



# Board of Adjustment Staff Report

Meeting Date: June 7, 2018

Agenda Item: 8B

ADMINISTRATIVE CASE NUMBER: WADMIN18-0008 (League to Save Lake Tahoe Annual Fashion Show and Luncheon, Outdoor Community Event)

BRIEF SUMMARY OF REQUEST: Outdoor Community Event on August 4, 2018 from 11 a.m. to 2 p.m. The event is proposed to consist of an invitation-only fashion show and luncheon within a temporary tent structure located on the beach adjacent to Lake Tahoe. The event estimates 650 customers and spectators as well as 225 support persons to take part in the event.

STAFF PLANNER:

Planner's Name: Roger Pelham, Senior Planner  
Phone Number: 775.328.3622  
E-mail: rpelham@washoecounty.us

### CASE DESCRIPTION

For possible action, hearing, and discussion to approve an Administrative Permit to approve an Outdoor Community Event business license application and associated license conditions submitted by League to Save Lake Tahoe on behalf of League to Save Lake Tahoe for the League to Save Lake Tahoe Annual Fashion Show and Luncheon, scheduled to be held on August 4, 2018 from 11 a.m. until 2 p.m. The event is proposed to consist of an invitation-only fashion show and luncheon within a temporary tent structure located on the beach adjacent to Lake Tahoe. The event organizer estimates 650 customers and spectators as well as 225 support persons to take part in the event.

Applicant:	League to Save Lake Tahoe
Property Owner:	KWS Nevada Residential LLC
Location:	1047 Lakeshore Boulevard, Incline Village, NV, directly south of its intersection with Selby Drive
APN:	130-230-14, -16 & -17
Parcel Size:	±3.58 and ±1 acres
Master Plan:	Rural Residential (RR)
Regulatory Zone:	High Density Rural (HDR)
Area Plan:	Tahoe
Citizen Advisory Board:	Incline Village/Crystal Bay
Development Code:	Authorized in Article 808
Commission District:	1 – Commissioner Berkbigler



Vicinity Map

### STAFF RECOMMENDATION

APPROVE

**APPROVE WITH CONDITIONS**

DENY

### POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN18-0008 for League to Save Lake Tahoe, an Outdoor Community Event business license application with associated license conditions, for the League to Save Lake Tahoe Annual Fashion Show and Luncheon, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

*(Motion with Findings on Page 10)*

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**Administrative Permit Definition**

The purpose of an Administrative Permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

The Conditions of Approval for Administrative Permit Case Number WADMIN18-0008 are attached to this staff report and will be included with the Action Order, if approved by the Board of Adjustment.

The subject property is designated as High Density Rural. Outdoor Community Events are permissible as a temporary use in all regulator zones within unincorporated Washoe County (WCC Section 25.269) subject to approval of a business license and an Administrative Permit for events with between 300 and 999 persons on any one day of the event (WCC Section 25.272.2). The applicant is seeking approval of an Administrative Permit and a business license application.

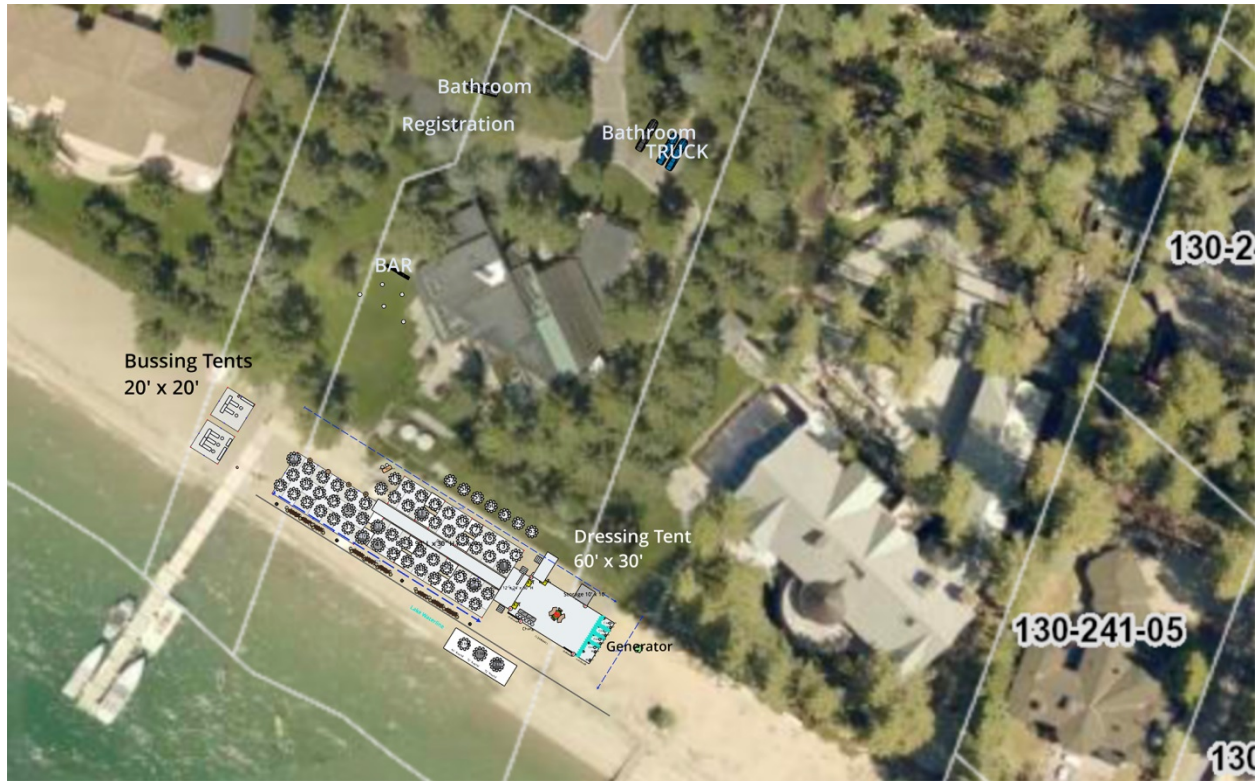
An "Outdoor Community Event" means an assembly of more than 100 and less than 1000 persons on any one day of the event, gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons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



Vicinity Map



**Overall Site Plan**



**Detail Site Plan**



**Photos of previous events showing tent structure**



**Event Location, looking East along the shore of Lake Tahoe**

**Project Evaluation**

The applicant, "League to Save Lake Tahoe", is seeking approval of an Administrative Permit in order to allow the Director of the Planning and Building Division to issue a business license for a one-day temporary event. The event is proposed to consist of a luncheon and fashion show. This is the first time that the applicant has sought the appropriate license and permit to conduct the event, however, the event has been held annually in various locations throughout the Tahoe Basin since 1969.

The applicant is seeking approval to hold the event on the beach adjacent to Lake Tahoe on private property located at 1047 Lakeshore Boulevard, in Incline Village. The temporary improvements consist of several large tents, used for the event and event support.

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

The applicant has provided copies of contracts to provide: security services, Fire and Emergency Medical Services, sanitary facilities, and trash removal. The applicant has also provided a copy of liability insurance.

The applicant has made arrangements for all participants to park at Sierra Nevada College and be taken to the event site by shuttle.

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

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

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

The proposed Administrative Permit for the outdoor event was presented by the applicant's representative at the regularly scheduled Citizen Advisory Board meeting on May 7, 2018. The CAB members noted that this is an annual event and recommended approval with very little discussion.

### **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 Building Division
- Washoe County Health District
  - Air Quality Management Division
  - Vector-Borne Diseases Program
  - Environmental Health Services Division
- US Fish and Wildlife
- Washoe County Sheriff
- US Forest Service - LTBMU
- 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

Three out of the sixteen above-listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of each agency's comments and/or recommended conditions of approval and their contact information is provided. Because most of the agencies noticed for this event did not provide comments or conditions of approval, it is assumed that the information provided by the applicant is sufficient to ensure compliance with the applicable Codes and Requirements. The Conditions of Approval document is attached to this staff report and will be included with the Action Order, if the event is approved by the Board of Adjustment.

- Washoe County Planning and Building Division addressed the hours of operation, set, parking standards, noted standards for temporary tent structures, and imposed operational conditions that will be in effect for the time leading up to and immediately following the event.

**Contact – Roger Pelham, 775.328.3622, [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)**

- Washoe County Health District, Emergency Medical Services noted that having EMS services at the event is not required, but that the applicant has already arranged to have an ambulance on stand-by during the event.



**Contact – Brittany Dayton, 775.326.6043, bdayton@washoecounty.us**

- Incline Village General Improvement District requires that plans for the tent be approved by that agency, noting particularly that the depth of the tent stakes in relationship to an IVGID utility easement are of importance.

