



Board of Adjustment Staff Report

Meeting Date: June 1, 2017

Subject: Administrative Permit Case Number: WADMIN17-0004
Applicant: Classical Tahoe – Kirby Combs
Agenda Item Number: 9D
Summary: Outdoor community event business license application, and associated license conditions for “Classical Tahoe”, an outdoor concert series
Recommendation: Approval with Conditions
Prepared by: Roger Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Development Division
775.328.3622
Phone: 775.328.3622
E-Mail: rpelham@washoecounty.us

Description

Administrative Permit Case Number WADMIN17-0004 (Classical Tahoe) – For possible action, hearing, and discussion to approve an Administrative Permit and outdoor community event business license application, and associated license conditions for Classical Tahoe, an outdoor concert event to be held at the Sierra Nevada College in Incline Village, Nevada on July 28, 29, and 30, August 1, 4, 5, 8, 11 and 12, 2017. The proposed outdoor concerts will be held between the hours of 5:00 p.m. and 8:30 p.m. All proposed concerts will be unamplified classical music located within a portable tent erected on the College campus for the event. Primary participant and spectator parking will be within the College campus (APN: 127-040-10) with additional off-site (overflow) parking at the Incline Village General Improvement District (IVGID) Recreation Facility (APN: 127-040-07), if needed. Event organizers estimate that approximately 1,300 participants and spectators will take part in the event during any one three-day event period, with a maximum of 500 participants and spectators on any one day of the event. If approved, authorize the Director of the Planning and Development Division, Community Services Department to issue the outdoor community event business license when all pre-event conditions have been met.

- Applicant: Classical Tahoe – Kirby Combs
- Property Owner: Sierra Nevada College
- Location: 948 Incline Way
Incline Village, NV 89451
- Assessor’s Parcel Numbers: 127-040-10 (College) and 127-040-07 (IVGID Recreation Center)
- Parcel Size: 17.05 acres (College), 1.4 acres (Recreation Center)
- Master Plan Category: Commercial (C)
- Regulatory Zone: Public and Semi-Public Facilities (PSP)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits; Article 310, Temporary Uses and Structures; and Washoe County Code Chapter 25, Business Licenses Ordinance
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Within Section 23, T16N, R18E, MDM, Washoe County, NV

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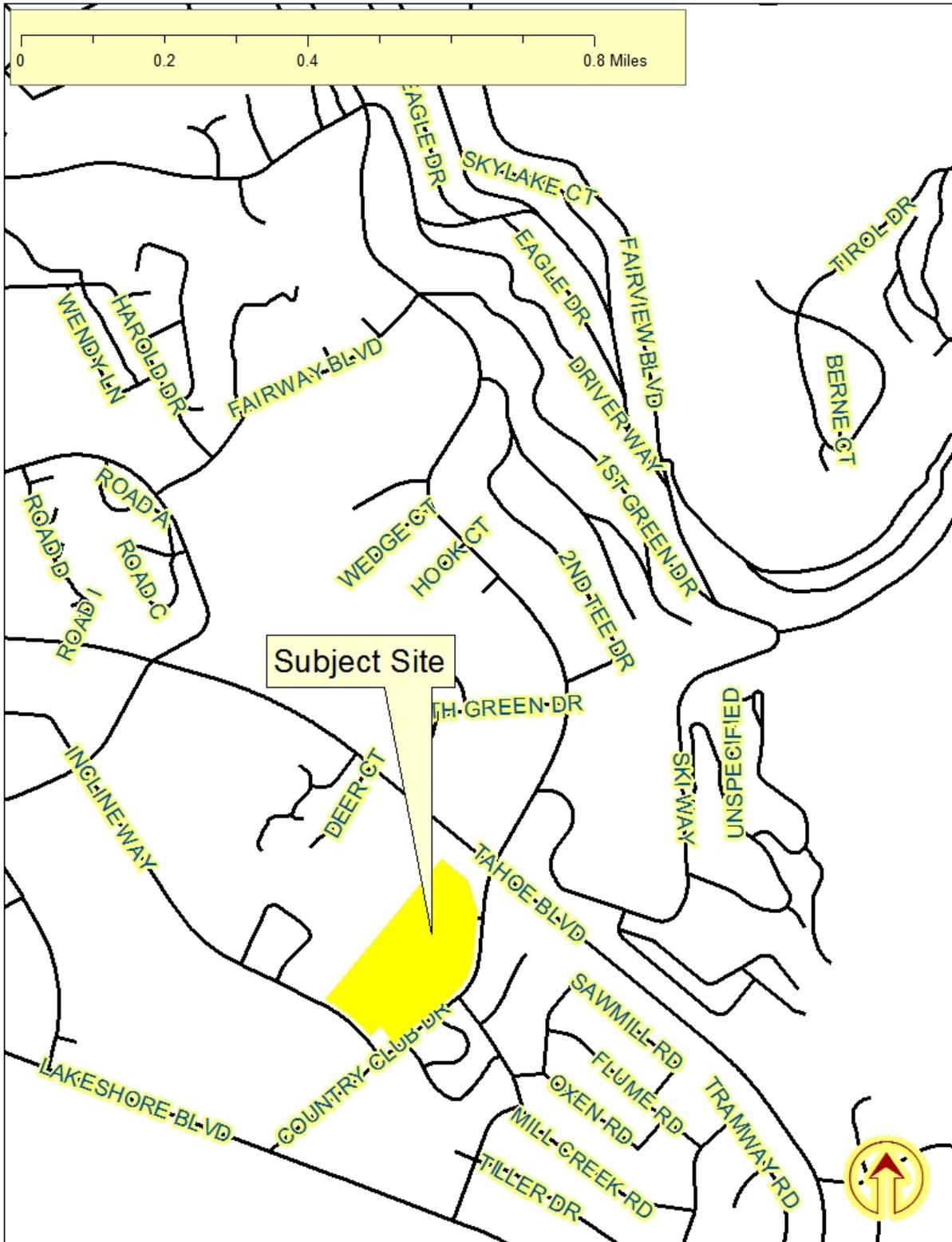
Administrative Permit Definition

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.

Outdoor entertainment events are regulated in both Washoe County Code (WCC) Chapter 25, Business License Ordinance, and WCC Chapter 110, Development Code. These events require an administrative permit when total attendance on any one day of the event is between 100 and 999 people. Approval of the Administrative Permit also provides approval of the outdoor community event business license application. The actual business license will be issued by the Director of the Planning and Development Division only after all pre-event conditions have been satisfied and all required fees paid.

The business license conditions for the outdoor community event are attached to this staff report and will be included with the Action Order, if approval is granted.

The subject property is designated as Public and Semi-Public Facilities (PSP). The proposed activity, an outdoor community event, is permitted in all regulatory zones subject to approval of an Administrative Permit in accordance with WCC Section 25.265 and Section 110.310.20. Therefore, the applicant is seeking approval of this Administrative Permit from the Board of Adjustment.



