event date.
- b. The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.

- c. If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter's responsibility to ensure the food vendor leaves the premises.

North Lake Fire Protection District

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

Contact Name – John James, Fire Mashall, 775.831.0351 x8131, jjames@nlfpd.net

- a. Please review and complete the appropriate checklist and submittal form below and email it to **plans@nlfpd.net** . If you need assistance or have questions, please feel free to call us at 775-831-0351, ext. 8131.
 - i. Indoor Exhibitions, Trade Shows, Holiday Display Permit(s)
[INTERIOR TEMP ACTIVITY PERMIT.pdf](#)
 - ii. Outdoor Activity Permit(s) [Outdoor Temporary Activity Fillable.pdf](#)

*** End of Conditions ***

From: [Weiche, Courtney](#)
To: [Weiche, Courtney](#)
Subject: FW: WADMIN23-0011 TahoeberFest Engineering Memo
Date: Friday, August 11, 2023 2:40:07 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

From: Fink, Mitchell <MFink@washoecounty.gov>
Sent: Tuesday, August 8, 2023 10:09 AM
To: Weiche, Courtney <CWeiche@washoecounty.gov>
Cc: Thomas, Janelle K. <JKThomas@washoecounty.gov>; Wimer, Robert <RWimer@washoecounty.gov>
Subject: FW: WADMIN23-0011 TahoeberFest Engineering Memo

Hi Courtney,

The attachments and the narrative below providing explanations for the parking will meet the attached Engineering Conditions for the Administrative Permit WADMIN23-0011 (TahoeberFest). Please include these attachments and a copy of the narrative with the permit package. Engineering has no other comments or conditions regarding this permit.

Thank you,



Mitchell Fink, P.E. | Licensed Engineer

Community Services Department | Engineering & Capital Projects Division

mfink@washoecounty.gov | Office: 775.328.2050

1001 E. 9th Street, Reno, NV 89512

For additional information, email engineering@washoecounty.gov or call 775.328.2040



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

June 26, 2023

Washoe County Community Services
Planning and Development Division

RE: TahoeberFest; 127-010-07
Administrative Permit Review; WADMIN23-0011

Dear Washoe County Staff:

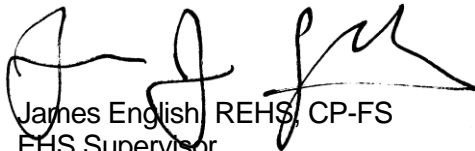
The following conditions are requirements of the Washoe County Health District, Environmental Health Services Division, (WCHD), which shall be responsible for determining compliance with these conditions.

Contact Name – James English - jenglish@washoecounty.us

- a) Condition #1: The WCHD has reviewed the above referenced application and requires the applicant/promoter has the necessary promoter's permit if required by the Washoe County District Board of Health Regulations Governing Food Establishments. The promoter must also provide vendor lists for each event day at least seven (7) days in advance of the market event date.
- b) Condition #2: The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- c) Condition #3: If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter's responsibility to ensure the food vendor leaves the premises.

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

Sincerely,



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

Hello,

The EMS Program has reviewed the June Agency Review Memo I - Administrative Permit Case Number WADMIN23-0011 (TahoeberFest). This event does not meet the number of persons to require EMS coverage at the event. The Program has no concerns or questions at this time based on the information provided. The Fire Marshal for NLTFPD has been cc'd on this email.

Thank you,

Sabrina.

Date	6-14-23
Attention	Courtney Weiche
Re	WADMIN23-0011
APN	127-010-07
Service Address	960 Lakeshore
Owner	Jennifer Moore

Administrative Permit Case Number WADMIN23-0011 (TahoeberFest) – For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event business license for the Incline Village/Crystal Bay Veterans Club, an entity of IVGID, in Incline Village. The event will be held at 960 Lakeshore Blvd., Incline Village on September 30, 2023, from 10:00 a.m. to 4:00 p.m. with approximately 600 – 800 attendees.