**Contact – Tim Buxton, 775.832.1246, tim\_buxton@ivgid.org**

**Staff Comment on Required Findings**

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

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

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary event of this nature, in 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.

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

3. Site Suitability. That the site is physically suitable for invitation-only fashion show and luncheon within a temporary tent structure located on the beach adjacent to Lake Tahoe and for the intensity of such a development.

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

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

Staff Comment: There is no military installation in the area that is required to be noticed for this Administrative Permit, therefore this finding does not need to be made.

**Recommendation**

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 WADMIN18-0008 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 WADMIN18-0008 for League to Save Lake Tahoe, and an Outdoor Community Event business license application and associated license conditions, for the League to Save Lake Tahoe Annual Fashion Show and Luncheon, having made the four findings in accordance with Washoe County Development Code Section 110.808.25, I further move to authorize the Director of the Planning and Building Division to issue the business license when all pre-event conditions have been satisfied.

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 invitation-only fashion show and luncheon within a temporary tent structure located on the beach adjacent to Lake Tahoe and for the intensity of such a development;
4. **Issuance Not Detrimental.** That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;

**Appeal Process**

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

Applicant: League to Save Lake Tahoe,  
Attn: Kristin Kean  
2608 Lake Tahoe Boulevard  
South Lake Tahoe, CA 96150

Property Owners: KWS Nevada Residential, LLD  
Attn: Kern Schumacher  
2200 E Camelback Rd. Suite 101  
Phoenix, AZ 85016

Lakeshore Trust  
Attn: Richard Sandler  
1250 4<sup>th</sup> Street, FI 5  
Santa Monica, CA 90401-1418

Action Order xc:



# Conditions of Approval

Administrative Permit Case Number WADMIN18-0008

The project approved under Administrative Permit Case Number WADMIN18-0008 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on June 7, 2018. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. These Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable Codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

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

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

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

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

**Washoe County Planning and Building Division**

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

**Contact – Roger Pelham, Senior Planner, 775.328.3622, rpelham@washoecounty.us**

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.
- b. The applicant shall submit complete construction plans and building permits shall be issued for the tent structures prior to August 1, 2018. The applicant shall complete construction within the time specified by the building permits. The applicant shall remove all tent structures and related items no later than August 8, 2018. Compliance with this condition shall be determined by Planning and Building.
- c. The applicant shall attach a copy of the Action Order approving this project to all administrative permit applications (including building permits for the proposed tent structures) applied for as part of this administrative permit.
- d. This administrative permit shall be in effect from August 1, 2018 through August 8, 2018.
- e. Failure to comply with any of the conditions of approval shall render this approval null and void.
- f. The bussing tents shall be located at least 5 feet east of the western most property line of APN 130-230-17.
- g. Set-up and tear-down shall take place only between the hours of 8:00 a.m. and 7:00 p.m. daily.
- h. The applicant shall obtain a business license prior to August 1, 2018.
- i. Prior to the approval of a business license, the applicant shall supply the Washoe County Planning and Building Division with documentation that shows compliance with all applicable requirements of Washoe County Code Chapter 25, including:

- a. Access, Traffic and Parking (Community Services, Engineering and Capital Projects)

**Contact: Clara Lawson, 775.328-3603, clawson@washoecounty.us**

- (1) Prior to approval of a business license, the applicant shall supply documentation that one parking space has been provided for every 2 support staff and guests who are anticipated to be in attendance.
- (2) Prior to approval of a business license, the applicant shall provide a map and description on how the shuttle buses will enter and exit the destination (home on Lakeshore) and the church. This documentation shall be provided to the satisfaction of the County Engineer.

- b. Hours of Operation (Community Services, Planning and Building)

**Contact: Roger Pelham, 775.328-3622, rpelham@washoecounty.us**

(1) Event staff is allowed on site for preparation and set-up between the hours of 8:00 a.m. and 7:00 p.m. each day from August 1, 2018 until August 8, 2018.

c. Licensing and Inspections (Community Services, Planning and Building)

**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**

(1) The applicant shall pay the required daily business license of \$350 per day.

(2) Roundabout Catering and Party Rentals shall obtain appropriate Washoe County business (special event) and temporary intoxicating liquor licenses.

(3) The applicant shall provide Washoe County Code Enforcement with a vehicle pass to gain access to the event parking site, to include all parking areas, for inspections to verify compliance with these conditions and issued business/liquor licenses.

d. Performance Security (Community Services, Planning and Building):

**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**

(1) This is the first year that the applicant has applied for the required permits and licenses to hold the event. The applicant shall post a performance security as set forth in WCC Section 25.305.

j. Prior to the approval of a business license the applicant shall provide Planning and Building two passes to gain access to the event site, including parking, for inspection to verify that all conditions of approval are being adhered to. The inspection shall be unannounced.

k. The applicant shall apply for a Building Permit for the proposed tent not less than 30 days prior to the event. The applicant shall comply with all requirements of the Tent Membrane Handout requirements (following):



# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Planning and Building

### Building Program

1001 EAST 9<sup>TH</sup> STREET  
PO BOX 11130  
RENO, NEVADA 89520-0027  
PHONE (775) 328-2020  
FAX (775) 328.6132

#### Event Tents/Canopies Handout

- Temporary structures greater than 400 sf or occupied by more than ten persons.
- Commercial Building and Planning Event Application links:
  - a) [Commercial Permit Application](#)
  - b) [https://www.washoecounty.us/csd/planning\\_and\\_development/business\\_license/temporary\\_events.php](https://www.washoecounty.us/csd/planning_and_development/business_license/temporary_events.php)

#### Key items of concerns:

1. Your submittal must allow adequate time for departments to review and comment.
2. Submit 4 sets of plans. Two (2) original and two (2) copies of all Engineering Calculations (wet stamped/signed or electronic stamped).
3. Permit fee is assessed, on hourly rate, not valuation.
4. Provide Site Plan to scale, showing tent location(s) and distance to all structures per details below.
5. Provide engineering calculations from Nevada Registered Engineer. 120vmph V-ult & 93vmph V and wind capacity shall be designed to resist collapse.
6. Provide Engineering design on membrane structures to meet Risk Category I loads per manufacturers recommendation for events lasting 30 days or less (see Washoe County Building Website for NNICC Amendment, IBC Section 3102.7 @ links above).
7. A site review by the tent contractor shall include verification that no utilities are located in tent stakes driving locations. "Call 811 before you dig".
8. A special inspection (PULL TESTS) on stakes may be required by Engineer of Record.
9. Tents located in Washoe County Parks cannot use driver stakes.
10. Stage must be designed for 100lb/sqft Live load.
11. Bleachers must be designed per ICC 300-2012.
12. Events with more than 1000 persons require an Administrative Permit from Planning & Building Division, Planning program  
[https://www.washoecounty.us/csd/planning\\_and\\_development/business\\_license/temporary\\_events.php](https://www.washoecounty.us/csd/planning_and_development/business_license/temporary_events.php)
13. Individual vendors must obtain their business license(s) prior to the event.  
[https://www.washoecounty.us/csd/planning\\_and\\_development/applications/index.php](https://www.washoecounty.us/csd/planning_and_development/applications/index.php)
14. Food trucks must have their business license and be in compliance with the Fire and Health Districts ( put contact phone numbers here)
15. If the event has more than 2500 attendees, Emergency Medical Services are required T. (775) 328-2434
16. Final inspections must be conducted prior to event by the Building, Fire, and Health Agencies.

#### Site Plan – Must be drawn to scale /dimensioned and show the following:

- **Event Name & Address** of the site location.
- **Phone Number(s)** of Event Sponsor. Emergency contact numbers for event dates.
- **Number & Size** of tents/canopies.
- **Location** of tents/canopies: Shown with dimensions, Membrane structures, tents or canopies shall not be located within 20 feet of lot lines, buildings, other temporary structures, parked vehicles or internal combustion engines or as determined by the Planning Development Code setbacks. *For the purpose of determining required distances, support ropes and guy wires shall*



INTEGRITY



EFFECTIVE  
COMMUNICATION



QUALITY  
PUBLIC SERVICE

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*be considered as part of the temporary structure (and included in minimum distance requirements). Membrane Structures not used for cooking may be closer than 20 feet.*

- **Fire Break/Path** - A fire break must provide an unobstructed passageway not less than 12 feet wide, free of guy wires/ropes or other obstructions, and shall be maintained on all sides of the tents/canopies and between structures.
- **Emergency Access** - Access road(s) must be within 150 feet of all portions of tents/canopies and must be approved by the Fire District.
- **Water Supply** – Identify on site plan the location of the nearest fire hydrant(s) or water supply for firefighting purposes.
- **Restroom Facilities.** The number of porta potties provided shall be based on the occupant load. Per IBC T-1004.1.2. The handicapped/accessible units as well as accessible paths to the units shall be shown on the site plan.
- **Separation of Generators** – Generators and other internal combustion engines shall be located a minimum of 20 feet from the tents/canopies and shall be isolated from contact with the public by fencing, enclosure or other approved means.
- **Anchorage** - Temporary structure must be properly anchored (provide anchor type, size, and quantity at each attachment point). Each Tent shall be structurally stable in order to withstand weather related collapse. Structural Stamped/Signed calculations are required and must be stamped/signed by a NV registered engineer.
- **Structure Fabric Material Fire Rating** – A certificate {NFPA 701} must be submitted indicating the name and address of the owner(s) of the temporary structure, date the fabric was last treated with flame-resistant solution, name of person or firm treating the material, trade name or kind of chemical used, name of testing agency and test standard. The temporary structure shall have a permanently affixed label bearing the identification of size and fabric or material type on each panel.