Vicinity Map



Site Plan

Project Evaluation

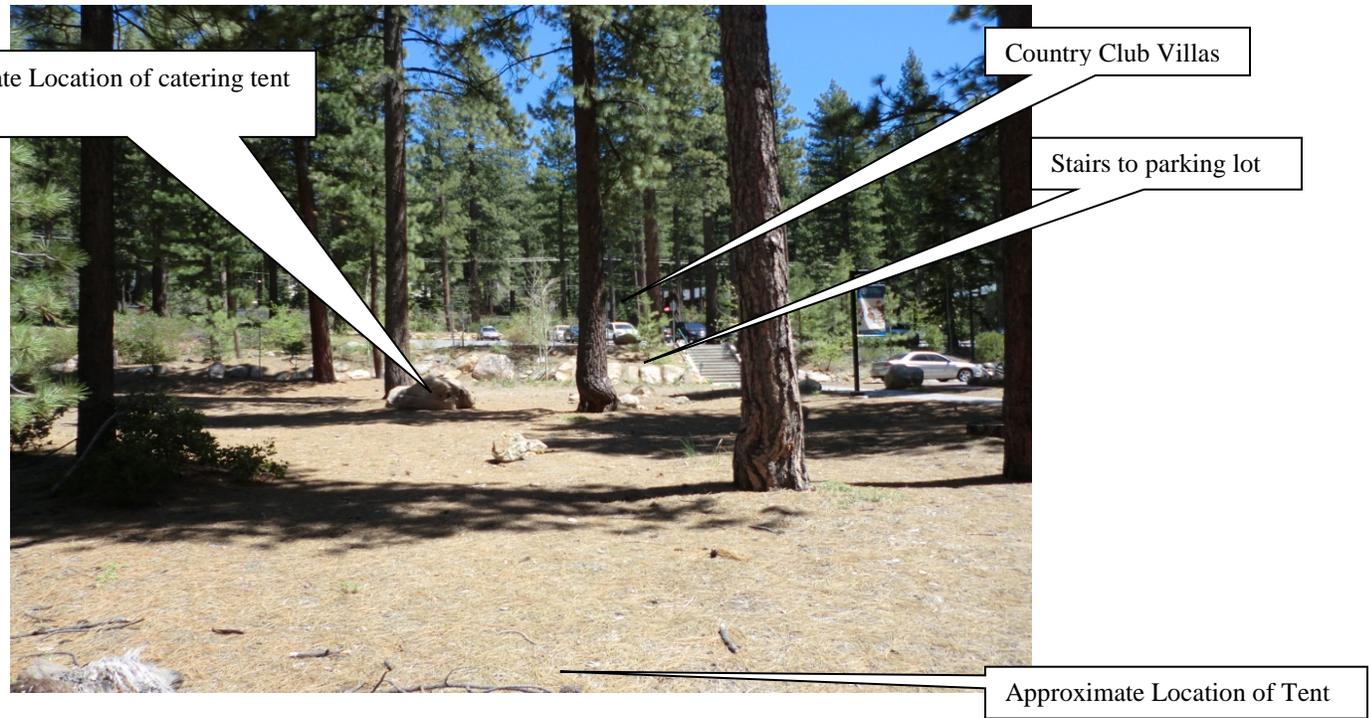
Classical Tahoe, formerly known as Lake Tahoe SummerFest, is a series of outdoor concert events being held under a tent erected on the Sierra Nevada College property located in Incline Village. The tent is proposed to be set up in the area between the Primm Library and Patterson Hall. There are residential dwellings to both the east (Country Club Villas) and west (Tahoe Racquet Club) of the college property. The concert tent will be located approximately 500 feet from any of the residential structures.

Concerts are proposed to be held on July 28, 29, and 30, August 1, 4, 5, 8, 11 and 12, 2017. The proposed outdoor concerts will be held between the hours of 5:00 p.m. and 8:30 p.m. All proposed concerts will be unamplified classical music located within a portable tent erected on the College campus for the event. Primary participant and spectator parking will be within the College campus with additional off-site (overflow) parking at the Incline Village General Improvement District (IVGID) Recreation Facility, if needed. Event organizers estimate that approximately 1,300 participants and spectators will take part in the event during any one three-day event period, with a maximum of 500 participants and spectators on any one day of the event.

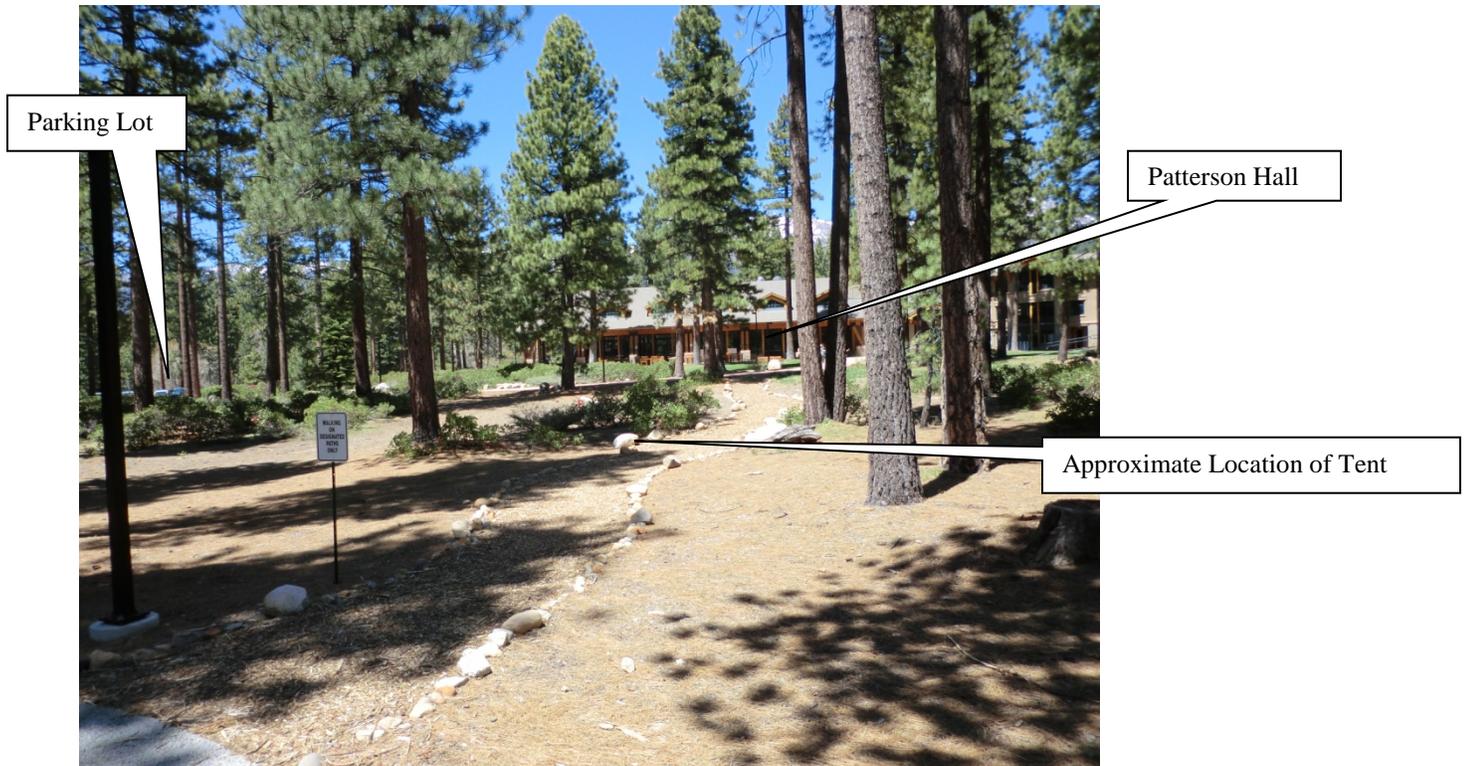
Food and beverages will be provided by a private company, and sold, before and during the concerts. The catering tent will be set up near the stairs to the parking lot closest to Country Club Drive (east of Primm Library). The area where the caterer will set up is several feet below the parking lot. This lower location will serve to screen the tent from the roadway.

There are three parking lots on the Sierra Nevada Campus which provide 238 parking spaces. The applicant cites an agreement with the Incline Village General Improvement District (IVGID) to utilize the nearby recreation center parking facility for any overflow parking, should the need occur. However, similar arrangements made in previous years for this concert series proved unnecessary. The event organizers will provide staff to assist in directing overflow parking to the appropriate places.

The restroom facilities in the campus buildings will be open for use by the concert attendees. Sierra Nevada College security staff will be on site during the concert. Volunteer staff will be assigned to direct traffic and assist the public.