- Applicant: Jennifer Moore
- Property Owner: Incline Village General Improvement District
- Location: 960 Lakeshore Blvd
- Assessor's Parcel Number(s): 127-010-07
- Parcel Size: 17.83 acres
- Master Plan Category: Tahoe Incline Village Tourist (TA-IVT)
- Regulatory Zone: Tahoe Incline Village Tourist (TA-IVT)
- Area Plan: Tahoe
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Hill
- Staff: Courtney Weiche, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3608
- E-mail: cweiche@washoecounty.gov

IVGID Comments: No impact to IVGID.

From: [Steve Shell](#)
To: [Weiche, Courtney](#)
Subject: Application Review Memo 1
Date: Thursday, June 15, 2023 9:21:13 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.jpg](#)
[image006.png](#)
[image008.png](#)
[image010.jpg](#)
[image011.jpg](#)
[image012.jpg](#)

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WADMIN23-0011: The Division of Water Resources has no comment.

As of June 1, 2021, the Office of the State Engineer is open to the public. Please call 684-2800 upon arrival and a representative will come down to escort you to our office.

Steve Shell
Water Rights Specialist II
Department of Conservation and Natural Resources
Nevada Division of Water Resources
901 S. Stewart St., Suite 2002
Carson City, NV 89701
sshell@water.nv.gov
(O) 775-684-2836 | (F) 775-684-2811

From: [Kuentz, Karen - FS, CA](#)
To: [Weiche, Courtney](#)
Subject: FW: [External Email] US Forest Service response to project
Date: Thursday, June 15, 2023 9:21:24 AM
Attachments: [Outlook-lrivqmw.png](#)
[Outlook-ftthy0jq.png](#)
[Outlook-t0puuhct.png](#)
[Outlook-nt5cn33k.png](#)
[Outlook-tjuhtnhv.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[June Agency Review Memo I.pdf](#)

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

Hello – we have no comment on the application listed below.

Thank you.



Karen Kuentz
Lands and Special Uses Program Manager
Forest Service
Lake Tahoe Basin Management Unit

c: 530-721-9599

I am working both in the office and remotely. The best way to reach me is by email.

karen.kuentz@usda.gov

35 College Drive
South Lake Tahoe, CA 96150

www.fs.usda.gov



Caring for the land and serving people



WASHOE COUNTY
COMMUNITY SERVICES
INTEGRITY COMMUNICATION SERVICE

1001 E. 9th Street
Reno, NV 89512
Phone: (775) 328-3600
Fax: (775) 328-3699

June 28, 2023

TO: Courtney Weiche, Senior Planner, CSD, Planning & Development Division
FROM: Timber Weiss, Licensed Engineer, CSD
SUBJECT: Administrative Permit Case Number WADMIN23-0011 (TahoeberFest)

Project description:

For hearing, discussion and possible action to approve an administrative permit for an outdoor community event business license for the Incline Village/Crystal Bay Veterans Club, an entity of IVGID, in Incline Village. The event will be held at 960 Lakeshore Blvd., Incline Village on September 30, 2023, from 10:00 a.m. to 4:00 p.m. with approximately 600 – 800 attendees.

Location: 960 Lakeshore Blvd • Assessor's Parcel Number(s): 127-010-07

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

Comments:

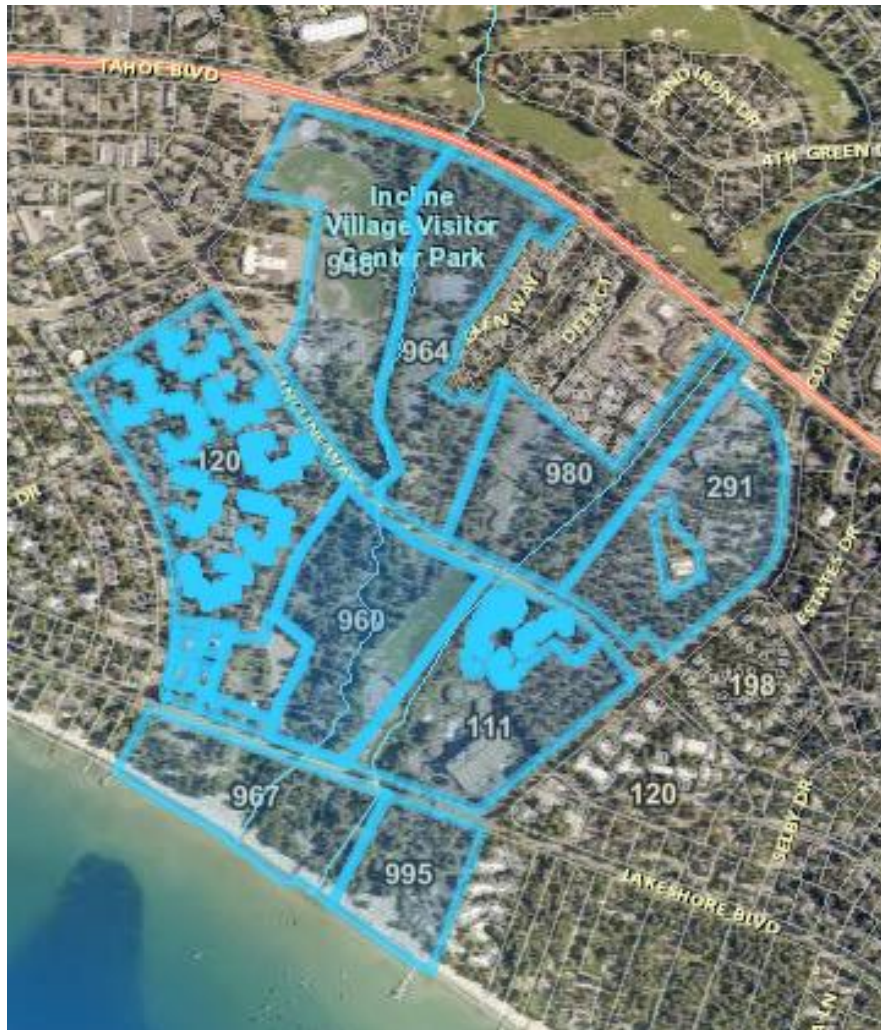
This parcel is within IVGID service area and currently receives municipal water service from IVGID. The applicant shall conform with the requirements of IVGID in regards to water rights and water service.

Conditions:

There are no conditions of approval for this permit.

Public Notice

Washoe County Code requires that public notification for a special use permit must 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. A notice setting forth the time, place, purpose of hearing, a description of the request and the land involved was sent within a 500-foot radius of the subject property. A total of 117 separate property owners were noticed a minimum of 10 days prior to the public hearing date.



Public Notice Map

Case Number WADMIN23-0011

OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

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

(775) 328-3733

www.washoecounty.us

**TahoeberFest Community Event Celebration 2023
September 30, 2023 at Aspen Grove/Village Green
Hosted by the Incline Village/Crystal Bay Veterans Club
(IV/CB Vets Club)**

Introduction

The Incline Village/Crystal Bay Veterans Club, an entity of the Incline Village General Improvement District (IVGID) has taken over the implementation of an annual TahoeberFest event. The Veterans' Club has taken over the event as a community event and fundraiser to support local veterans, veteran support efforts and JROTC scholarships.

2023 Veterans TahoeberFest Overview:

Date of the Event: Saturday September 30, 2023

Time of Event: 10:00am to 4:00pm

Location of Event: 960 Lakeshore Blvd, Incline Village, NV 89451

Attendance Projections: 600-800 during the six-hour event

Menu: Incline Spirits & Cigars will be responsible for typical Oktoberfest style foods; ie. Bratwurst, pretzels, and beer etc. Other outside vendors may choose to participate in this event and will provide the appropriate licenses and permits.

Alcoholic Beverage Service:

Incline Spirits & Cigars is responsible for the station serving beer, wine, root beer soda and Tahoe tap water. The appropriate permits and regulations are followed and met by the licensee above.

Minors Attending the Event: At registration, guests are required to show ID to determine if they are of drinking age. Those under the age of 21 years will receive one color wristband. To those guests 21 years and older, a different color wristband will be issued. Staff MUST check attendees' wrist bands to ensure they are 21 years of age before serving alcohol. Outside vendors will comply with the same requirements.