**Tent Floor Plan(s) – Must be drawn to scale and dimensioned and shall show the following:**

- **Exits** – The number and width of exits shall be in accordance with 2012 International Fire Code, Section 3103. Exits shall be spaced at equal intervals around the perimeter and shall be located such that all points within the structure are 100 feet or less from an exit. Exits shall remain open unless covered by flame-resistant colored contrasting curtains that slide freely on metal supports and swing in the direction of exit travel.
- **Exit Signs** – Exits shall be clearly marked with signs of an approved self-luminous type or shall be internally or externally illuminated.
- **Aisles** – Unobstructed aisles of not less than 44 inches in width shall be provided from seating areas and shall be progressively increased in width to provide not less than 1 foot of aisle width for each 50 persons. The arrangement of aisles shall be subject to approval by the Fire District and shall be maintained clear at all times during occupancy.
- **Means of Egress** – Means of egress shall be illuminated while the structure is occupied in accordance with 2012 International Fire Code, Section 3103.12 The minimum required width of exits, aisles and passageways shall be maintained at all times to a public way. Guy wires/ropes and other support members shall not cross a means of egress at a height of less than 8 feet.
- **Seating Arrangement** –The seating arrangement within the structure shall have seat rows with seat count delineated markings. The dimensions between rows and aisles shall be indicated and shall be inspected and approved by the Fire District prior to use.
- **Clearance** - Provide complete details showing all stored contents located inside the temporary structure. There shall be a minimum clearance of at least 3 feet between the fabric envelope and all contents.

- **Occupant load** - Per IBC Table-1004.1.2 use "Assembly Occupancy" Group for calculations related to occupancy count.
- **Electrical** - specify disconnects within 30'-0" of tent. All conductors to be GFCI protected. Conductors shall be protected and shall not create a tripping hazard.
- **Signs** – "No Smoking", "Exit" and "Occupant Load" signs shall be conspicuously posted.
- **Combustible Materials** - Areas within and adjacent to the structure shall be maintained clear of all combustible materials or vegetation that could create a fire hazard. Combustible trash shall be removed at least once a day from the structure.
- **Fire Protection Equipment** – Fire extinguishers shall be shown on the floor plan and installed in accordance with 2012 International Fire Code, Section 906.
- **Heating and Cooking Equipment** - Location, type and quantity of heating and/or cooking equipment or appliances to be used within the structure. The equipment shall be installed and vented as specified in the International Mechanical Code and the International Fuel Gas Code. Electrical heating and cooking equipment shall comply with the National Electrical Code. Cooking tents shall comply with 2012 IFC 3104.15. All cooking equipment shall be show on the tent floor plan.
- **LP-gas** – The storage, handing and use of LP-gas and LP-gas equipment shall be in accordance with the 2012 International Fire Code Section 3104.16
- **Flammable and combustible liquids** – Flammable-liquid-fueled equipment shall not be used in tents/canopies. Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from structure(s). Refueling shall be performed in an approved location not less than 20 feet from structure.
- **Anchorage** - The structure must be properly anchored. Provide anchor type, driven rod length sizes, and quantity at each attachment point. If using dead weight anchors such as barrels or K rails show their locations. Each tent shall be structurally stable in order to withstand weather related collapse.
- Structural calculations stamped/signed by a NV registered Engineer are required.
- **Guy Line Wires** – show guy line wire and supporting plate locations. Show how they are attached to the earth or solid supporting surface.

**Inspections and Approvals:**

At the inspection phase, each inspector has different lead times to schedule an inspection. Please check ahead of time and allow sufficient time.

- **The Fire Inspector:** will verify the fire access, exiting, and other fire items above;
- **The Health Inspector:** will verify availability of sanitary facilities and food preparation;
- **The Planning Inspector** will verify parking requirements, zoning and other special event considerations;
- **The Building Inspector:** will verify the structural conformity, collect special inspector reports, check required exiting, and accessibility features. The building inspection can be schedule the next normal work day Monday to Friday. The inspection line phone number is listed on your permit card (T. 775-325-8000, and the inspection code is 1820.) Once all agencies/divisions approvals are completed, the Building Inspector will issue a Certificate of Occupancy.

**For further assistance, please contact us at:**

Building: (775) 328-2020

Planning: (775) 328-6100

Truckee Meadows Fire Protection District: (775) 326-6079

North Lake Tahoe Fire Protection District: (775) 831-0351 x8107

Health District: (775) 328-2434



DURING-EVENT CONDITIONS

**All during-event conditions are for the tournament held on August 4, 2018 as approved in the Outdoor Festival business license application by the Board on May 22, 2018.**

- a. Hours of Operation (Community Services, Planning and Building)  
**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**
  - (1) Event staff is allowed on site from 5:00 a.m. until 9:00 p.m. each day of the Event (August 1, 2018 through August 8, 2018).
- b. Licensing and Inspections (Community Services, Planning and Building)  
**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**
  - (1) The League to Save Lake Tahoe for the League to Save Lake Tahoe Annual Fashion Show and Luncheon is authorized at the following location: 130-230-14, -16 & -17.

POST-EVENT CONDITIONS

**All post-event conditions are for after the tournament concludes at around 2:00 p.m. on August 4, 2018.**

- a. Hours of Operation (Community Services, Planning and Building)  
**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**
  - (1) Event staff shall be allowed at the event location for take-down and event dismantle between the hours of 8:00 a.m. and 7:00 p.m. each day from August 4, 2018 until August 8, 2018.
- b. Performance Security (Community Services, Planning and Building)  
**Contact: Bob Webb, 775.328-3623, bwebb@washoecounty.us**
  - (1) The applicant will be responsible for total clean-up of event site. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste from event site. The applicant shall contact Washoe County Code Enforcement at (775) 328-6106 or by e-mail at code-enforcement@washoecounty.us to arrange a final site inspection for event location after clean-up is completed but no later than August 8, 2018.
  - (2) Event site will be inspected by and approved as to the adequacy of cleanup by code enforcement staff with the Planning and Building Division.

Incline Village General Improvement District

2. The following conditions are requirements of the Incline Village General Improvement District, which shall be responsible for determining compliance with these conditions.

**Contact: Tim Buxton, 775.832.1246, tim\_buxton@ivgid.org**

- a. The applicant/developer shall provide a set of construction plans to IVGID for review and approval. The plans shall include the location of all tents on the beach. The plans shall include the depth of stakes in the ground. The plans shall include the IVGID utility easement location.

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

# OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 4/20/18

## Applicant Information

Applicant's name: League to Save Lake Tahoe

Mailing address: 2608 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150  
Street or PO Box City State Zip code

Phone: 530.541.5388 (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

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

Is the applicant a(n):  Corporation  Partnership  Individual On behalf of 501c3

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

Name	Address	Title
------	---------	-------

## Event Information

Name of Event: League to Save Lake Tahoe Annual Fashion Show and Luncheon

Date(s) of Event: August 4, 2018 Hours of operation: 11:00 am - 2:00 pm

Location of Event: 1047 Lakeshore Boulevard, Incline Village, NV 89451

Assessor Parcel Number(s): 130-230-16; 130-230-17

Description of Event: Invitation-only charity luncheon and fashion show to benefit the League to Save Lake Tahoe.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Kirstin Keane/Meghan McGowan

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

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

When will fee be collected?  Pre-sales  At entrance

Approximate number of participants and other persons: 650 seated guests, 225 support persons

Approximate number of customers and spectators: 650

Approximate maximum number of persons on any one day of the event: 875

Will food and/or beverages be served?  Yes  No

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

Will alcoholic beverages be served?  Yes  No

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

Will there be live music?  Yes  No





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NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA (NIAC)

www.insurancefor nonprofits.org

COMMERCIAL GENERAL LIABILITY COVERAGE PART DECLARATIONS

PRODUCER: Vantreo Insurance Brokerage 100 Stony Point Road Santa Rosa, CA 95401

POLICY NUMBER: 2017-14398

RENEWAL OF NUMBER: 2016-14398

NAME OF INSURED AND MAILING ADDRESS: League to Save Lake Tahoe dba: Keep Tahoe Blue 2608 Lake Tahoe Blvd. South Lake Tahoe, CA 96150

POLICY PERIOD: FROM 10/01/2017 TO 10/01/2018 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Preservation & appreciation of Lake Tahoe Basin

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

LIMITS OF COVERAGE:

Table with 2 columns: Coverage Type and Limit. Includes General Aggregate Limit (\$2,000,000), Products - Completed Operations Aggregate Limit (\$2,000,000), Personal and Advertising Injury Limit (\$1,000,000), Each Occurrence Limit (\$1,000,000), Damage to Premises Rented to You (\$500,000 any one premises), Social Service Professional Coverage Part (Not Covered), Medical Expense Limit (\$20,000 any one person).