Facing west towards Country Club Drive



Facing northeast



Facing southwest

Incline Village/Crystal Bay Citizen Advisory Board

Washoe County Code does not require Administrative Permits to be presented to the local Citizens' Advisory Board. However, individual CAB members were provided with the project application and individual responses were sought. None of the members provided comments to staff.

Reviewing Agencies

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

- Washoe County Community Services Department
 - Engineering and Capital Projects Division
 - Planning and Development Division
- Washoe County Health District
 - Emergency Medical Services Program
 - Environmental Health Services Division
- Washoe County Regional Animal Services
- Washoe County Sheriff
- Regional Transportation Commission
- Washoe / Storey Conservation District
- Incline Village General Improvement District
- Nevada State Lands
- Nevada / Tahoe Conservation District
- North Lake Tahoe Fire Protection District
- Tahoe Regional Planning Agency
- Tahoe Transportation District
- US Forest Service – LTBMU
- Nevada Department of Taxation

Of the sixteen above-listed agencies/departments the Washoe County Planning and Development Division and the Washoe County Health District provided substantive comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of those agency's comments and/or recommended conditions of approval and their contact information is provided. The business license conditions document is attached to this staff report and will be included with the outdoor community event business license, when issued.

- Washoe County Planning and Development Division addressed the hours of operation, licensing requirements, and operational conditions.
Contact: Roger Pelham, 775.328.3622, rpelham@washoecounty.us
- Washoe County Health District addressed the need for food permits and portable sanitation facilities.
Contact: James English, 775.328.2434, jenglish@washoecounty.us

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:

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 outdoor community event, a series of outdoor and indoor concerts to be conducted on the grounds of the Sierra Nevada College, is a permitted use with acquisition of an administrative permit and business license. There are no programs, policies, maps, or standards 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: 1) electric, water utilities, and sanitation are provided by public utilities and agencies and are adequate; (2) with proper traffic management, roadways are capable of serving the event; (3) as explained in the staff report, the application was reviewed by agencies who recommended business license conditions (Exhibit A) to assure adequate facilities, and utilities are furnished. Staff is confident that the necessary facilities are in place or will be in place as the result of a condition for the duration of the event.

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

Staff Comment: The proposed site is particularly suitable for this event. The lawn areas of Sierra Nevada College are capable of hosting the expected crowds and there is adequate room for the set-up of the necessary facilities and equipment. The successful use of this area last year is an indication that the site is suitable for this event.

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 that all appropriate agencies have recommended the necessary conditions necessary for mitigation of any negative impact to the public health, safety, and welfare of the area, surrounding properties will not be unduly injured nor will the character of the surrounding area be harmed. The conditions of approval impose noise controls (no amplification) and hours of operation to assure minimum impact on surrounding properties, and no surrounding property owners have responded to the notice sent to them objecting to the event.

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: Not applicable as there is no military installation within the required noticing distance.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project or provided no comments. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN17-0004 and the outdoor community event business license application is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN17-0004 and the outdoor community event business license application for Classical Tahoe, with the business license conditions included at Exhibit A, for this matter, having made all relevant findings in accordance with Washoe County Code Section 110.808.25. I further move to authorize the Director of the Planning and Development Division, Community Services Department to issue the outdoor community event business license when all pre-event conditions have been met:

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 an outdoor community event and for the intensity of such a development;
4. Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area; and

Appeal Process

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Development Division within 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant: Classical Tahoe
Kirby Combs, Executive Director
948 Incline Way
Incline Village NV 89451

Property Owner: Sierra Nevada College
291 Country Club Drive
Incline Village, NV 89451

Action Order xc:



Conditions of Approval

Administrative Permit Case Number WADMIN17-0004 and Outdoor Festival Business License Conditions for “Classical Tahoe”

The project approved under Administrative Permit Case Number WADMIN17-0004 and Outdoor Festival Business License Conditions for “Classical Tahoe” shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on June 1, 2017. 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 Planning and Development.

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

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

Washoe County Planning and Development

The following conditions are requirements of Planning and Development, which shall be responsible for determining compliance with these conditions.

Contact Name – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

PRE-EVENT CONDITIONS:

1. The event organizers must obtain building permits by submitting plans and calculations for review and approval of all temporary structures, including tent structures. Plan submittals should include manufacturer's recommendations for anchoring and specifications regarding wind loads, flame spread and smoke- development.
2. The applicant will provide the Planning and Development Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District requirements.
3. The applicant will provide the Planning and Development Division with a Severe Weather Plan, acceptable to the Director, for discontinuance of concerts when necessary.
4. The applicant shall provide Planning and Development two passes to gain access to the concert site, including parking, for inspection to verify that all conditions of approval are being adhered to. The passes must be good for any and all concerts. Inspection(s) shall be random and unannounced.
5. An Outdoor Community Event business license for Classical Tahoe shall be issued prior to commencing of concerts.
6. Catering services shall obtain appropriate Washoe County business and intoxicating liquor licenses.
7. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.
8. The applicant shall attach a copy of the action order, if available, approving this project to all administrative permit applications (including building permits) applied for as part of this administrative permit.
9. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

DURING-EVENT CONDITIONS:

10. **Hours of Operation:** All concerts shall end by 9:30 p.m. each Tuesday, Friday, and Saturday evening and by 1:30 p.m. on Sundays. Pre-Concert activities shall not start before 4:30 p.m. on Friday and Saturday and 9:00 a.m. Sunday, and all activities shall end by 10:00 p.m. on Tuesday, Friday and Saturday nights. All activities shall end by 1:30 p.m. on Sundays.
11. **Noise:** The music shall not be amplified during any concert.

12. Restroom Facilities: must be open and available to the concert goers at least 30 minutes before and after the concert, and during the entire time that food or beverages are sold.
13. Lighting: All outdoor lighting, other than standard campus lighting, shall be turned off by 10:00 p.m. on Friday and Saturday nights, and by 8:00 p.m. on Sundays.

POST-EVENT CONDITIONS:

14. Clean up: The applicant shall be responsible for total clean-up of the site. The tent structure shall be removed within 48 hours of the final concert. The applicant shall contact Washoe County Planning and Development to arrange final site inspection after clean-up is complete.

Washoe County Health District

The following conditions are requirements of the Health District, which shall be responsible for determining compliance with these conditions. The District Board of Health has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

Contact Name – James English, 775.328.2610, jenglish@washoecounty.us

PRE-EVENT CONDITIONS:

1. All food vendors must apply for temporary food permits a minimum of 7 days prior to the event.
2. Any beverage vendors providing ice must apply for temporary food permits a minimum of 7 days prior to the event.
3. Portable toilets must be provided (prior to the event) if the facilities in the Sierra Nevada College cannot be utilized or are not sufficient for the total estimated number of visitors, including all proposed and estimated workers (vendors) at the event.
 - i. Refer to the WCHD Regulations Governing Sewage, Wastewater, and Sanitation for the required number of portable facilities:
<https://www.washoecounty.us/health/files/regulations/ehs/sws-regs-2013-05-23.pdf>

*** End of Conditions ***

WADMIN17-0004



Development Review Status Sheet

Date: 4-24-17

Attention: Rpelham@washoecounty.us

RE: Administrative Permit Case WADMIN17-0004
APN: 122-133-02
Service Address: 948 Incline Way
Owner: Sierra Nevada College

Phone:	Fax:	Email:
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Mailing Address: N/A

Administrative Permit Case Number WADMIN17-0004 (Classical Tahoe) – Hearing, discussion, and possible action to approve and Administrative Permit and outdoor community event business license, and associated license conditions for Classical Tahoe, an outdoor concert event to be held at the Sierra Nevada College in Incline Village, Nevada on July 28, 29, and 30, August 1, 4, 5, 8, 11 and 12, 2017. The proposed outdoor concerts will be held between the hours of 5:00 p.m. and 8:30 p.m. All proposed concerts will be unamplified classical music located within a portable tent erected on the College campus for the event. Primary participant and spectator parking will be within the College campus (APN: 127-040-10) with additional off-site (overflow) parking at the Incline Village General Improvement District (IVGID) Recreation Facility (APN: 127-040-07), if needed. Event organizers estimate that approximately 1,300 participants and spectators will take part in the event during any one three-day event period, with a maximum of 500 participants and spectators on any one day of the event. Based on the testimony and evidence presented at the hearing, to include the report of reviewing agencies, the Board of Adjustment may approve the issuance of the Administrative Permit and business license with conditions, or deny the application.

