



Board of Adjustment Staff Report

Meeting Date: April 5, 2018

Agenda Item: 9B

ADMINISTRATIVE CASE NUMBER: WADMIN18-0002 (Incline Village Fine Arts Festival)

BRIEF SUMMARY OF REQUEST: Incline Village Fine Arts Festival, an Outdoor Community Event

STAFF PLANNER: Planner's Name: Chris Bronczyk
Phone Number: 775.328.3612
E-mail: cbronczyk@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion to approve an administrative permit under WCC Section 110.310.20 for the Incline Village Fine Arts Festival, an Outdoor Community Event. The event will be held on August 10 through August 12, 2018, from 10:00 a.m. until 5:00 p.m. at Preston Field, 700 Tahoe Boulevard, Incline Village, NV. Event set-up is proposed to begin at 6:00 a.m. on August 10, 2018, and event takedown and dismantle to be completed by 8:00 p.m. on August 12, 2018. The event organizer estimates the maximum number of attendees at the event will not exceed 500 persons on any one day of the event. If approved, authorize the Director of Planning and Building Division to issue the outdoor community event business license when all pre-event conditions have been completed.

Applicant:	CWB Events, LLC, Curtis Beck
Property Owner:	Incline Village General Improvement District
Location:	700 Tahoe Blvd., Incline Village (Preston Field)
APN:	124-032-33
Parcel Size:	5.09 Acres
Master Plan:	Rural (R)
Regulatory Zone:	Parks and Recreations (PR)
Area Plan:	Tahoe
Citizen Advisory Board:	Incline Village / Crystal Bay
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	1 – Commissioner Berkgigler
Section/Township/Range:	Section 16, T16N, R18E, MDM, Washoe County, NV

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve, subject to the application as submitted and the conditions as contained as Exhibit A in the staff report, Administrative Permit Case Number WADMIN18-0002 for Curtis Beck for the Incline Village Fine Arts Festival, an Outdoor Community Event. I further move to authorize the Director of Planning and Building Division, to issue the outdoor community event business license when all pre-event conditions have been completed. I make this motion having made all five findings in accordance with Washoe County Code Section 110.808.25.

(Motion with Findings on Page 9)

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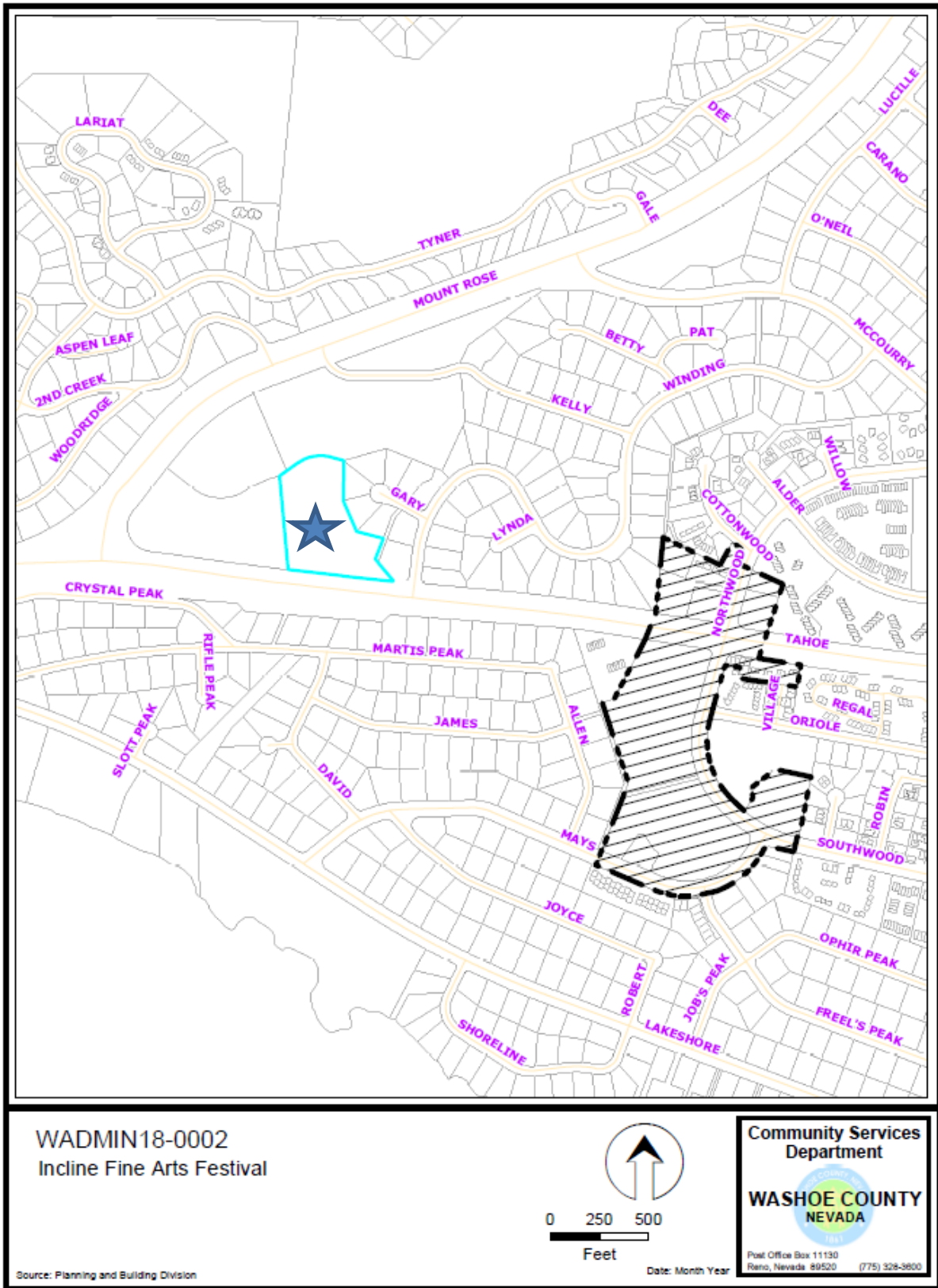
Conditions of Approval Exhibit A
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Administrative Permit Definition

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

The Conditions of Approval for Administrative Permit Case Number WADMIN18-0002 is attached to this staff report and will be included with the Action Order.