ADDITIONAL COVERAGES:

EMPLOYEE BENEFITS LIABILITY Retroactive Date: 10/1/2011 INCLUDED (EMPLOYEE BENEFITS LIABILITY IS A CLAIMS MADE FORM. LIMITS ARE INCLUDED IN THE GENERAL AGGREGATE AND EACH OCCURRENCE LIMIT LISTED ABOVE)

CLASSIFICATION(S) SEE ATTACHED SUPPLEMENTAL DECLARATIONS SCHEDULE G

PREMIUM \$1,581

FORMS AND ENDORSEMENTS APPLICABLE TO THIS POLICY ARE INCLUDED IN COMMERCIAL LINES COMMON POLICY DECLARATIONS

COUNTERSIGNED: 09/28/2017 BY [Signature] (AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

NIAC - GL

(03145)



A Head for Insurance. A Heart for Nonprofits.

NONPROFITS OWN COMMERCIAL LINES COMMON POLICY DECLARATIONS

PRODUCER: Vantreo Insurance Brokerage 100 Stony Point Road Santa Rosa, CA 95401
POLICY NUMBER: 2017-14398
RENEWAL OF NUMBER: 2016-14398

NAME OF INSURED AND MAILING ADDRESS: League to Save Lake Tahoe dba: Keep Tahoe Blue 2608 Lake Tahoe Blvd. South Lake Tahoe, CA 96150

POLICY PERIOD: FROM 10/01/2017 TO 10/01/2018 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Preservation & appreciation of Lake Tahoe Basin

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THESE PREMIUMS MAY BE SUBJECT TO ADJUSTMENT.

Table with 2 columns: Coverage Part and Premium. Rows include Commercial General Liability, Commercial Auto Liability, Commercial Auto Physical Damage, Improper Sexual Conduct, Social Service Professional, Commercial Liquor Liability, and Terrorism Coverage. Total premium is \$1,848.

FORM(S) AND ENDORSEMENT(S) MADE A PART OF THIS POLICY AT TIME OF ISSUE:\*

Table listing various forms and endorsements such as CG 00 01 04 13, NIAC-AL-NPO, NIAC-E26 04 17, NIAC-E52 07 13, NIAC-E70 12 15, SCHEDULE BA 01 80, SCHEDULE G 01 80, SCHEDULE L 01 80, CG 20 10 04 13, CG 20 11 04 13, CG 20 34 04 13, CG 20 37 04 13, CG 21 09 06 15, CG 21 16 04 13, CG 21 70 01 15, CG 22 44 11 85, CG 24 07 01 96, CG 25 04 05 09, CG 77 94 04 93, IL 00 17 11 98, IL 02 70 09 12, IL 09 99 01 15, NIAC-E10 07 92, NIAC-E11 07 92, NIAC-E12 05 92, NIAC-E15 01 17, NIAC-E22 08 95, NIAC-E25 12 15, NIAC-E28 01 99, NIAC-E29 12 09, NIAC-E3 01 17, NIAC-E33 01 17, NIAC-E42 01 17, NIAC-E5 07 15, NIAC-E56 01 17, NIAC-E59 02 12, NIAC-E6 02 07, NIAC-E60 07 12, NIAC-E61 02 17, NIAC-E7 10 04, NIAC-E74 03 14, NIAC-GL-NPO, NIAC-LL-NPO, NIAC-NPO-001 01 17, NIAC-X1 01 17.

\*OMITS APPLICABLE FORMS AND ENDORSEMENTS IF SHOWN IN SPECIFIC COVERAGE PART / COVERAGE FORM DECLARATIONS.

COUNTERSIGNED: 09/28/2017

BY [Signature] (AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS AND THE COMMON POLICY DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

Notice: This risk pooling contract is issued by a pooling arrangement authorized by California Corporations Code Section 5005.1. The pooling arrangement is not subject to all of the insurance laws of the State of California and is not subject to regulation by the Insurance Commissioner. Insurance guaranty funds are not available to pay claims in the event the risk pool becomes insolvent.

NIAC - CO

(03145 - DB)



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NONPROFITS INSURANCE ALLIANCE OF CALIFORNIA (NIAC)

www.insurancefornonprofits.org

COMMERCIAL UMBRELLA POLICY DECLARATIONS

PRODUCER: Vantreo Insurance Brokerage 100 Stony Point Road Santa Rosa, CA 95401

POLICY NUMBER: 2017-14398-UMB

RENEWAL OF NUMBER: 2016-14398-UMB-NPO

Item 1 NAME OF INSURED AND MAILING ADDRESS: League to Save Lake Tahoe dba: Keep Tahoe Blue 2608 Lake Tahoe Blvd. South Lake Tahoe, CA 96150

Item 2 POLICY PERIOD: FROM 10/01/2017 TO 10/01/2018 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

BUSINESS DESCRIPTION: Preservation & appreciation of Lake Tahoe Basin

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

Item 3 THE ANNUAL AND MINIMUM PREMIUM DUE AT INCEPTION: \$2,318 (premium includes Terrorism Coverage - Certified Acts: \$129 but only for policies that indicate coverage on Schedule A - Schedule of Underlying Insurance)

Item 4 LIMITS OF INSURANCE:

Table with 2 columns: Description and Amount. Rows include: a. Each Occurrence (other than Directors' & Officers' Liability, Improper Sexual Conduct and Physical Abuse Liability, and Social Service Professional Liability) 2,000,000; Each Wrongful Act - Directors' & Officers' Liability 1,000,000; Each Occurrence - Improper Sexual Conduct Liability Excluded; Each Occurrence - Social Service Professional Liability Excluded; b. Products Completed Operations Aggregate [(where applicable)] 2,000,000; c. General Aggregate 2,000,000; d. Directors' & Officers' Liability Aggregate 1,000,000; e. Improper Sexual Conduct Liability Aggregate Excluded; f. Social Services Professional Liability Aggregate Excluded; g. Retained Limit 10,000

Item 5 RETROACTIVE DATES - SEE SCHEDULE OF UNDERLYING INSURANCE

FORMS AND ENDORSEMENTS ATTACHED TO THIS POLICY AT INCEPTION (NUMBER AND EDITION DATE):

CU 21 30 01 15, CU 21 33 a 01 15, IL 09 99 01 15, NIAC-E42 01 17, SCHEDULE A 01 80, UMB 228 08 13, UMB 231 06 16, UMB 232 06 16, UMB1000 03 99, UMB61 05

COUNTERSIGNED: 09/28/2017 BY [Signature] (AUTHORIZED REPRESENTATIVE)

THESE DECLARATIONS, THE ATTACHED SCHEDULE OF UNDERLYING INSURANCE, TOGETHER WITH THE ATTACHED SCHEDULE OF FORMS AND ENDORSEMENTS, AND ANY FORMS AND ENDORSEMENTS WE MAY LATER ATTACH TO REFLECT CHANGES, MAKE UP AND COMPLETE THE ABOVE NUMBERED POLICY.

Notice: This risk pooling contract is issued by a pooling arrangement authorized by California Corporations Code Section 5005.1. The pooling arrangement is not subject to all of the insurance laws of the State of California and is not subject to regulation by the Insurance Commissioner. Insurance guaranty funds are not available to pay claims in the event the risk pool becomes insolvent.