- Applicant: Classical Tahoe – Kirby Combs
- Property Owner: Sierra Nevada College
- Location: 948 Incline Way
Incline Village, NV 89451
- Assessor's Parcel Numbers: 127-040-10 (College) and 127-040-07 (IVGID Recreation Center)
- Parcel Size: 17.05 acres (College), 1.4 acres (Recreation Center)
- Master Plan Category: Commercial (C)
- Regulatory Zone: Public and Semi-Public Facilities (PSP)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 310, Temporary Uses and Structures; and Washoe County Code Chapter 25, Business Licenses, Permits and Regulations
- Commission District: 1 – Commissioner Berkbjerg
- Section/Township/Range: Within Section 23, T16N, R18E, MDM, Washoe County, NV

Comments and Conditions: No impact to the Incline Village General Improvement District

Completed by: Tim Buxton, Chief Inspector
Phone: (775) 832-1246 Fax: (775) 832-1260
Incline Village General Improvement District, 1220 Sweetwater Road, Incline Village NV 89451

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Note: Send information to the case planner as prescribed on the memo from Dawn or the Washoe County Development. TLB



REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

May 1, 2017

FR: Chrono/PL 183-17

Mr. Roger Pelham, Senior Planner
Community Services Department
Washoe County
PO Box 11130
Reno, NV 89520

RE: WADMIN17-0004 (Classical Tahoe)
WPVAR17-0002 (Fisher/Kintz Front Yard Setback Reduction)
WSUP17-0008 (Quilici Group Care)
WSUP17-0009 (Truckee Meadows Water Authority)
WTPM17-0006 (Smith)
WTPM17-0007 (Kauffmann)

Dear Mr. Pelham,

We have reviewed the above application and have no comments at this time.

Thank you for the opportunity to comment on this application. Please feel free to contact me at 775-332-0174 or email me at rkapuler@rtcwashoe.com if, you have any questions or comments.

Sincerely,

Rebecca Kapuler
Planner

RK/jm

Copies: Mojra Hauenstein, Washoe County Community Services
Chad Giesinger, Washoe County Community Services
Kelly Mullin, Washoe County Community Services
Jae Pullen, Nevada Department of Transportation, District II
Daniel Doenges, Regional Transportation Commission
Tina Wu, Regional Transportation Commission
Julie Masterpool, Regional Transportation Commission
David Jickling, Regional Transportation Commission

/Washoe County no comment: 05052017

RTC Board: Ron Smith (Chair) • Bob Lucey (Vice Chair) • Paul McKenzie • Marsha Berkbigler • Neoma Jardon
PO Box 30002, Reno, NV 89520 • 1105 Terminal Way, Reno, NV 89502 • 775-348-0400 • rtcwashoe.com

WADMIN17-0004
EXHIBIT B

From: Dayton, Brittany
Sent: Monday, April 24, 2017 2:35 PM
To: Pelham, Roger
Subject: WADMIN17-0004 - Classical Tahoe

Hello Roger,

I reviewed the administrative permit case number WADMIN17-0004. According to the information provided on the application, the event is not large enough to meet state regulations for EMS at special events. However, I emailed the NLTFPD and IVCH and notified them of the dates/times of the event so they were aware of the event.

Please let me know if you would like any further information, or have any questions.

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 Division

"Dedicated to Excellence in Public Service"

1001 East 9th Street PO Box 11130 Reno, Nevada 89520 Telephone: (775) 328-2040 Fax: (775) 328-3699

INTEROFFICE MEMORANDUM

DATE: May 03, 2017
TO: Roger Pelham, Planning and Development Division
FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division
SUBJECT: **WADMIN17-0004**
APN 127-040-07 & 10
CLASSICAL TAHOE

I have reviewed the referenced administrative permit case and have no conditions or comments.

LRV/lrv

WADMIN17-0004
EXHIBIT B

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

May 3, 2017

Roger Pelham, MPA, Senior Planner
Washoe County Community Services
Planning and Development Division
PO Box 11130
Reno, NV 89520-0027

RE: Classical Tahoe; APN 127-040-10
Administrative Permit; WADMIN17-0004

Dear Mr. Pelham:

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

1. The WCHD has reviewed the proposed Administrative Permit and has the following comments and requirements:
 - a. All food vendors must apply for temporary food permits a minimum of 7 days prior to the event.
 - b. Any beverage vendors providing ice must apply for temporary food permits a minimum of 7 days prior to the event.
 - c. Portable toilets must be provided if the facilities in the Sierra Nevada College cannot be utilized or are not sufficient for the total estimated number of visitors including all proposed and estimated workers (vendors) at the event.
 - i. Refer to the WCHD Regulations Governing Sewage, Wastewater, and Sanitation for the required number of portable facilities:
 - ii. <https://www.washoecounty.us/health/files/regulations/ehs/sws-regs-2013-05-23.pdf>

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

Sincerely,



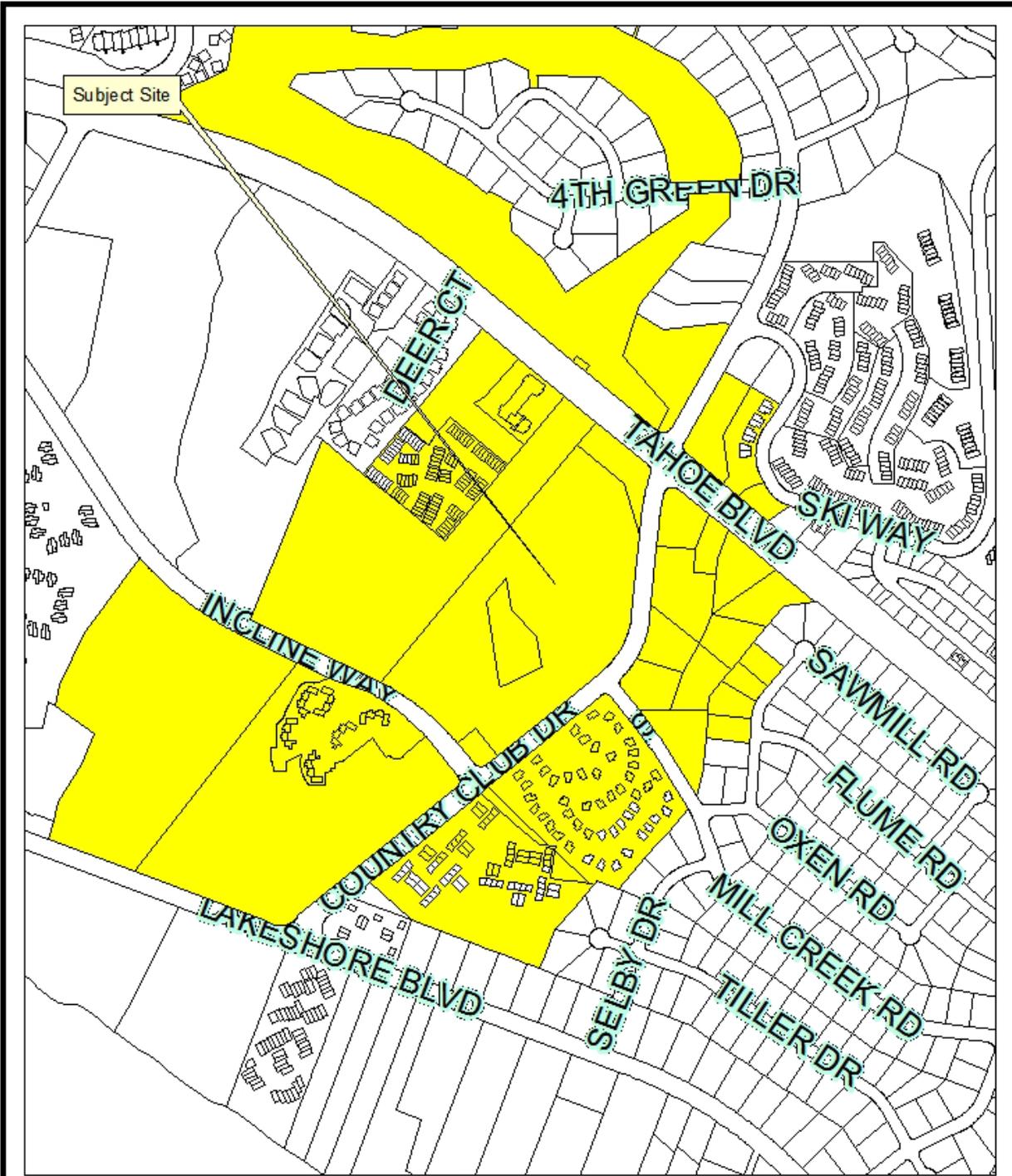
James English, REHS, CP-FS
EHS Supervisor
Waste Management/Land Development Programs