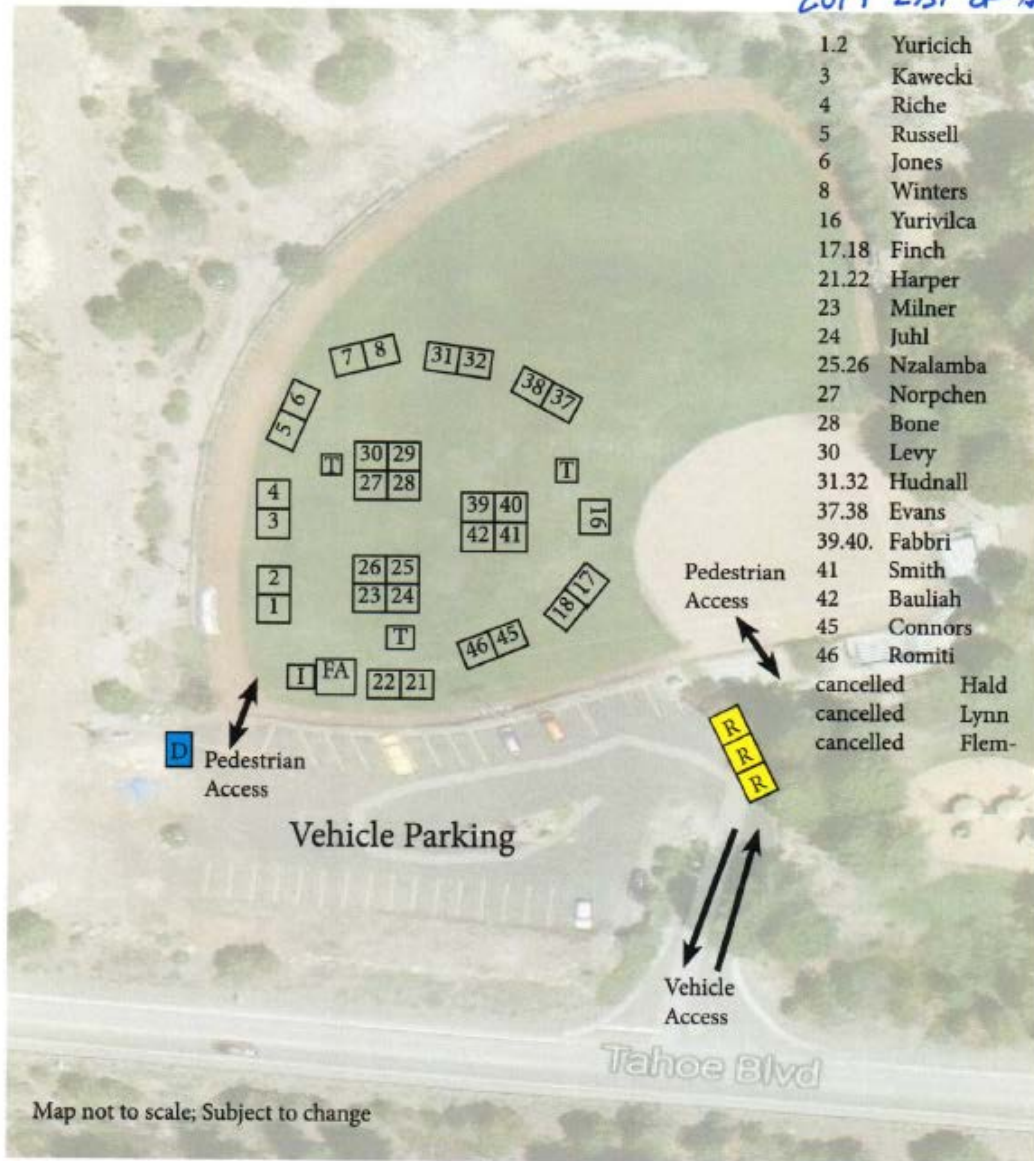
The subject property is designated as Parks and Recreation (PR). Based on the applicant's estimated maximum number of attendees on any one day of the event (800), the event qualifies as an "outdoor community event" under WCC Section 25.272, which is allowed in the PR zone but requires an administrative permit under WCC Section 110.310.20. The applicant is therefore seeking approval of the administrative permit for the proposed outdoor community event. The approval of the administrative permit will also include approval of the associated outdoor community event business license pursuant to WCC 25.272(4) and 25.279.



Vicinity Map

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

2017 LIST OF ARTISTS



- 1.2 Yurich
- 3 Kawecki
- 4 Riche
- 5 Russell
- 6 Jones
- 8 Winters
- 16 Yurivilca
- 17.18 Finch
- 21.22 Harper
- 23 Milner
- 24 Juhl
- 25.26 Nzalamba
- 27 Norpchen
- 28 Bone
- 30 Levy
- 31.32 Hudnall
- 37.38 Evans
- 39.40 Fabbri
- 41 Smith
- 42 Bauliah
- 45 Connors
- 46 Romiti
- cancelled Hald
- cancelled Lynn
- cancelled Flem-