**SCHEDULE A - SCHEDULE OF UNDERLYING INSURANCE**

POLICY NUMBER: 2017-14398-UMB-NPO

CONTROL NUMBER: 14398

NAME OF INSURED: League to Save Lake Tahoe dba: Keep Tahoe Blue

TYPE OF POLICY	APPLICABLE LIMITS		INSURER POLICY #	APPLICABLE PERIOD
(A) Automobile Liability Business Auto	Bodily Injury and Property Damage Combined Single Limit..... Uninsured/Underinsured Motorist.....	\$1,000,000 N/A	NIAC 2017-14398 - NPO	10/1/2017 TO 10/1/2018
(Does not include: Terrorism Coverage - Certified Acts)				
(B) Commercial General Liability	Each Occurrence Limit ..... General Aggregate Limit ..... Products/Completed Operations Aggregate Limit... Personal & Advertising Injury Limit ..... Damage to Premises Rented to You ..... (any one premises)	\$1,000,000 \$2,000,000 \$2,000,000 \$1,000,000 N/A	NIAC 2017-14398 - NPO	10/1/2017 TO 10/1/2018
(Includes Terrorism Coverage - Certified Acts)				
(C) Social Service Professional Liability	Each Occurrence Limit ..... Aggregate Limit .....	N/A N/A		
(D) Standard Workers Compensation & Employers Liability	Coverage B - Employers Liability  Bodily Injury by Accident Bodily Injury by Disease Bodily Injury by Disease .....	N/A N/A N/A	Each Accident Each Employee Policy Limit	
(E) Improper Sexual Conduct	Each Occurrence Limit ..... General Aggregate Limit .....	N/A N/A		
(F) Directors' And Officers'	Each Wrongful Act Limit ..... Aggregate Limit .....	\$1,000,000 \$2,000,000	NIAC 2017-14398-DO - NPO	10/1/2017 TO 10/1/2018
(Includes Terrorism Coverage - Certified Acts)				
(G) Liquor Liability	Each Common Cause Limit ..... Aggregate Limit .....	\$1,000,000 \$1,000,000	NIAC 2017-14398 -NPO	10/1/2017 TO 10/1/2018
(Includes Terrorism Coverage - Certified Acts)				

(03145)

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

STATE OF NEVADA            )  
  ) ss:  
COUNTY OF WASHOE        )

I, Kern Schumacher being duly sworn, depose, and say that I am an owner\* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

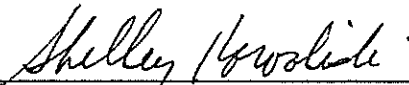
Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): 130-230-16; 130-230-17

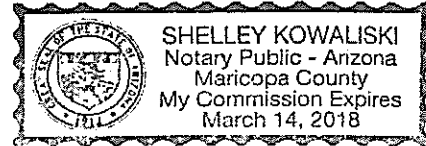
Proposed Outdoor Community Event: League to Save Lake Tahoe Fashion Show

Signed 

Subscribed and sworn to before me this 13<sup>th</sup> day of March, 2018

  
Notary Public in and for said county and state

My commission expires: 3/14/2022



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

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





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

State of California  
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 4th  
day of April, 2018, by Richard V. Sandler

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



(Seal)

Signature Dahlia Gelman

**OUTDOOR COMMUNITY EVENT  
STATEMENT OF ASSETS**

As of December 31 (audited), 2017

(Describe fully and indicate assets pledged)  
(If additional space is required, attached supporting pages or documents)

**Current Assets**

Cash on hand	Petty cash and register drawer	\$	550
Cash in safe deposit box		\$	
Cash in	El Dorado Savings Bank, 942 Emerald Bay Rd. South Lake Tahoe, CA 96150	\$	995,013.86
	Location of Box Name, Bank and Branch		
Cash in	Morgan Stanley, 101 California St, 3rd Floor, San Francisco, CA 94111	\$	1,661.68
	Name, Bank and Branch		
Accounts and notes receivable (describe nature of receivable and when due)			
	United States Forest Service, grant	\$	19,364
		\$	

**Other current assets**

Merchandise Inventory		\$	68,522
		\$	

**Investments**

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)			
Investment assets held by 3rd party (unrestricted)		\$	918,054
Investment assets held by 3rd party (restricted)		\$	530,925
		\$	
Investments, other than stocks and bonds			
Certificates of Deposit		\$	748,900
		\$	
		\$	

**Fixed assets**

Real estate (Give location, description and fair value of each parcel)			
Property and Equipment, Business office located at 2608 Lake Tahoe Blvd, South Lake Tahoe, CA 96150		\$	631,193
		\$	
		\$	

**Other assets**

Automobiles and other personal property			
Misc Operating Prepaid Expenses (e.g., Utilities, GL/Umbrella Insurance)		\$	41,488
		\$	
		\$	

**Total Assets** ..... \$ 3,955,672

Meghan McGowan  
Print Name

M. McGowan  
Signature

4/10/18  
Date

**OUTDOOR COMMUNITY EVENT  
STATEMENT OF LIABILITIES**

As of December 31 (audited), 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)  
Misc operating bills at time of audit (utilities, inventory, credit card) \$ 44,062.46

Accounts payable ..... \$ \_\_\_\_\_  
Liability for Federal Income Tax (delinquent) ..... \$ 0.00  
Provision for current year's Federal Income Tax ..... \$ 0.00  
Provisions for other current taxes ..... \$ 1,390.90  
Liability for other delinquent taxes ..... \$ 0.00

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)  
\_\_\_\_\_ \$ 0.00  
\_\_\_\_\_ \$ \_\_\_\_\_

Other liabilities  
Accrued Vacation Payable \$ 27,704.66  
Gift certificates sold/not used \$ 1,154.04

**Total Liabilities** ..... \$ 74,312.06

Contingent liabilities (describe)  
\_\_\_\_\_  
\_\_\_\_\_

Meghan McGowan  
Print Name

M. McGowan  
Signature

4/10/18  
Date

**OUTDOOR COMMUNITY EVENT  
PERSONAL HISTORY**

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

Name in full: Darcie Goodman Collins  
First Middle Last

List ALL other names you have been known by: Darcie Goodman

Residence address: 1307 Mount Diablo Circle South Lake Tahoe CA 96150  
Street City State Zip Code

Residence phone: 805.637.6995 Business phone: 530.541.5388

Name of your present business or employer: League to Save Lake Tahoe

Business address: 2608 Lake Tahoe Boulevard South Lake Tahoe CA 96150  
Street City State Zip Code

Type of business: Non-profit Position: Executive Director

How long engaged in this business: 7 years

Date of birth: 9/24/1979 Age: 38 Place of birth: South Lake Tahoe, CA

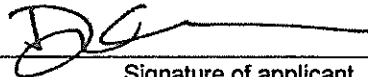
List cities in which you have lived during the last ten years:

Dates From and To	City	State
2009 - 2012	Sausalito	CA
2008	San Francisco	CA

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

Darcie Collins

Printed name of applicant



Signature of applicant

4.18.2018

Date



**OUTDOOR COMMUNITY EVENT  
RELEASE OF CLAIMS**

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

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

**AUTHORIZATION TO RELEASE INFORMATION**

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

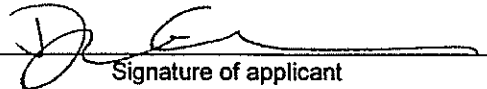
I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

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

IN WITNESS WHEREOF, I have executed this release at 2982 Lake Tahoe Blvd on the 18<sup>th</sup> day of April, 2018.

Darcie Goodman Collins

Printed name of applicant

  
Signature of applicant

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

*\* SEE ATTACHED JURAT*

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

My commission expires: MARCH 27, 2021

\* ATTACHED TO RELEASE OF CLAIMS

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

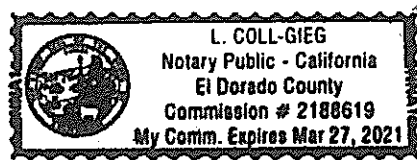
State of California  
County of El Dorado

Subscribed and sworn to (or affirmed) before me on this 18TH day of APRIL, 2018,  
by DARCIE BEA COLLINS, proved to  
me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature [Handwritten Signature]

Name L. COLL-GIEG  
(typed or printed)

(This area for official notarial seal)



LC/lc







WASHOE COUNTY  
**SHERIFF**



Chuck Allen, Sheriff

Issue Date: 4/10/2018

Permit/Receipt # 290991

Permit Type: BUSINESS LICENSE

Paid By: COLLINS,DARCIE

Amount Paid: **\$71.25**

Received By: KS: 

INVALID WITHOUT SIGNATURE

Print this page



Government Payment Service  
 GovPayNet  
 7102 Lakeview Parkway West Drive  
 Indianapolis, IN 46268

24 Hour Customer Service #: 888-604-7888

## RECORDS FEES-INCLINE VILLAGE SUBSTATION Payment Confirmation

**PLC:** WASHOE COUNTY SHERIFF'S OFFICE      **DATE:** 04/10/18  
 4894      625 MT ROSE HWY  
 INCLINE VILLAGE, NV 89451  
**FOR: RECORDS FEES-INCLINE VILLAGE SUBSTATION**

TRANSACTION INFORMATION

<b>Name:</b> DARCIE COLLINS	<b>TRANSACTION REFERENCE #:</b> 22683290
<b>Permit Number:</b> 290991	
<b>Clerk Initials:</b> KS	<b>TRANSACTION DATE/TIME:</b> 04/10/2018 17:33:11 EDT
<b>Notes:</b> BUS LIC	

BILLING INFORMATION

**NAME:** DARCIE COLLINS  
**ADDRESS:** MSR MSR  
**CITY, STATE ZIP:** MSR, AL 96151  
**PHONE #:** 000-000-0000  
**CARD #:** xxxx-xxxx-xxxx-7076

PAYMENT INFORMATION

**APPROVAL #:** 09335P  
**PAYMENT AMOUNT:** \$71.25  
**SERVICE FEE:** \$2.00  
**TOTAL AMOUNT:** \$73.25

**The service fee is not refundable.**

**ATTENTION CARDHOLDER:**

If you have questions about the processing of your payment, please call GovPayNet at 888-604-7888.