JE:wr

ENVIRONMENTAL HEALTH SERVICES
1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520
775-328-2434 | Fax: 775-328-6176 | washoecounty.us/health
Serving Reno, Sparks and all of Washoe County, Nevada | Washoe County is an Equal Opportunity Employer



**WADMIN17-0004
EXHIBIT B**



Mailing Label Map
 Adminstrative Permit Case Number WADMIN17-0004
 (Classical Tahoe)

243 Parcels selected at 500 feet.

Source: Planning and Development Division



Date: April 2017

Community Services
 Department
 Planning and
 Development Division
 WASHOE COUNTY
 NEVADA
 Post Office Box 11130
 Reno, Nevada 89520
 (775) 225-2800

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: April 4, 2017

Applicant Information

Applicant's name: Kirby Lee Combs
Mailing address: 948 Incline Way Incline Vlg NV 89451
Phone: 775-298-0245 (Business) (Home) (Cell)

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

Is the applicant a(n): [] Corporation [] Partnership [x] Individual

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

Table with 3 columns: Name, Address, Title. No entries are present.

Event Information

Name of Event: Classical Tahoe 2017
Date(s) of Event: 7/28, 7/30, 7/29, 8/1, 8/4, 8/5, 8/8 Hours of operation: 5:00-8:30 PM
Location of Event: Sierra Nevada College Campus
Assessor Parcel Number(s): 127 040 10
Description of Event: An orchestra concert series

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

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

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

When will fee be collected? [x] Pre-sales [x] At entrance

Approximate number of participants and other persons: 300-500 max

Approximate number of customers and spectators: ~1300/weekend

Approximate maximum number of persons on any one day of the event: 500 max

Will food and/or beverages be served? [x] Yes [] No

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

Will alcoholic beverages be served? [x] Yes [] No

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

Will there be live music? [x] Yes [] No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: Menath Insurance Policy number: PHPK1451446

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

Address of Insurer: 333 Village Blvd Incline Vlg NV 89451
Street City State Zip code

Limits of liability: \$1 M

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.

Classical Tahoe will hold its 6th annual concert series at Sierra Nevada College in Incline Village. Past event dates: July 29-August 13, 2016; July 31-August 16, 2015; August 9-17, 2014; August 2-18, 2013. Required permits were acquired for all past events from Washoe County, the Fire Dept + TRPA.

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

TBD

SPECIAL EVENT APPLICATION
Temporary Sales or Services License
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Alan G. Walker being duly sworn, depose, and say that I am an owner* of property involved in this temporary sales or services license application and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the proposed temporary sales or services license application and also own the property or properties on which the sales or services will be conducted;

OR

Affirm that I give permission to the applicants for the proposed temporary sales or services license to conduct the sales and services on the following property or properties which I own:

Assessor Parcel Number(s): 127 040 10

Physical Address: 999 Tahoe Blvd for Classical Tahoe

Signed *[Signature]*
President, Sierra Nevada College

Subscribed and sworn to before me this 30th day of March, 2017

[Signature]
Notary Public in and for said county and state

My commission expires: July 8, 2017



*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Attach notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of April 4, 2017

(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 Wells Fargo Bank, Incline Village Branch \$ 138,039.66
Location of Box

Cash in Umpqua Bank, Incline Village Branch \$ 905.00
Name, Bank and Branch

Accounts and notes receivable (describe nature of receivable and when due) _____ \$ 0

_____ \$ 0

_____ \$ _____

Other current assets

_____ \$ 0

_____ \$ 0

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)

_____ \$ 0

_____ \$ 0

_____ \$ 0

Investments, other than stocks and bonds

_____ \$ 0

_____ \$ 0

_____ \$ 0

Fixed assets

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

ARTWORK (book basis) \$ 5,000

Lighting \$ 6,273

ARTWORK (tax basis adjustment) \$ -5,000

Other assets

Automobiles and other personal property

_____ \$ 0

_____ \$ 0

_____ \$ 0

Total Assets

\$ 145,217.66

Kirby Combs
Print Name

Kirby Combs
Signature

04-04-2017
Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of April 4, 2017

(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 \$ 21,540.43
Liability for Federal Income Tax (delinquent) \$ _____
Provision for current year's Federal Income Tax \$ _____
Provisions for other current taxes \$ _____
Liability for other delinquent taxes \$ _____

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

Other liabilities
_____ \$ _____
_____ \$ _____
_____ \$ _____

Total Liabilities \$ _____

Contingent liabilities (describe)

Kirby Combs
Print Name

Kirby J. Combs
Signature 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

see attached donor list

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

see attached musician list

**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 931 Tahoe Blvd Suite 1A on the 4th day of April, 2017.

Kirby Combs
Printed name of applicant

Kirby P. Combs
Signature of applicant

Subscribed and sworn to before me this 4th day of April, 2017

Jennifer A. Bertolina Washoe County, Nevada.
Notary Public in and for said county and state

My commission expires: February 15, 2020



**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:

Classical Tahoe dba Lake Tahoe SummerFest July 28-August 12
Name of Event Date(s) of Event
Kirby Combs Kirby A. Combs
Applicant's name (printed) Applicant's signature
Date: 04/04/2017

**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.

Founder--\$10,000 and above

Anonymous
Anonymous
Anonymous
Ron and Maureen Ashley
Marna Broida and Ian Weiss
Carol Franc Buck Foundation
Confidence Foundation
Dolan Lexus
Florence and Steven Goldby
Incline Village Crystal Bay Visitors Bureau
Dr. Michael and Nora Lacey
Beth and Scott Minick
Smallwood Family Trust
Whittier Trust

Supporter--\$5,000-\$9,999

Educational Pathways Intl'
Reno Tahoe USA
Christine and John E. Sells, Sells
Foundation
Candace Evert

Music Lover--\$1,000-\$4,999

Arkansas Community Foundation
Asset Consulting Group
Ronald Allison
Edward Boleky
Wayne Eckert
Edward and Cathy Filusch
Joan Lamb
Janet Napolitano
Linda and Jerry Ruttenbur
Shaheen Shaheen

Friend—up to \$999

David Anderson
Mark Barmann
Anne Beroza
Susan Drack
Stuart Dunn
Robert Eberhart
Robert Elo