Map not to scale; Subject to change

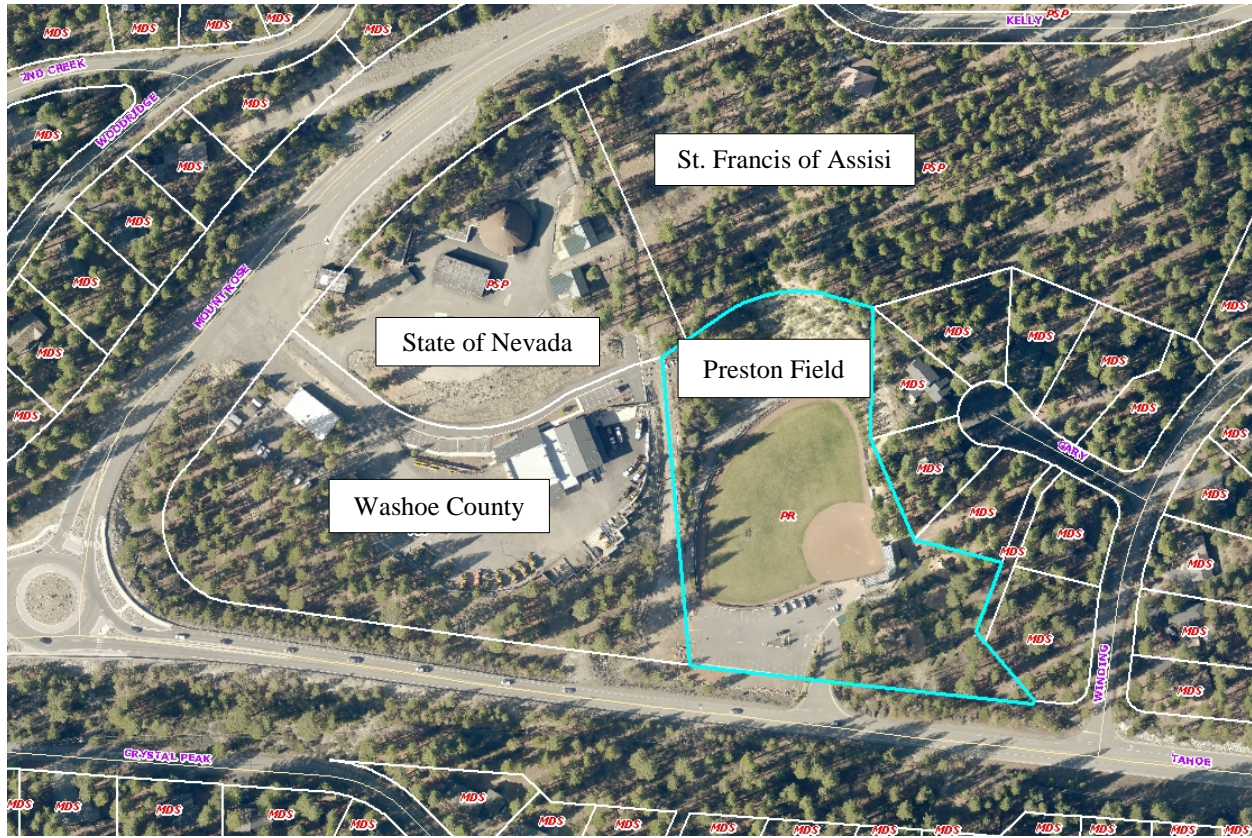
R = Restroom D = Dumpster T = Trash Bin FA= First Aid I= Info

CWB Events 916-936-9393
info@cwbevents.com

Site Plan

Project Evaluation

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



Surrounding Properties

The applicant is proposing to use the ball field for the sales area for the art vendors. The existing parking lot will be reserved for general parking. If approved, 2018 will mark the fifth year the event has been held at Preston Field.

The Incline Village Fine Arts Festival was held at Preston Field in 2014, 2015, 2016, and 2017. During these years, the event was a two-day exhibit and included 40 vendors offering various artistic goods for sale. For 2014 to 2016, the applicant estimated no more than 500 people would attend the event each day it was held. According to the applicant, 2017 saw a reduction in attendance; therefore, the 2018 outdoor community event application now states that the estimated attendance has reverted back to approximately 500 people per day.

It should be noted that the number of participants listed is only an estimate and not based on any documentation other than past years estimates. By estimating the attendance without any documentation as to how this number was determined or validated, the applicant is avoiding the possibility of being classified as an Outdoor Festival (1,000 or more people a day), which would require additional agency review, potentially more agency requirements or conditions, and approval by the Board of County Commissioners. Staff's concern over the estimated number is

that the attendance number affects each agency's ability to plan and budget for necessary services. The attendance number is used to evaluate the need for parking, sanitation, Sheriff, fire and emergency medical personnel, and to determine potential impact to the surrounding neighborhoods. Because of the issues raised by not having a more concretely verifiable basis for gauging the attendance other than applicant estimations and past event experiences, staff is recommending a condition requiring the applicant to document the attendance numbers each day of the event and file a report with Planning and Building Division staff after the event, no later than September 12, 2018. This attendance record will then be used as a baseline for future event applications.

There is one parking lot at Preston Field providing 33 parking spaces. The applicant estimates patrons will stay at the event for approximately one hour. If that is the case, 33 parking spaces can accommodate 231 cars during the duration of the event each day. In the past, limited parking at Preston Field has resulted in overflow parking along State Route 28 which can cause traffic safety issues. The applicant intends to address the overflow parking issues by placing barriers to prevent any parking along State Route 28.

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

The proposed project was heard at the regularly scheduled March 5, 2018 Incline Village/Crystal Bay Citizens Advisory Board.

The Board voted unanimously to recommend approval of the application on March 5, 2018.

Reviewing Agencies

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

- Washoe County Community Services Department
 - Planning and Building Division
 - Engineering and Capital Projects Division
- Washoe County Health District
 - Environmental Health Services Division
 - Emergency Medical Services Program
- Washoe County Risk Management
- Incline Village Sheriff
- North Lake Tahoe Fire Protection District
- Incline Village General Improvement District
- Nevada Department of Public Safety (Highway Patrol)

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

- Washoe County Risk Management requires a Certificate of Insurance naming Washoe County as an additional insured party prior to the event start.

Contact – Doreen Ertell, 775.328.2660 dertell@washoecounty.us

- Washoe County Traffic requires a temporary permit from the Nevada Department of Transportation for No Parking signs placed within the State's right-of-way on State Route 28 and as shown in the application. A copy shall be provided to the County.

Contact – Clara Lawson, 775.328.3603 clawson@washoecounty.us

Staff Comment on Required Findings

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

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

Staff Comment: The proposed event is an allowed use when an administrative permit and an associated business license are acquired. There are no policies and action programs in any of the relevant Washoe County Plans that are inconsistent with this use.

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

Staff Comment: The proposed event will not create any negative impact upon the provision of utilities, sanitation, and water supply. With proper traffic management, the roadways are adequate for the event. Agency-imposed conditions will assure adequate public services.

3. Site Suitability. That the site is physically suitable for an outdoor community event, and for the intensity of such a development.

Staff Comment: Preston Field is a community park that is regularly utilized for events. Agency comments concerning this event (as held during previous years) were favorable; the event is well organized and there have been no issues of concern, with the exception of parking. Agency-imposed conditions are intended to address parking concerns.

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

Staff Comment: The administrative permit review process ensures agencies concerned with public health, safety and welfare have provided the conditions of approval necessary for the event to be not detrimental to surrounding properties. Surrounding properties in the area should not be negatively impacted by the event. The conditions of approval provide noise controls (no amplification) and limited hours of operation to assure minimal impact. No surrounding property owners responded to the notice to indicate concerns or objections.