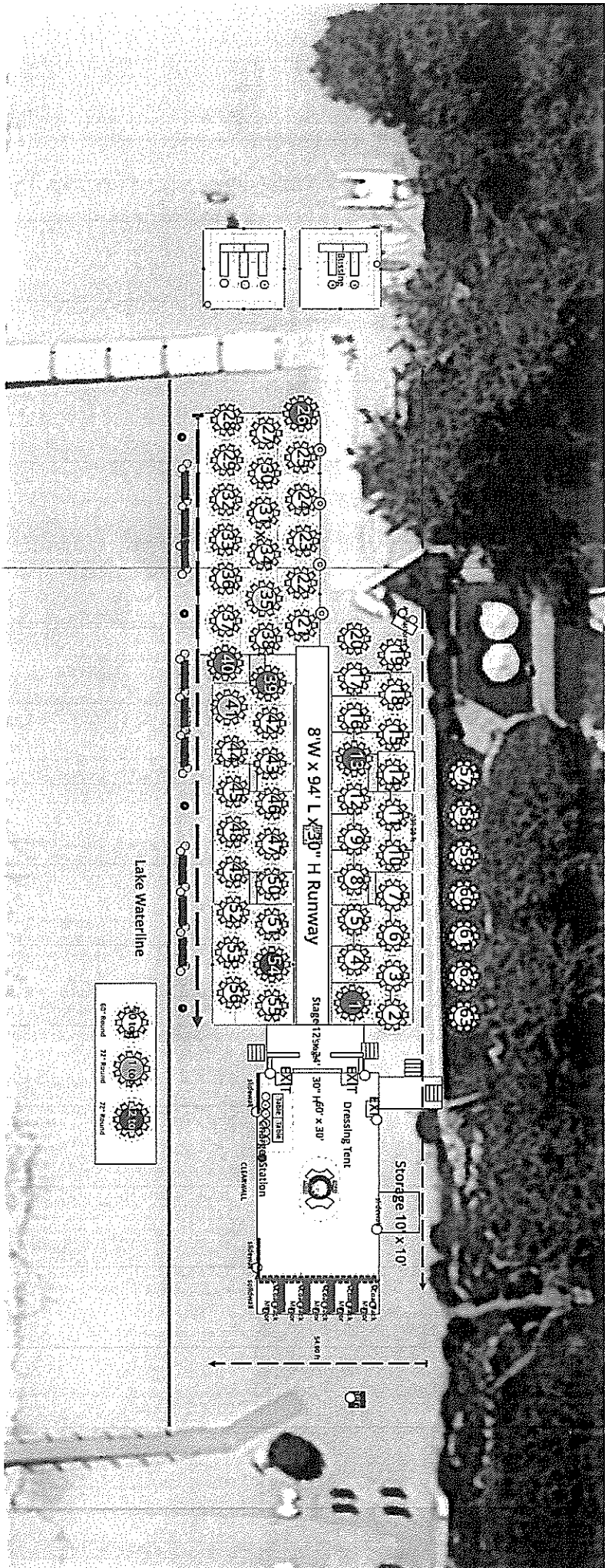
Cardholder  
Signature

Date

Thank you for using GovPayNet

**League to Save Lake Tahoe Permit Application  
Index of Documents:**

A-1	Site Map
A-2 - 3	Detailed Plan for Security, Fire Protection, Medical, Water & Sanitation, Communication and Clean-up
A-4 – 6	Security Contract, Martin Ross
A-7	Paramedic Confirmation
A-8	Restroom Facilities Order, Sani-Hut
A-9	COI, Roundabout Catering Co.
A-10	City of Reno Business License, Roundabout Catering
A-11	WCHD, Health Permit to Operate, Roundabout Catering
A-12	Incline Waste Management Order Confirmation of Dumpsters
A-13 – 14	Transportation Plan
A-15	Parking Map at Sierra Nevada College
A-16	Shuttle Order with passenger capacity
A-17	Shuttle Route Map
A-18	Documentation for use of SNC parking lot (guest parking)
A-19	Documentation for use of Cornerstone Community Church parking lot (staff & volunteers)



**League to Save Lake Tahoe Annual Fashion Show and Luncheon**  
**1047 Lakeshore Boulevard, Incline Village, NV**  
**Saturday, August 4, 2018**  
**Prepared by: Kristin Keane**

### **Security, Fire Protection and Medical Services Plan**

The League to Save Lake Tahoe retains Martin Ross Security to assist with security on-site. There are 4 security personnel on site from 10:00 am until 3:00 pm. Security personnel will be assigned to site-specific areas including front gate, tent, beach and lawn.

North Tahoe Fire Protection District Personnel are on-call with on-site ambulance stand-by arranged from 10:30 am until 2:30 pm., although not required for this event per Brittany Dayton.

Tents and structures are in compliance with current fire code and contain required fire extinguishers and clearly marked exits.

Attachments: Martin Ross Security Agreement, NTFPD Invoice for Ambulance Stand-by, Site Plan

### **Water Supply and Sanitation Facilities**

The League has rented 2 handicap restroom facilities, 1 Executive 33' bathroom trailer with direct line to sewer and water, 1 Executive 19' bathroom trailer with stand-by pump truck and 4 bathroom attendants.

Roundabout Catering has hand-washing facilities in the catering tents, which are indicated on the site-map.

Per Nick Flores, no permit required for food and sanitation because it is a closed event, by invitation only.

Attachments: Sani-hut Invoice, site map

### **Communication System**

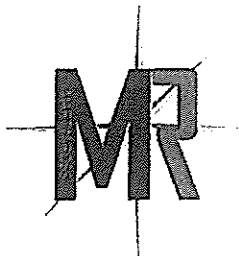
The event will have an audio system with 2 microphones that are used throughout the program on August 4.

### **Clean-up and Rubbish Removal**

Two 6-foot dumpsters with lids and locks will be located on site for rubbish. Dumpsters are delivered on August 3 and collected August 6.

The League to Save Lake Tahoe is dedicated to protecting and restoring the environment within the Tahoe Basin. Our organization's charter demands we leave the environment better than how we found it. In addition, our host is exceedingly generous to allow us to use his property year after year and if we wish to be invited back, we need to make certain we are cleaning the venue and returning it to the state to which we arrived.

Attachment: email confirmation of dumpster rental from Waste Management, Incline Village



**MARTIN-ROSS**  
INVESTIGATION & SECURITY SERVICES  
www.mranev.com

## Event Security Service Agreement

Account No. 18-

Client: League to Save Lake Tahoe

1. **SCOPE:**

- a. Martin-Ross will provide Four (4) Unarmed Officers to perform posted and roaming security for League to Save Lake Tahoe's annual event, located at 1047 Lakeshore Blvd, Incline Village, NV. Hours of operation for unarmed security will be 1000-1500; and will commence and end on August 4, 2018. There will be One (1) Supervisor to facilitate staff and break coverage for the Three (3) posts. Staff will be clean and presentable wearing khaki pants, black shoes, black ball cap, and white polo style security shirt. Security Officers are to observe, report, deter any unlawful activity, keep the peace, and notify local law enforcement of any suspicious or criminal act.

2. **BILLING:**

- a. Payment for services are detailed below and this contract should suffice as an invoice. Any additional hours not detailed above will be at a rate of \$25.00 per hour for Unarmed Supervisor/Guards. This billing covers 20 hours during event, mileage, and travel time.
- b. In the event communication is necessary/requested by Client. Five (5) devices would be rented at a rate of \$65.00 per walkie-talkie with this cost being passed along to the Client with one (1) device being supplied to the event coordinator or other designated employee.
- c. This agreement is entered into on this 15<sup>th</sup> day of March, 2018 by and between Martin-Ross and Associates and League to Save Lake Tahoe, hereinafter referred to as "Client."