Laura Hamilton	Katie Kadarrauch	Erik Ralske
Maria Schleuning	Winona Zelenka	Jenny Chen Ralske*
Gennady Filimonov	Peter Wyrick	Juilia Pilant
Annamae Goldstein	David Calhoun	John Lenz RENO
Rachel Golub	Lanny Paykin	Billy Hunter
Kristi Helberg	Wendy Sutter	Guy Piddington
Daniel Kalikhov	Saeunn Thorsteinsdottir	Adam Luftman
Brian Krinke	Roberta Cooper	Weston Sprott
Jeehae Lee	Mariko Wyrick	David Garcia
Laura Lutzke	Rex Surany	Blair Bollinger
Kay Stern	Daniel Krekeler	JáTtik Clark
Simon James	Timothy Dilenschneider	Aaron McDonald
Sarah Vonsattel	Marisela Sager	Eric Middleton
Amy Hiraga	Demarre McGill	Carol Colwell
Yurika Mok	Erin James	Sharon Hickox
Katherine Fong	Jess Sindell	Donna Lee
Ruth Lenz	Kathryn Greenbank	Anna Stoycheva
Catherine Sim	Mingjia Liu	
Xiao-Dong Wang	Sarah Lewis	
Milan Milisavljevic	Pedro Diaz	
Sarah Adams	Dan Gilbert	
David Cerutti	Lino Gomez	
David Cerutti	Ixi Chen	
Desiree Elsevier	Christopher Money	
Dov Scheindlin	Whitney Crockett	
Catherine Ro	Anthony Georgeson	
Lih-Wen Ting	Samantha Duckworth	
Kaya Bryla-Weiss	Erik Holtje	



040601

ROSS MILLER
Secretary of State
204 North Carson Street, Suite 4
Carson City, Nevada 89701-4520
(775) 684-5768
Website: www.nvsos.gov

**Nonprofit
Articles of Incorporation**
(PURSUANT TO NRS CHAPTER 82)

Filed in the office of	Document Number
<i>[Signature]</i>	20110479953-01
Ross Miller	Filing Date and Time
Secretary of State	06/28/2011 7:06 AM
State of Nevada	Entity Number
	E0369612011-4

USE BLACK INK ONLY - DO NOT HIGHLIGHT

ABOVE SPACE IS FOR OFFICE USE ONLY

1. Name of Corporation:	LAKE TAHOE SUMMERFEST				
2. Registered Agent for Service of Process: (check only one box)	<input type="checkbox"/> Commercial Registered Agent:	Name			
	<input type="checkbox"/> Noncommercial Registered Agent (name and address below)	OR	<input checked="" type="checkbox"/> Office or Position with Entity (name and address below)		
	MADYLON MEILING, CHAIR BOARD OF DIRECTORS Name of Noncommercial Registered Agent OR Name of Title of Office or Other Position with Entity				
	859 LAKESHORE BOULEVARD, INCLINE VILL Nevada		89451		
Street Address		City	Zip Code		
PO BOX 7930		INCLINE VILLAGE Nevada	89450		
Mailing Address (if different from street address)		City	Zip Code		
3. Names and Addresses of the Board of Directors/Trustees: (each Director/Trustee must be a natural person at least 18 years of age; attach additional page if more than four directors/trustees)	1) MADYLON MEILING				
	Name				
	859 LAKESHORE BLVD		INCLINE VILLAGE NV	89451	
	Street Address		City	State	Zip Code
	2) ROBIN LYNCH				
	Name				
	1690 PINE CONE CIRCLE		INCLINE VILLAGE NV	89451	
	Street Address		City	State	Zip Code
	3)				
	Name				
	Street Address		City	State	Zip Code
	4)				
Name					
Street Address		City	State	Zip Code	
4. Purpose: (required; continue on additional page if necessary)	The purpose of the corporation shall be: TO PROMOTE UNDERSTANDING OF SEE ATTACHMENT ENTHUSIASM FOR AND PARTICIPATION IN				
5. Name, Address and Signature of Incorporator: (attach additional page if more than one incorporator)	MADYLON MEILING		X Madylon Meiling		
	Name		Incorporator Signature		
	PO BOX 7930		INCLINE VILLAGE NV	89450	
Address		City	State	Zip Code	
6. Certificate of Acceptance of Appointment of Registered Agent:	I hereby accept appointment as Registered Agent for the above named Entity.				
	X Madylon Meiling			6/19/11	
Authorized Signature of Registered Agent or On Behalf of Registered Agent Entity			Date		

This form must be accompanied by appropriate fees.

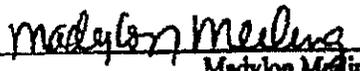
Nevada Secretary of State NRS 82 Articles
Revised: 4-14-08

Articles of Incorporation

- Article 1. The name of the corporation is Lake Tahoe SummerFest
- Article 2. This corporation is organized as a nonprofit corporation without stock pursuant to Nevada Revised Statutes chapter 82, as amended or its future equivalent.
- Article 3. This corporation is organized and operated exclusively for artistic, educational and charitable purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations within the meaning of section 501(c)(3) of the Internal Revenue Code of the United States, or corresponding section of any future federal tax code.
- Article 4. The specific purpose of the corporation is to promote understanding of, enthusiasm for, and participation in classical music, art and film through concerts, commissions, and educational events and the establishment of venues.
- Article 5. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- Article 6. The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under section 501(c)(3) of the Internal Revenue Code of the United States, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- Article 7. The name of the corporation's initial agent shall be Madylon Meiling, who holds the office of Chair of the Board of Directors of the corporation. The street address in the state of Nevada for service of process is:

Madylon Meiling, Ph.D.
859 Lakeshore Boulevard
Incline Village, NV 89451

I hereby accept appointment as Registered Agent for the above named Entity


Madylon Meiling, Ph.D.
Incorporator

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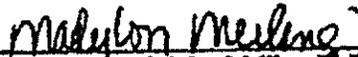
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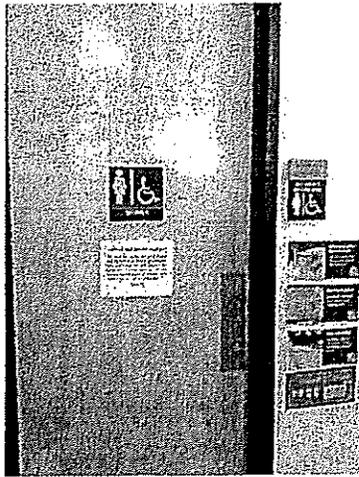
Prim Library ADA Accessible (no signs)