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

Staff Comment: There are no military installations within the required noticing distance. Therefore, this finding is not required to be made by the Board.

In addition to the general findings applicable to the issuance of an administrative permit, the code also lists grounds for possible denial of an application for the temporary event business license that is part of the application in this case. They are found in WCC 25.281 and are listed

below in summary fashion for ease of reference (WCC 25.281 itself should be reviewed specifically for clarification on issues that might arise concerning this finding, if any). Any approval of the admin permit and authorization to grant the event license would need to include a finding that none of the grounds for denial is present.

1. The event proposal does not satisfy applicable health, zoning, fire, building, and safety standards;
2. Materially false, fraudulent, or misleading statements were made in connection with the application for the event licensure and permitting;
3. The applicant or anyone associated as manager or owner with the applicant has created a nuisance in connection with a similar event in the past;
4. The applicant or anyone associated as manager or owner with the applicant has been convicted of certain crimes of moral turpitude, violence, or drugs during the previous 10 years; or
5. The applicant or anyone associated as manager or owner with the applicant has a history of operating similar events that have failed to satisfy the applicable legal standards.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project or provided no comment. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN18-0002 is being recommended for approval with conditions (Exhibit A). Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve, subject to the application as submitted and the conditions as contained as Exhibit A in the staff report, Administrative Permit Case Number WADMIN18-0002 for Curtis Beck for the Incline Village Fine Arts Festival, an Outdoor Community Event. I further move to authorize the Director of Planning and Building Division to issue the outdoor community event business license when all pre-event conditions have been completed. I make this motion having made the four findings in accordance with Washoe County Code Section 110.808.25:

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

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 after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

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

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



Conditions of Approval

Administrative Permit Case Number WADMIN18-0002

The project approved under Administrative Permit Case Number WADMIN18-0002 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on April 5, 2018. Conditions of Approval are requirements placed on a permit 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 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 an outdoor community event business license. 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, or other documentation required by these conditions shall have a copy filed with the Planning and Building Division.

Compliance with the conditions of approval related to this Administrative Permit is the responsibility of the applicant. Failure to comply with any of the conditions imposed in the approval of the Administrative Permit may result in the initiation of revocation procedures.

Failure to adhere to the during-event or post-event Conditions may result in the Planning and Building Division recommending that new applications for an outdoor community event or outdoor festival business license not be approved.

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.

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. Failure to comply with the conditions of approval shall render this approval null and void and may jeopardize approval

of any future events by this organization. Planning and Building Division staff will conduct an inspection(s) to verify compliance. Inspection(s) shall be random and unannounced.

Contact Name – Chris Bronczyk, Planner, 775.328.3628 cbronczyk@washoecounty.us

Pre-event Conditions (prior to July 20, 2018):

- a. The applicant shall pay the required business license fees.
- b. 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.
- c. The applicant shall provide a copy of the Incline Village General Improvement District approval agreement permitting the use of Preston Field.
- d. Based on demonstrated event clean-up (i.e. removal of debris, trash and/or other waste) of the event site during previous three years (2014-2016) the applicant is not required to post the performance security as required by Washoe County Code Section 25.305.
- e. The applicant shall provide a list of all vendors to Washoe County.

During-event Conditions:

- f. The applicant shall demonstrate substantial conformance to the plans (to include parking plans) approved as part of this Administrative Permit and outdoor community event business license.
- g. An outdoor community event license for Incline Village Fine Arts Festival shall be issued prior to commencing display of art. The license shall be prominently displayed at the event site.
- h. Parking. All 33 parking spaces must be available for customer (no vendor) vehicle parking during the event.
- i. No parking of food trucks or vendor vans shall be permitted in the Preston Field parking lot between 10:00 a.m. and 5:00 p.m. on the days of the event. The event sponsor is responsible for seeing that this requirement is enforced.
- j. The applicant shall post signs at the entrance to Preston Field parking lot during the event; the sign shall state “No parking of trailers, cargo trucks, or tow truck vehicles is permitted between 10:00 a.m. and 5:00 p.m.”
- k. Hours of Operation. The event shall take place between the hours of 10:00 a.m. and 5:00 p.m. on each day. Event set-up activities shall not occur before 7:00 a.m. on Friday, August 10, 2018. At the end of the event, on Sunday, August 12, all activities (to include clean up and trash removal) shall cease by 9:00 p.m.
- l. Noise. Only acoustic music shall be provided. No amplified music or stages are allowed during the event.
- m. Lighting. No lighting shall be used.
- n. Restroom Facilities. Restrooms must be open and available to the public during the entire time of the event. Additional portable toilets and hand wash facilities shall be provided on site to augment the existing permanent facilities and shall be removed when the event ends.
- o. The applicant shall document the event attendance, each day of the event. Documentation shall include one or more of the following:
 - i. Assigned persons at each pedestrian entrance point to manually count people entering the site, between the hours of 10:00 a.m. to 5:00 p.m. each day of the event.

- ii. Photo document the entire sales area at noon, 2:00 p.m. and 4:00p.m. on each day of the event. The photographs shall include a series of photos, to create a panoramic picture encompassing the entire sales area during each time frame.
- iii. Aerial photo (or a series of photos) of entire sales area at noon, 2:00 p.m. and 4:00p.m. each day of the event.
- iv. The applicant may propose another method of documenting attendance, to planning staff for consideration and possible approval prior to July 21, 2018. Failure to obtain staff approval prior to issuance of the business license shall deem any alternative proposal unacceptable.

Post-event Conditions:

- p. Clean Up. The applicant shall be responsible for total cleanup of the site, returning it to pre-event condition. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste from event site. The applicant shall contact Washoe County Code Enforcement at 775-328-6106 or by e-mail at code-enforcement@washoecounty.us to arrange a final site inspection after clean-up is completed.
- q. Within 5 working days after the end of the event the applicant shall provide planning staff with written daily attendance records, including evidence of how the attendance was verified. Failure to comply with this condition may result in denial of future event applications.

Washoe County Risk Management

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

Contact - Doreen Ertell, 775.328.2660, dertell@washoecounty.us

Pre-event Conditions (prior to July 20, 2018):

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

Washoe County Engineering and Capital Projects

3. The following conditions are requirements of Traffic, which shall be responsible for determining compliance with these conditions.