Board Member Assignments:

IVGID liaison to the event – Jennifer Moore, IVGID Parks & Recreation Supervisor
Approximately 20 Veterans Club Board & Club members will be responsible for collecting money at the admission gates, issuing/affixing appropriate wristbands, and overseeing operations of the event.

Volunteer Assignments:

Approximately 20 volunteers will greet people, clear plates, wipe tables, and keep the area clean for a steady flow of new diners, and resupply condiments.

Volunteer Clearance:

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

PARKING, REGISTRATION AND DIAMOND PEAK SKI RESORT SITE MAP

Parking and Traffic: Attendees will walk, bike or drive to the event. There is ample parking at Village Green, over flow parking lot, and the beach parking lot across the street.

- There are a few entrances to the event. One could enter from Incline Way or from Lakeshore Blvd.
- Guests will enter and exit from these points. The entrance points will remain open during the event assisted by volunteers.

HEALTH AND LIQUOR PERMIT AND INSURANCE

Health: The IV/CB Veterans Club received their Health Permit on April 15, 2023. A copy of the application is included. (To be updated in July 2023)

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

(Expires 4/1/2023) This one will be updated.

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

(Expires 1/31/2024)

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

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

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

Application fee

\$50 non-refundable application fee

Daily fee(s)

\$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

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

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

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

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

Illuminating the premises (if applicable)

Camping (if applicable)

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

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

N/A Copy of partnership papers (if applicable)

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

Submission Materials (continued)

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

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

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

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

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

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

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 5-17-2023

Applicant Information

Applicant's name: Incline Village General Improvement District (IVGID)

Mailing address: 893 Southwood Blvd. Incline Village, NV. 89451
Street or PO Box City State Zip code

Phone: 775.832.1302 (Business) — (Home) 650.619.2555 (Cell)

Email: JLM @ IVGID. org

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

Is the applicant a(n): Corporation Partnership Individual Gov't Agency

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

Name	Address	Title
<u>N/A</u>		

Event Information

Name of Event: Tahoeber Fest

Date(s) of Event: 9/30/23 Hours of operation: 10am - 4pm

Location of Event: 960 Lakeshore Blvd, Incline Village, NV. 89451

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

Description of Event: Outdoor Community Oktoberfest to include: Food, Beverages.

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

Will an admission fee be charged for your event? Yes No
If yes, amount and type of fee(s): \$40 Adults, \$20 kids, Designated Drivers

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 600-800

Approximate number of customers and spectators: 600-800

Approximate maximum number of persons on any one day of the event: 600-800

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: Nevada Public Agency Ins. Pool Policy number: #NPAIP2022023

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

Address of Insurer: 201 South Roof St. #102 Carson City, NV. 89701
Street City State Zip code

Limits of liability: Casualty - \$10m per event / \$10m annual aggregate

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.

none - new event

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

Incline Spirits & Cigars Brats, Beer & Wine

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: Jennifer Moore
First Middle Last

List ALL other names you have been known by: Jennifer Watkins

Residence address: [Redacted]
Street City State Zip Code

Residence phone: [Redacted] Business phone: 775.832.1302

Name of your present business or employer: Incline Village General Improvement Dist.

Business address: 893 Southwood Blvd, Incline Village, NV. 89451
Street City State Zip Code

Type of business: Government Position: Recreation Supervisor

How long engaged in this business: 9+ years

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

List cities in which you have lived during the last ten years:
Dates From and To City State

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.

Jennifer Moore
Printed name of applicant

[Signature]
Signature of applicant

5/17/23
Date

**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:

Tahoeber Fest _____ Sept. 30, 2023 _____
Name of Event Date(s) of Event
Jennifer Moore _____ [Signature] _____
Applicant's name (printed) Applicant's signature
Date: 5/17/23 _____





Figure 1: Aspen Grove Parking



Figure 2: Overflow Parking



Figure 3: Incline Rec Center Parking