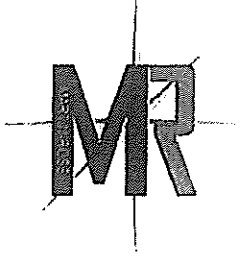
Total Amount: \$830.00

By: July 15, 2018

350 South Rock Blvd. Suite 200 Reno, NV 89502  
Phone 775.336.4440 Fax 775.336.4441  
PILB# 1245 1245A 1245B  
2013 - 2014

**WADMIN18-0008**  
**EXHIBIT B**





**MARTIN-ROSS**  
INVESTIGATION & SECURITY SERVICES  
www.mranev.com

3. HOLD HARMLESS AGREEMENT

a. Client shall indemnify, defend, and hold harmless Martin-Ross & Associates from and against any and all liabilities, claims, losses, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by the Client or any of its officers or employees, which may occur during or which may arise out of the performance of this Contract.

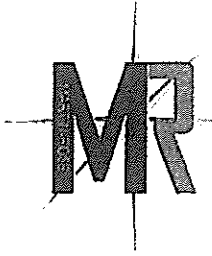
b. Martin-Ross & Associates shall indemnify, defend and hold harmless Client, its officers, employees, and agents from and against any and all liabilities, claims, losses, damages to the person or property of another, lawsuits, judgments, and/or expenses, including attorney fees, arising either directly or indirectly from any act or failure to act by Martin-Ross & Associates or any of its officers or employees, which may occur during or which may arise out of the performance of this Contract. Furthermore, Martin-Ross & Associates agrees to indemnify, defend and hold harmless Client for any acts of negligence, failure to perform duties as outlined in the background of this contract and/or failure to act within the laws governing the United States and the State of Nevada by Martin-Ross & Associates or any of its officers or employees or agents, which may arise out of the performance of this contract.

4. LIABILITY:

a. Martin-Ross & Associates and Client agree that Martin-Ross & Associates is not an insurer and that the fees being paid to Martin-Ross & Associates for services are not necessarily related to the value of personal or real property being protected. Martin-Ross & Associates fees are insufficient to guarantee that loss will not occur or that the services supplied by Martin-Ross & Associates will avert or prevent losses, claims or cause of action against Client.

350 South Rock Blvd. Suite 200 Reno, NV 89502  
Phone 775.336.4440 Fax 775.336.4441  
PILB# 1245 1245A 1245B  
2013 - 2014

Client Initials WMM



**MARTIN-ROSS**  
 INVESTIGATION & SECURITY SERVICES  
 www.mranev.com

b. *Martin-Ross & Associates and Client agree that Martin-Ross & Associates will not be liable or responsible for the theft, damage or loss of Client property not directly attributed to theft, damage, or loss by Martin-Ross & Associates employees.*

5. **TERMINATION:**

a. *This Agreement shall continue for the period defined under Scope or until terminated at the end of any month by Client or Martin-Ross and Associates upon not less than ten days' prior written notice to the other.*

IN WITNESS WHEREFOR, the parties hereto have executed this Agreement the day and year first above written.

Client Representative(s):

1. By: Meghan McGowan, Finance + HR Dir.  
 Print Name & Title

By: M. McGowan Date: 3/23/18  
 Signature

Martin-Ross & Associates Representative(s):

350 South Rock Blvd. Suite 200 Reno, NV 89502  
 Phone 775.336.4440 Fax 775.336.4441  
 PILB# 1245 1245A 1245B  
 2013 - 2014

Client Initials MM

**Subject:** Stand by unit for event on August 4, 2018

**Date:** Tuesday, April 10, 2018 at 4:59:10 PM Pacific Daylight Time

**From:** Beckie Dunn-Spomer

**To:** Kristin Keane

**CC:** Bryan Calder, Sharon Cary

Kristin,

Per our phone conversation, I have scheduled for 2 paramedic's and an Ambulance stand-by for your event (League to Save Lake Tahoe Fashion show and luncheon) on August 4, 2018 coverage will be provided from 10:30 am to 2 pm, invoice to follow.

If you have any further questions please contact Assistant Fire Chief Bryan Calder, at [bca@nltfpd.net](mailto:bca@nltfpd.net) or myself.

Respectfully,

---

**Beckie Dunn-Spomer**

**Administrative Assistant**

office: 775.831.0351 | Fax: 775.831.2072

Email: [bdunnspomer@nltfpd.net](mailto:bdunnspomer@nltfpd.net)

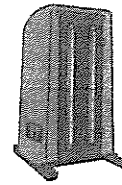
866 Oriole Way | Incline Village | NV 89451

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# SANI-HUT COMPANY INC.

P.O. Box 7455  
Reno, Nevada 89510-7455  
(775) 358-6720  
Fax: (775) 359-7922



RENTED TO: **LEA1005**

DELIVERED TO:

**SE08048**

LEAGUE TO SAVE LAKE TAHOE-SLT  
2608 LAKE TAHOE BLVD  
SOUTH LAKE TAHOE, CA 96150

OSCAR DE LA RENTA FASHION SHOW  
1047 LAKESHORE DR  
INCLINE VILLAGE, NV

DATE ORDERED <b>2/15/2018</b>	DATE WANTED <b>08/03/2018</b>	ORDERED BY	PHONE <b>(775) 348-8472</b>	TERMS <b>NET 10</b>
P.O. NUMBER	JOB NUMBER	CANCELLED BY	DATE CANCELLED	

SPECIAL INSTRUCTIONS  
**KRISTIN**

DAY	ROUTE	ENTERED BY	TAKEN BY <b>LDM</b>
-----	-------	------------	------------------------

UNIT QUANTITY	UNIT DESCRIPTION	UNIT VALUE	RENTAL RATE
2	HANDICAP RESTROOM	0.00	0.00
1	EXECUTIVE DELUXE 33	0.00	0.00
1	EXECUTIVE DELUXE 19	0.00	0.00
4	ATTENDANTS SAT	0.00	0.00
1	TOTAL FOR EVENT	<b>3,930.00</b>	<b>3,930.00</b>

DELIVER FRIDAY 08-03-18  
ATTENDANTS ON SITE SAT 10:30 AM  
PICKUP MONDAY 08-06-18

UNIT NUMBERS:

Lessee acknowledges that the above equipment has been inspected and received in good condition.

Thank you for ordering with Sani-Hut Co. You will find that in addition to providing the most modern and sanitary temporary facilities available, Sani-Hut Co. also provides the most efficient service using specialized equipment and scientific techniques.

DATE	TIME IN	TIME OUT	WORK PERFORMED	DRIVER/HELPER	CHARGES

BILLING: Monthly billing is based on 28 day billing cycle.  
CONTRACT ACCEPTANCE: I agree to the contract, including terms and conditions on the back of this agreement. I acknowledge receipt of a copy of this contract.

CUSTOMERS SIGNATURE

SERVICE DRIVER

DATE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/15/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> L/P Insurance Services, Inc. 300 East 2nd Street Suite 1300 Reno NV 89501	<b>CONTACT NAME:</b> Tina Reseck <b>PHONE (A/C, No, Ext):</b> (775) 996-6000 <b>FAX (A/C, No):</b> (775) 473-9288 <b>E-MAIL ADDRESS:</b> tina.reseck@lpins.net	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> MBP Enterprises, Inc. DBA: Roundabout Catering & Party Rentals 631 Dunn Circle Sparks NV 89431	<b>INSURER A:</b> Financial Pacific Insurance Company <b>NAIC #</b> 31453	
	<b>INSURER B:</b> Employers Compensation Ins Co <b>NAIC #</b> 11512	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:** CL1813079769      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		60461127	5/1/2017	5/1/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		60461127	1/31/2018	5/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$      RETENTION \$		60461127	5/1/2017	5/1/2018	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		EIG144148706	1/31/2018	1/31/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance Coverage.