Contact Name – Clara Lawson, 775.328.3603, Clawson@washoecounty.us

- a. The applicant shall obtain a temporary permit from the Nevada Department of Transportation for No Parking signs placed within the State's right-of-way on State Route 28 and as shown in the application. A copy of the permit shall be provided to the County Engineer prior to July 20, 2018.

*** End of Conditions ***

From: [Fagan, Donna](#)
To: [Bronczyk, Christopher](#)
Subject: FW: February Agency Review Memo IV
Date: Monday, February 26, 2018 9:20:22 AM
Attachments: [February Agency Review Memo IV.pdf](#)
[image002.png](#)

Chris,

Comment from Risk Mgmt on the Incline Village Fine Arts.
Looks like she needs another document.

Donna Fagan

Office Support Specialist ½Washoe County Community Services Department ½Planning and Building Division
dfagan@washoecounty.us ½o 775.328.3616 ½f 775.328.6133 ½1001 E. Ninth St., Bldg. A, Reno, NV 89520



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From: Ertell, Doreen
Sent: Friday, February 23, 2018 8:14 AM
To: Fagan, Donna
Cc: Renshaw, Jeri
Subject: FW: February Agency Review Memo IV

Hi Donna,
The event looks good; I look forward to receiving the Certificate of Insurance naming Washoe County as an additional insured.
Thank you,
Doreen

Doreen Ertell

Risk Management | Washoe County | dertell@washoecounty.us
Phone - (775) 328-2660 Fax - (775) 325-8063
1001 E. Ninth Street, Bldg. D, Reno, NV 89512
P.O. Box 11130, Reno, NV 89520



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From: Fagan, Donna
Sent: Thursday, February 22, 2018 12:07 PM
To: Ertell, Doreen
Subject: February Agency Review Memo IV

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

You've been asked to review the item. Click on the highlighted item descriptions for a link to
the application.

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

Thank you,

Donna

Donna Fagan

Office Support Specialist ½Washoe County Community Services Department ½Planning and Building Division
dfagan@washoecounty.us ½o 775.328.3616 ½f 775.328.6133 ½1001 E. Ninth St., Bldg. A, Reno, NV 89520



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From: [Dayton, Brittany](#)
To: [Bronczyk, Christopher](#)
Cc: [Lawson, Jacqueline](#)
Subject: FW: Incline Village Fine Art Festival
Date: Monday, March 05, 2018 10:02:22 AM

Hello Chris,

Below is an email I sent to the North Lake Tahoe Fire Protect District and Incline Village Community Hospital about the Incline Village Fine Arts Festival (Admin Permit Case Number WADMIN18-0002). The EMS Oversight Program does not have any EMS recommendations beyond their first aid booth, but wanted the responders and hospital staff to be aware of the event.

Please let me know if you have any questions.

Thanks,
Brittany

From: Dayton, Brittany
Sent: Monday, March 05, 2018 9:48 AM
To: RSommers; Mark Regan (mregan@nltfpd.net); Jan Iida ; 'Freed, Mike'
Cc: Lawson, Jacqueline
Subject: Incline Village Fine Art Festival

Good morning all,

I received an outdoor community event application for the Incline Village Fine Arts Festival. This event is scheduled for August 10 -12, 2018 from 10:00am – 5:00pm at Preston Field. Event organizers are expecting about 300 participants per day. They also noted in their application that they will have an information/first-aid station for attendees.

Given the information provided in the application, this event does not meet the state requirements to have EMS coverage at the event. However, I wanted to ensure that your agencies are aware of the dates/times and location. I know that this event is about 5 months away, so I would encourage to you add the dates to your calendars.

Please let me know if you have any questions, or would like any additional information about the event.

Thanks,
Brittany

Brittany Dayton, MPA

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



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Engineering and Capital Projects
Memorandum

1001 EAST 9TH STREET
PO BOX 11130
RENO, NEVADA 89520-0027
PHONE (775) 328.3600
FAX (775) 328.3699

To: Chris Bronszyk, Planner
From: Clara Lawson, PE, PTOE, Licensed Engineer
CC: Kris Klein, PE, Senior Engineer
Dwayne Smith, PE, Division Director
Leo Vesely, PE, Licensed Engineer
Date: March 12, 2018
Re: WADMIN18-0002, Incline Village Fine Art Festival

Recommendations for approval

- The applicant shall obtain a temporary permit from the Nevada Department of Transportation for No Parking signs placed within the State's right-of-way on State route 28 and as shown in the application. A copy shall be provided to the County.



INTEGRITY



**EFFECTIVE
COMMUNICATION**



**QUALITY
PUBLIC SERVICE**



OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

**WADMIN18-0002
EXHIBIT E**

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

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

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

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

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

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

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

Application fee

\$50 non-refundable application fee

Daily fee(s)

_____ \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

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

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

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

Detailed explanations for:

_____ Security and fire protection

_____ Water supply and facilities

_____ Sanitation facilities

_____ Medical facilities and services

_____ Vehicle parking spaces

_____ Vehicle access and on-site traffic control

_____ Communication system

NA Illuminating the premises (if applicable)

NA Camping (if applicable)

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

_____ Certified copies of articles of incorporation filed in Nevada (if applicable)

_____ 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)

WILL BE PROVIDED PRIOR TO EVENT

Submission Materials (continued)

- WILL BE SUPPLIED BY INCLINE VILLAGE PARKS DEPT*
Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- Vendor list *LAST YEAR'S LIST*
- 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 APPLICATION

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

Application date: 2/20/18

Applicant Information

Applicant's name: CWB EVENTS

Mailing address: PO BOX 1747 CARMICHAEL CA 95609
Street or PO Box City State Zip code

Phone: 916 936 9393 (Business) _____ (Home) _____ (Cell)

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

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title
<u>CURTIS BECK</u>	<u>2722 ZACHMAN WAY CARMICHAEL CA 95608</u>	<u>CEO</u>

Event Information

Name of Event: INCLINE VILLAGE FINE ART FESTIVAL

Date(s) of Event: AUG 10-12, 2018 Hours of operation: 10AM - 5PM

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

Assessor Parcel Number(s): _____

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

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

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

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

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 29

Approximate number of customers and spectators: 500

Approximate maximum number of persons on any one day of the event: 250

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: TBD Policy number: _____

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

Address of Insurer: _____
Street City State Zip code

Limits of liability: _____

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

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

AS PART OF WEST COAST ARTISTS AND CWB EVENTS,
I HAVE PRODUCED OVER 100 SIMILAR EVENTS.