Prim Library Unisex Restroom

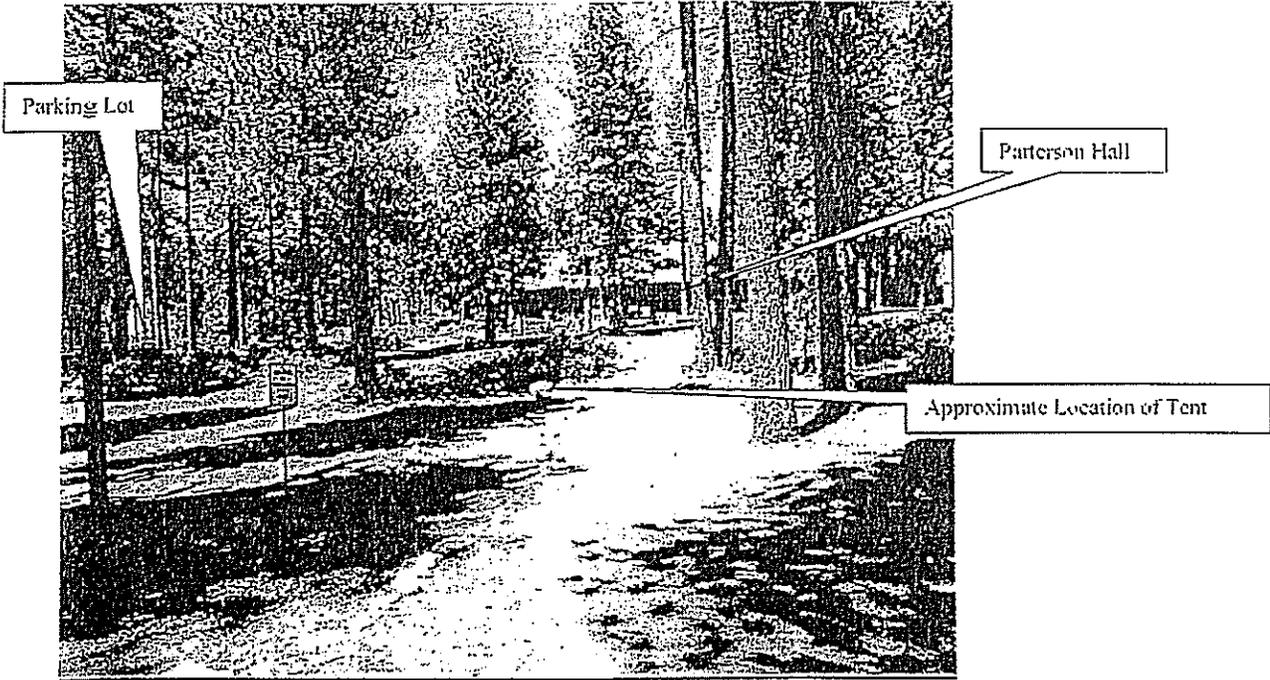


TCES Women ADA Accessible

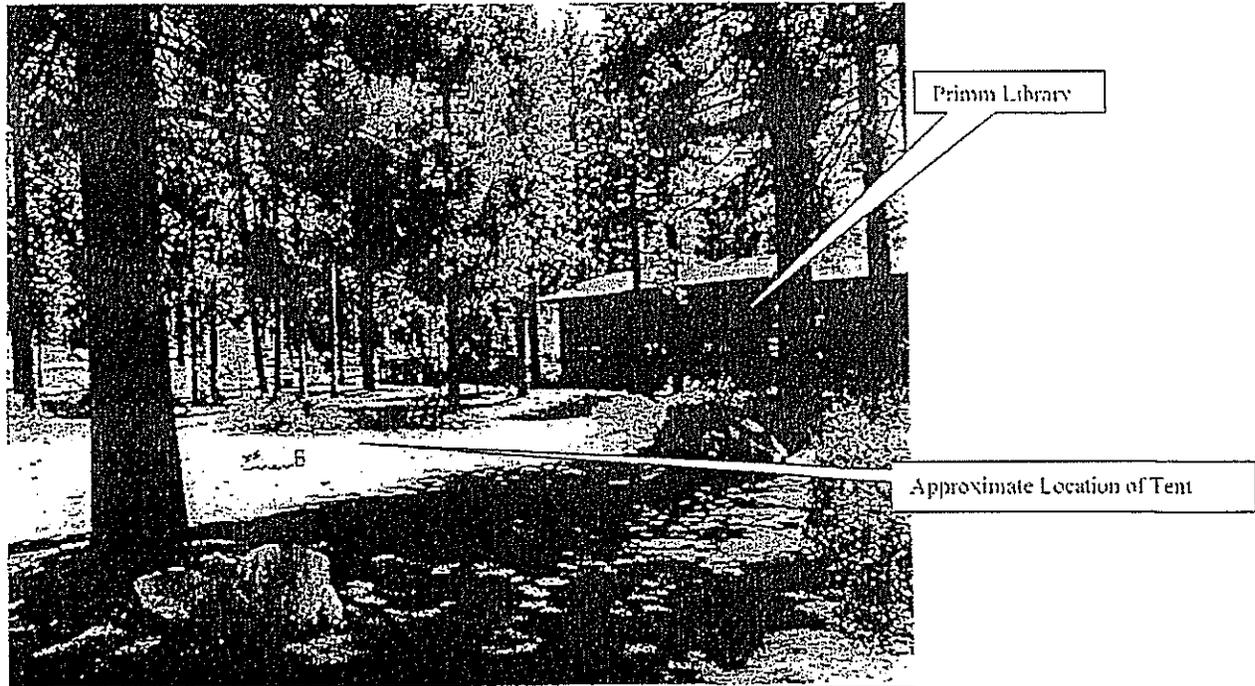


TCES Men ADA Accessible

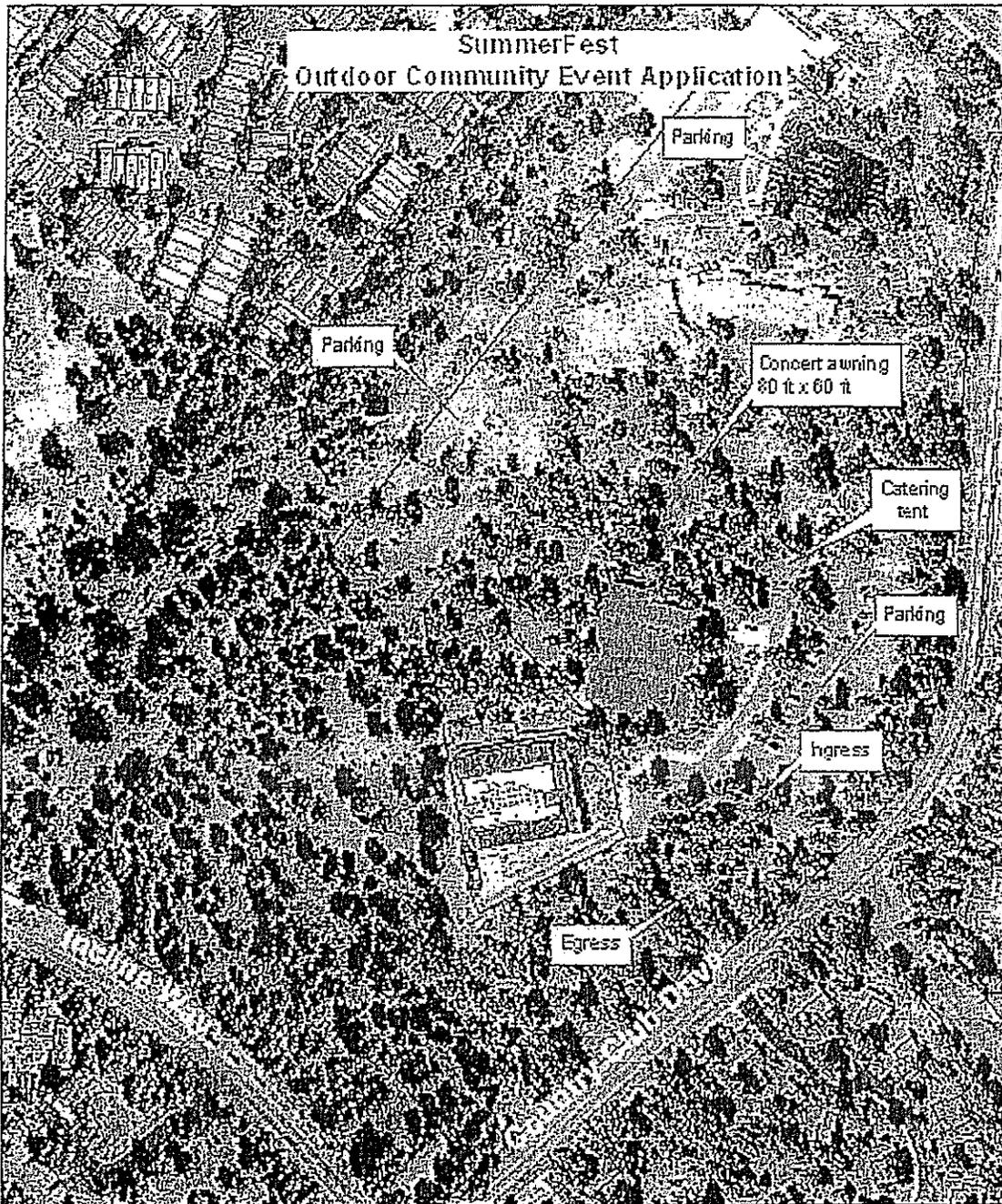




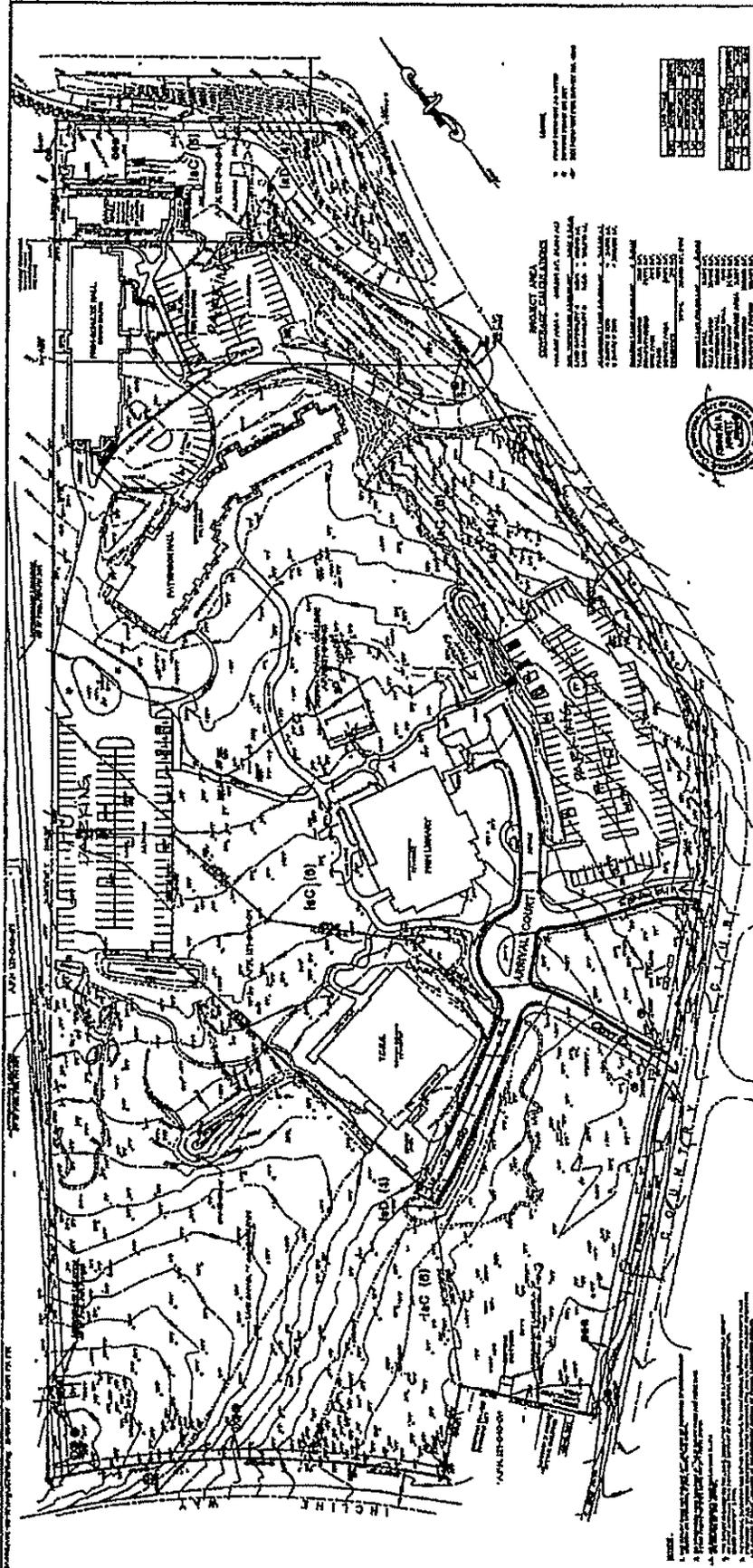
Facing Northeast



Facing Southwest



Site Plan



PROJECT AND COVERAGE DATA

PROJECT NAME: SIERRA NEVADA COLLEGE
 LOCATION: SIERRA NEVADA COLLEGE CAMPUS
 DATE: 10/15/17
 SCALE: AS SHOWN

INFERVIOUS COVERAGE SURVEY

SIERRA NEVADA COLLEGE
 LEUCE CAMPUS
 A.J.M. SURVEYING & ENGINEERING
 WASHINGTON COUNTY, NEVADA

SCALE: AS SHOWN

DATE: 10/15/17

BY: A.J.M. SURVEYING & ENGINEERING

FOR: SIERRA NEVADA COLLEGE

A.J.M. SURVEYING & ENGINEERING

1000 S. 1000 E. SUITE 100
 WASHINGTON COUNTY, NEVADA 89003
 PHONE: 775-751-1111
 FAX: 775-751-1112
 WWW: AJMSURVEYING.COM

A.J.M. SURVEYING & ENGINEERING

1000 S. 1000 E. SUITE 100
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 WASHINGTON COUNTY, NEVADA 89003
 PHONE: 775-751-1111
 FAX: 775-751-1112
 WWW: AJMSURVEYING.COM

NOTES:

1. THIS SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE SURVEYING AND MAPPING ACT OF 1992.
2. THE SURVEY WAS CONDUCTED USING THE FOLLOWING METHODS AND EQUIPMENT:
3. THE SURVEY WAS CONDUCTED ON THE FOLLOWING DATE(S):
4. THE SURVEY WAS CONDUCTED BY THE FOLLOWING PERSON(S):
5. THE SURVEY WAS CONDUCTED UNDER THE FOLLOWING CONDITIONS:
6. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
7. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
8. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
9. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:
10. THE SURVEY WAS CONDUCTED IN ACCORDANCE WITH THE FOLLOWING STANDARDS:

Event Operation Details Lake Tahoe SummerFest dba Classical Tahoe 2017

Security and Fire protection:

Security will be provided by the on-site college security staff of Sierra Nevada College. If it is deemed necessary to provide additional security Classical Tahoe is prepared to get private security. A temporary electronic security monitoring system will also be installed in the tent.

Assistant Fire Marshal, Mark Regan has conducted all the fire inspections in past years and we anticipate he will do so in 2017.