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

TBD

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of 2/20/18, 20

(Describe fully and indicate assets pledged)

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

Current Assets

Cash on hand _____	\$ _____
Cash in safe deposit box _____	\$ _____
Cash in <u>CHASE BANK</u> <u>CARMICHAEL</u> _____	\$ <u>2399</u>
Location of Box Name, Bank and Branch	
Cash in _____	\$ _____
Name, Bank and Branch	
Accounts and notes receivable (describe nature of receivable and when due)	\$ _____
_____	\$ _____
_____	\$ _____
Other current assets	\$ _____
_____	\$ _____
_____	\$ _____

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Investments, other than stocks and bonds	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Fixed assets

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

Other assets

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

Total Assets \$ _____

CWB EVENTS LLC
Print Name

[Signature] CEO
Signature

2/20/18
Date

OUTDOOR COMMUNITY EVENT STATEMENT OF LIABILITIES

As of 2/20/18, 20

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

Current liabilities

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

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

_____ \$ _____
_____ \$ _____

Accounts payable \$ _____

Liability for Federal Income Tax (delinquent) \$ _____

Provision for current year's Federal Income Tax \$ _____

Provisions for other current taxes \$ _____

Liability for other delinquent taxes \$ _____

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

_____ \$ _____
_____ \$ _____

Other liabilities

_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Liabilities \$ 0

Contingent liabilities (describe)

CWB EVENTS LLC
Print Name

[Signature] CEO
Signature

2/20/18
Date

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: CURTIS WILLIAM BECK
First Middle Last

List ALL other names you have been known by: NA

Residence address: 2722 ZACHMAN WAY CARMICHAEL CA 95608
Street City State Zip Code

Residence phone: _____ Business phone: 916 936 9393

Name of your present business or employer: CWB EVENTS LLC

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

Type of business: EVENT PROMOTION Position: CEO

How long engaged in this business: 8 YEARS

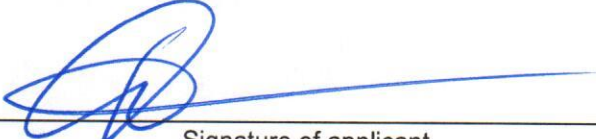
Date of birth: 4/28/55 Age: 62 Place of birth: SAN FRANCISCO CA

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

Dates From and To	City	State
<u>6/03</u> <u>5/11</u>	<u>VALENCIA</u>	<u>CA</u>
<u>5/11</u> <u>4/16</u>	<u>ACTON</u>	<u>CA</u>
<u>4/16</u> <u>CURRENT</u>	<u>CARMICHAEL</u>	<u>CA</u>

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

CURTIS BECK
Printed name of applicant


Signature of applicant

2/20/18
Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

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

Name	Address
CWB EVENTS LLC	PO BOX 1747 OAKMICHIGAN CA

ANCILLARY SERVICES OR ACTIVITIES LIST

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

Name	Address

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

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

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

AUTHORIZATION TO RELEASE INFORMATION

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

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

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

IN WITNESS WHEREOF, I have executed this release at CARMICHAEL CA on the 23RD day of FEBRUARY, 2018.

CURTIS W BECK
Printed name of applicant

[Signature]
Signature of applicant

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

Notary Public in and for said county and state

My commission expires: _____

SEE ATTACHED FOR
REQUIRED CALIFORNIA
WORDING

CALIFORNIA JURAT WITH AFFIANT STATEMENT

GOVERNMENT CODE § 8202

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

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Signature of Document Signer No. 1

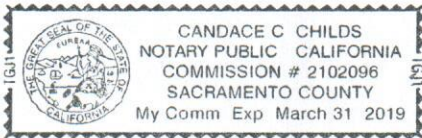
Signature of Document Signer No. 2 (if any)

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

State of California
 County of Sacramento

Subscribed and sworn to (or affirmed) before me
 on this 23 day of Feb, 2018,
 by Curtis W. Beck
Date Month Year

(1) _____
 (and (2) NK _____),
Name(s) of Signer(s)



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

Signature Candace Childs
Signature of Notary Public

Place Notary Seal and/or Stamp Above

OPTIONAL

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: Release of All Claims

Document Date: Feb 23, 2018 Number of Pages: 2 Total

Signer(s) Other Than Named Above: NK

**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:

INCLINE VILLAGE FINE ARTS FESTIVAL 8/10-12/18
Name of Event Date(s) of Event

CURTIS BECK [Signature]
Applicant's name (printed) Applicant's signature

Date: 2/20/18

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

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

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

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

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

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

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

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

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

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

[§4, Ord. No. 1099; A. Ord. No. 1138]

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

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

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

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

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

[§6, Ord. No. 1099]

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

[§7, Ord. No. 1099]

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

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

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

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

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

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

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

[§8, Ord. No. 1099]

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

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

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

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

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

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

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

[§165, Ord. No. 1138]

25.273 Application and fee.

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

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

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

2. The application shall contain:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[§9, Ord. No. 1099; A. Ord. No. 1138]

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

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

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

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

[§10, Ord. No. 1099]

25.276 Investigation.

1. Upon receiving the notice of the application as provided for in subsection 3(b) of section 25.273, the sheriff shall conduct a criminal history background check of the applicants in accordance with section 25.023 to determine whether cause for denial exists. The reasonable costs of the investigation shall be the responsibility of the applicant and shall be paid to the sheriff in advance.

2. The sheriff shall also conduct an investigation of the history of similar events operated, conducted, or promoted by the applicant to determine the truthfulness of the facts submitted by the applicant and to determine whether those events would have met the standards for outdoor festivals set forth in sections 25.263 to 25.305, inclusive.

3. For a second or subsequent application by an applicant, and provided that the applicant, owner, officer and/or director have not changed, the license division or the sheriff may waive the requirements of subsection 2 of this section and modify the requirements of subsection 1 of this section as follows:

(a) At the discretion of the Sheriff, a criminal history records check need not be processed in accordance with section 25.023, but the Sheriff shall review local police records including, without limitation, warrants and warrants to determine whether cause for denial exists.

[§168, Ord. No. 1138; A. Ord. No. 1383]

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

1. The license division must consult with the county clerk and set the application for public hearing at a regular meeting of the board to occur not more than 30 days after the application is deemed complete.

2. At least 10 days in advance of the hearing, the license division must give notice of the public hearing to the applicant and to affected property owners in the manner set forth in section 110.810.25 for special use permits.

3. Based upon the testimony of witnesses, the evidence presented at the hearing, and the report of the license division, the board must approve the issuance of a license with conditions or deny the application. The board may continue a decision on the application to its next regularly scheduled meeting.

4. If the board denies the application, the license division shall mail written notice of denial to the applicant within 5 working days of the denial. The notice must include a statement of the reasons the application was denied.

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

25.279 Review procedures: Events for more than 100 but less than 1,000 persons. After an application for an event listed in subsection 2 of section 25.265 is submitted with required fees and deemed complete by the license division, the license division must review the application, following substantially the same procedures set forth in sections 110.808.30 to 110.808.45, inclusive, for administrative permits. The director of community development or, where applicable, the board of adjustment must approve the issuance of a license with conditions or deny the application.

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

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

1. The proposed event will be conducted in a manner or location not meeting the health, zoning, fire, building or safety standards established by Washoe County or state law.

2. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application for a license or in any other document required pursuant to sections 25.263 to 25.305, inclusive.

3. The applicant or any person connected or associated with the applicant as partner, director, officer, associate or manager, or having a financial interest as described in subsection 2(f) of section 25.273 has previously conducted or been interested in the type of event for which a license is being applied for which resulted in the creation of a public or private nuisance.

4. The applicant or any person associated with the applicant as a partner, director, or officer has been convicted within the past ten (10) years of any of the following crimes:

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

(b) Involving lewd conduct;

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

(d) Involving misconduct with children; or

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

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

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

25.283 Issuance of license, posting, fee.

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

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

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

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

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

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

[§14, Ord. No. 1099]

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

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

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

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

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

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

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

[§15, Ord. No. 1099]

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

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

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

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

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

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

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

25.289 Licensing conditions: Generally.

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

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

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

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

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

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

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

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

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

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

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

(f) Trash receptacles;

(g) Removal of trash and refuse;

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

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

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

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

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

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

- (a) Adequate parking space for persons attending by motor vehicle;
- (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
- (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
- (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
- (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
- (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.

2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.

3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.

[§20, Ord. No. 1099]

25.297 Licensing conditions: Hours of operation. A license issued under section 25.283 must include as a condition the dates and hours of event operation approved by the board, the board of adjustment, or the director of community development.

[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.

2. The chief or chiefs of the responsible fire protection agency or agencies:

- (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
- (b) May determine that an event is proposed in a hazardous fire area;
- (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
- (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.

[§22, Ord. No. 1099]

25.301 Licensing conditions: Financial ability to meet conditions. A licensee must provide proof of the financial ability of the applicants to meet the conditions of the license.

[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

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

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

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

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

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

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

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

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

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

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

(a) through (c) omitted

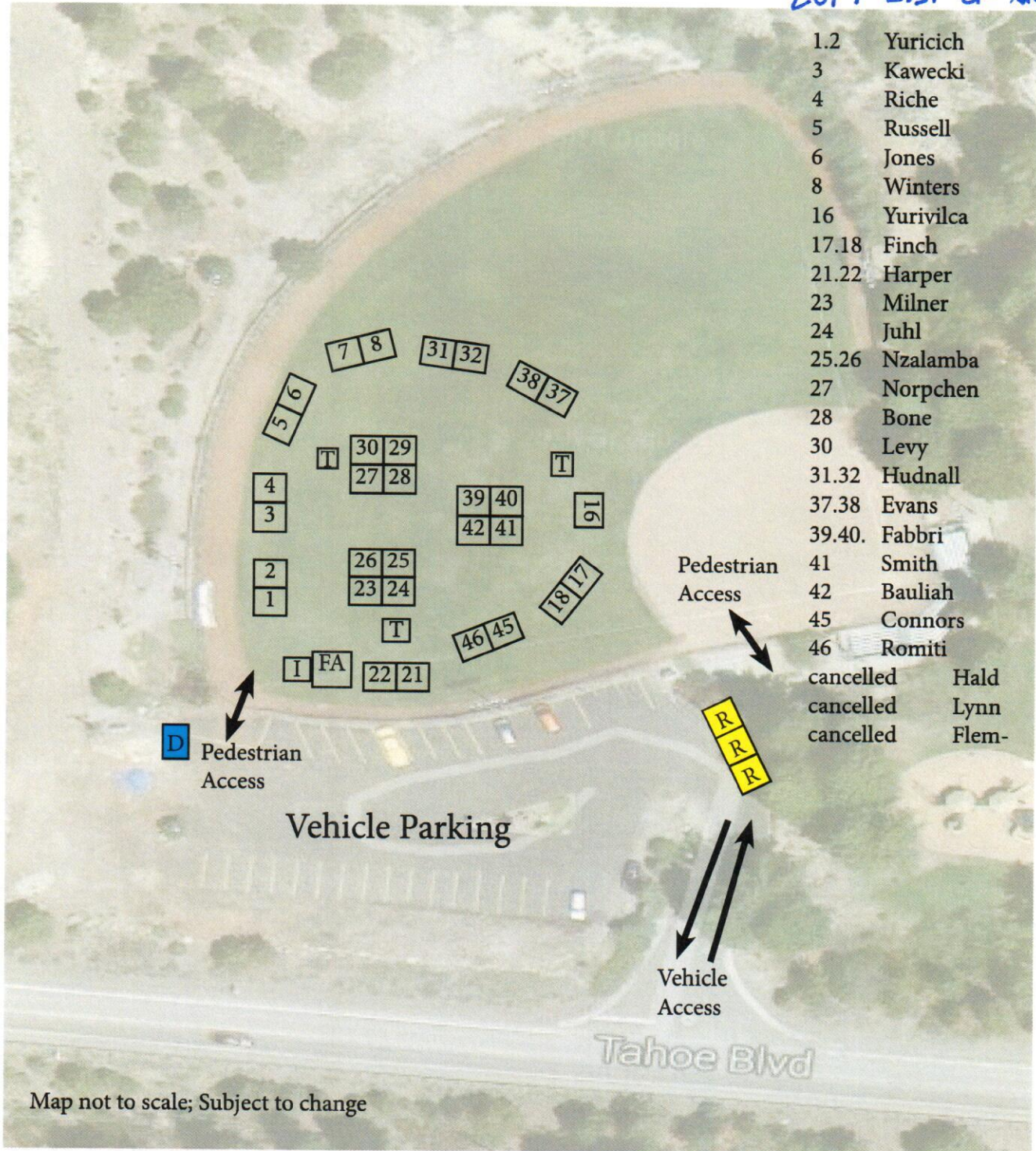
(d) **Circuses, Carnivals and Other Outdoor Entertainment Events.** Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other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