Water Supply and Sanitation:

Classical Tahoe will be using the current water and sanitation facilities of Sierra Nevada College. Signage will direct attendees to sanitation facilities. The college campus exceeds requirements for anticipated attendees.

Medical facilities and services:

Medical facilities will not be necessary this event.

Vehicle parking spaces:

238 parking spaces are available for event use at Sierra Nevada College. It was determined that this will be sufficient for the 330 event attendees. If additional parking spaces are necessary the Recreation Center parking facilities (200 parking spots) have been identified. They have agreed with LTSF on providing these additional spots.

Vehicle access and parking control:

See the attached site plan where vehicle access can be seen. Traffic control will be provided by at least two volunteers during each night of the event.

Communication system:

One microphone on stage can be utilized for attendees' announcements if necessary. Event Director and designated event emergency team will have both cell and radio communication. There will be no amplification of music at this event.

Illuminating the premises:

All event activity will be over by 9:00pm, which will be the beginning of dusk during this time of the year. Event parking and path lighting are already installed at Sierra Nevada College.

Camping:

No camping will be allowed at this event

Clean-up and Rubbish removal:

Volunteers and Waste Management will be looking after the clean-up and rubbish removal. Waste Management will be providing Classical Tahoe with two lockable trash containers with scheduled pick up.

Estimated cost: The total cost of Waste Management for 2016 was \$ \$405. We estimate the same cost for 2017.

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

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
 - 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
- 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)

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
- 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