(e) through (o) omitted

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

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

2017 LIST OF ARTISTS



- 1.2 Yuricich
- 3 Kawecki
- 4 Riche
- 5 Russell
- 6 Jones
- 8 Winters
- 16 Yurivilca
- 17.18 Finch
- 21.22 Harper
- 23 Milner
- 24 Juhl
- 25.26 Nzalamba
- 27 Norpchen
- 28 Bone
- 30 Levy
- 31.32 Hudnall
- 37.38 Evans
- 39.40. Fabbri
- 41 Smith
- 42 Bauliah
- 45 Connors
- 46 Romiti
- cancelled Hald
- cancelled Lynn
- cancelled Flem-

Map not to scale; Subject to change

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

CWB Events 916-936-9393

info@cwbevents.com

Incline Village Fine Art Festival
Preston Field

August 10-12, 2018

Event Plan

The Incline Village Fine Art Festival is planned for August 10-12, 2018. The location will be Preston Field, Incline Village, NV. The event will consist of approximately 29 artists, although the site plan shows 46 spaces due to the fact that some artists ask for two or three booths. Each artist will set up their own 10' x 10' canopy in which they will display their original artwork over the two days.

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

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

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

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

Admission and parking are free to the public.

Upon completion of the event, the artists will break down their displays beginning at 5 pm on Sunday, August 12th, and will be gone by 8 pm. The grounds will be cleaned and left in an orderly fashion.

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



Washoe County Community Services Department SPECIAL EVENT QUESTIONNAIRE

Date: 02/20/18

NAME OF GROUP: CWB Events LLC

MAILING ADDRESS: PO Box 1747 Carmichael CA 95628

CONTACT PERSON: Curtis Beck PHONE (W): 916-936-9393 (C): _____

ALT. CONTACT PERSON: _____ PHONE (W): _____ (C): _____

EMAIL ADDRESS: info@cwbevents.com

REQUESTED PARK: Preston Field; Incline Village, NV

SPECIFIC AREA: _____

DATE(S)/HOURS OF REQUESTED EVENT: (Parks open at 8:00 am daily. Earlier entry requires prior approval)

Actual event date(s): <u>8/10/2018</u>	Set up: <u>8/10/2018</u>	Take down: <u>8/12/2018</u>
<u>Date(s)</u>	<u>Date</u>	<u>Date</u>
<u>10 am</u>	<u>6 am</u>	<u>8 pm</u>
<u>Time</u>	<u>Time</u>	<u>Time</u>

Event Title or Activity Title: Incline Village Fine Art Festival

Specific details - list **all** activities: A fine art festival featuring up to 29 artists, who will be selling their work to local residents

Number of portable amusement structures (bounce house, rock climbing wall etc): 0

Primary purpose of your event or activity: Art Festival

Anticipated number of participants: 29 Spectators: 500 Vehicles: _____

Will admission fees be charged for your event? Yes No Amount \$ _____

If yes, when will fees be collected? Presales At event Both

Will food be served to the general public? Yes No

****If Yes, Contact Washoe County Health Department, (775) 328-2400, Environmental Health at (775) 328-2436 for necessary food permits.**

****If food is SOLD, contact Washoe County Planning Division, Business License & Code Enforcement at (775) 328-3733.**

Number of vendors: 29

****Group is responsible to ensure vendors brought in for their event have the proper licenses, certificates, and permits to operate.**

Will alcoholic beverages be sold? Yes No

****If Yes, contact Washoe County Planning Division, Business License & Code Enforcement at (775) 328-3733.**



Washoe County Community Services Department SPECIAL EVENT QUESTIONNAIRE

Will amplified sound equipment be used? Yes No

**If yes, prior approval is required

Will your activity be advertised to the public? Yes No

If yes, by what means? Various print newspapers as well as social media

Any special requests or comments?

Additional Information:

- Some events may require medical support or emergency response planning. For requirements contact Truckee Meadows Fire Protection District at (775) 326-6005
- A Certificate of Liability Insurance naming Washoe County as an additional insured will be required. The amount of insurance is determined by the size and nature of the event.

I hereby submit my request to conduct the above activity. I am aware that fees and deposits are due upon approval on this event (exceptions require special approval). I understand that submitting this form does not indicate approval. In most cases an in person meeting with the appropriate staff member is required to review event details, logistics, scheduling and other needs. The event is confirmed only by the issuance of a Washoe County Use Permit.

To the best of my knowledge, the answers to the above questions are true and accurate. Any falsification of the above information is cause for cancellation of my reservation. I understand that any change in the information provided must be reported to Washoe County Community Services Department immediately. Failure to do so may result in cancellation of my reservation.

Signature

Date

2/20/18



Winding Way

- Comments:
- 1) Traffic control to be in compliance with M.U.T.C.D. City of Reno standard drawings.
 - 2) City of Reno and/or their representatives reserve the right to make modifications to the traffic control in the fields as necessary.
 - 3) All orange construction signs to be sheeted with type x fluorescent orange retro reflective sheeting, and all black/white regulatory sign to be sheeted with high intensity retro reflective sheeting.
 - 4) All construction signs, sign stands and traffic control devices to be compliant with NCHRP350 crash test standards.
 - 5) Contractor to maintain 12' travel lanes at all times.
 - 6) Project traffic control to be adjusted as necessary to coordinate with work in process by other contractors.

Contractor: CWB Events
 Contact Name: Curtis Beck
 Contact Number: 916-936-9393
 Type of Work: Special Event
 Drawn By: Darryl Carpenter
 Atssa #: 305233
 Job Site Location: Incline Village



Approx 600'
 Spacing-40'

HWY 28