**CERTIFICATE HOLDER**

kristin@keptahoebblue.org

League to Save Lake Tahoe  
 2608 Lake Tahoe Boulevard  
 South Lake Tahoe, CA 96150

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tina Reseck/TINA

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ACORD 25 (2014/01)  
 INS025 (201401)

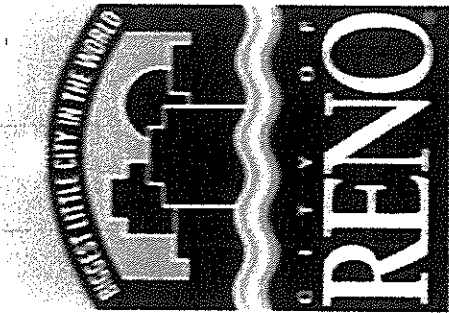
The ACORD name and logo are registered marks of ACORD

WADMIN18-0008  
 EXHIBIT B

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*Handwritten signature*

CITY CLERK

SIGNATURE

City of Reno

WASHOE COUNTY  
HEALTH DISTRICT

WASHOE COUNTY HEALTH DISTRICT  
ENVIRONMENTAL HEALTH SERVICES  
1001 East North Street • P.O. Box 11100 • Reno, Nevada 89501  
775-333-6404

## HEALTH PERMIT TO OPERATE

BILLING ADDRESS	DATE ISSUED
ROUNDABOUT CATERING	04-12-2017
ATTN: ACCOUNTS PAYABLE	
501 DUNN DR	EXPIRATION DATE
SPARKS, NV 89401	05-31-2018


Permit No. \_\_\_\_\_ FACILITY \_\_\_\_\_

Type of Facility \_\_\_\_\_  
Mobile Unit Servicing Area \_\_\_\_\_

POST IN A CONSPICUOUS PLACE

OWNED and OPERATED BY USP ENTERPRISES	<b>Permits are not transferable from person to person or place to place.</b>
FACILITY LOCATION 501 DUNN DR SPARKS	

This permit certifies that the indicated facility has been found to be operating in conformity with the health laws and regulations promulgated by the Nevada State Board of Health and the Washoe County District Board of Health. This Permit is revocable at any time by the Washoe County District Health Officer for the failure on the part of the owner/operator to meet State and Health District laws and regulations.



\_\_\_\_\_  
DISTRICT HEALTH OFFICER

**Subject:** Waste Management order confirmation

**Date:** Thursday, March 22, 2018 at 4:21:37 PM Pacific Daylight Time

**From:** Reid, Ashley

**To:** Kristin Keane

Hi Kristin,

This email is to confirm your dumpster order, which is as follows:

2-6 yard dumpsters, priced at 157.65 each, to be delivered to 1047 Lakeshore Blvd, Incline Village, NV, on Friday, August 3<sup>rd</sup>, 2018, and to be picked up Monday, August 6<sup>th</sup>, 2018.

Thank you for your business!

Cheers!

---

Ashley Reid  
Operations Specialist  
[areid3@wm.com](mailto:areid3@wm.com)

Waste Management  
1076 Tahoe Blvd  
Incline Village, NV 89451  
Desk 775 413 6091

---

**Recycling is a good thing. Please recycle any printed emails.**



Transportation Plan  
League Annual Fashion Show and Luncheon  
Saturday, August 4, 2018  
Prepared by: Kristin Keane

**Parking and Shuttles: On-site parking** at 1047 Lakeshore Drive **is not available** on Aug. 5. Guest parking is available at Sierra Nevada College, 999 Tahoe Boulevard, Incline Village, NV where ample parking and continuous shuttle service await.  
*Distance to venue is approximately 1/2 mile.*

### **Directions for Parking:**

#### **From Tahoe City**

- Proceed EAST on CA-28 / N LAKE BLVD. Continue to follow CA-28 (crossing into NEVADA).
- Continue EAST on SR 28 (Tahoe Boulevard) through Incline Village until you reach Country Club Drive (the third traffic light in Incline Village, located past the golf course).
- Turn RIGHT onto COUNTRY CLUB DR.

Turn RIGHT at the THIRD DRIVEWAY onto the Sierra Nevada College campus (entrance located directly across from Mill Creek residential street). There is a parking lot located to your right and a loop driveway directly in front of the Tahoe Center for Environmental Sciences building where shuttles will stage.

#### **From South Lake Tahoe**

- Proceed EAST on LAKE TAHOE BLVD / US-50. Continue to follow US-50 E (Crossing into NEVADA).
- Turn LEFT onto NV-28.
- Turn LEFT onto COUNTRY CLUB DR.

Turn RIGHT at the THIRD DRIVEWAY onto the Sierra Nevada College campus (entrance located directly across from Mill Creek residential street). There is a parking lot located to your right and a loop driveway directly in front of the Tahoe Center for Environmental Sciences building where shuttles will stage.

**Staff and Volunteer Parking:** In an effort to leave ample parking for guests, Cornerstone Community Church, 300 Country Club Drive, Incline Village has granted the League the use of their parking lot on Saturday, August 4. Staff and volunteers will shuttle to 1047 lakeshore from SNC.

**Traffic Control and Parking Attendants:** The League has 4 volunteers stationed at Sierra Nevada College directing traffic into the parking lots and onto shuttles as guests arrive and depart. 1 paid security officer and 1 volunteer are stationed at the head of the driveway to 1047 Lakeshore Boulevard to ensure no cars enter

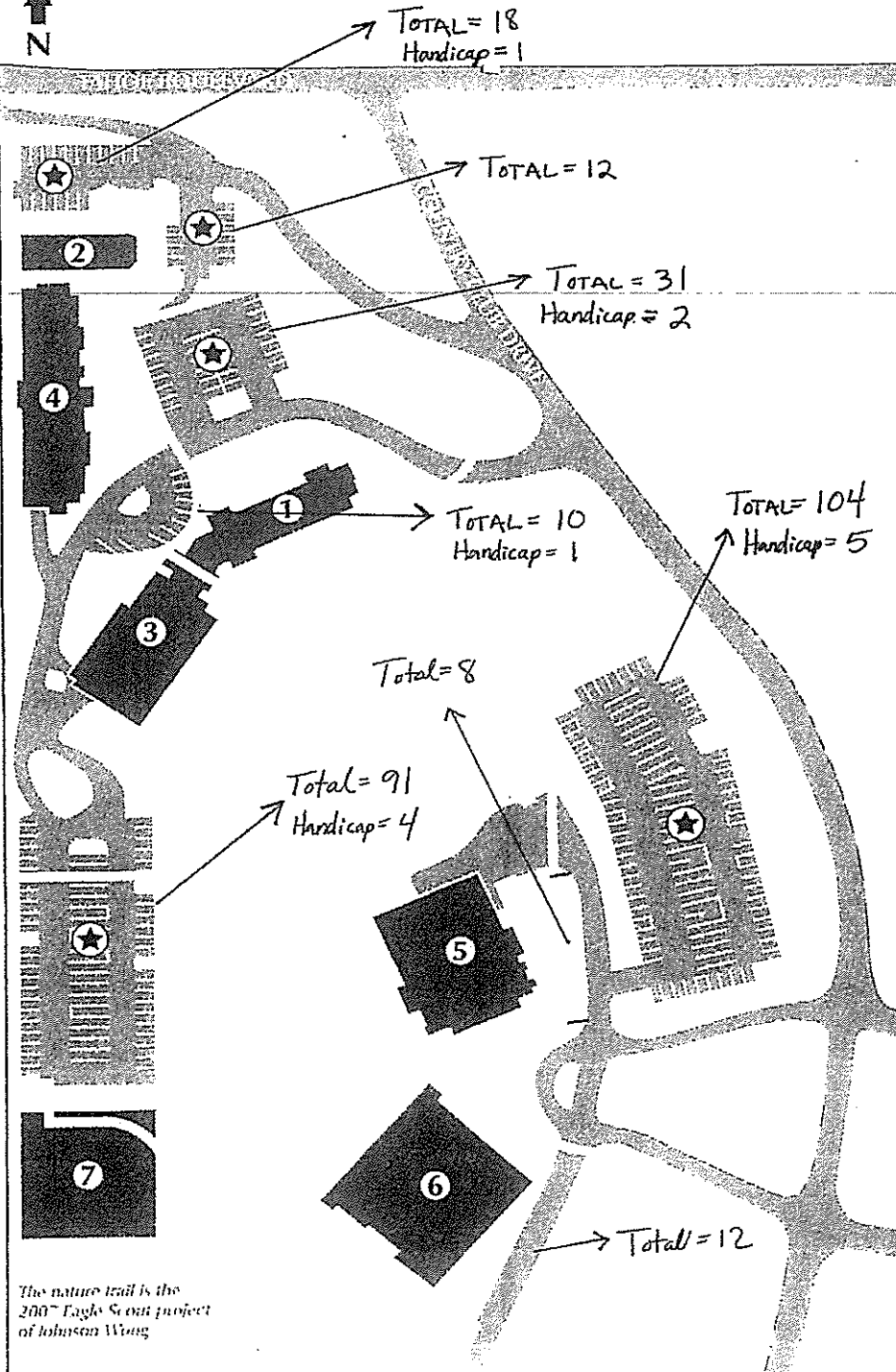
driveway. Shuttles buses utilize the pullout on the west side of the driveway to off-load passengers so the shuttle is not obstructing traffic.



# SIERRA NEVADA COLLEGE

TOTAL SPACES = 299  
RESERVED SPACES = 35  
HANDICAP SPACES = 13

## CAMPUS MAP



- 1 CAMPBELL-FRIEDMAN HALL
  - Residence Hall
- 2 DAVID HALL
  - Admission Office
  - Financial Aid
  - Registrar
  - Student Accounts
- 3 PATTERSON HALL
  - Cafeteria
  - Luria Dining Hall
- 4 PRIM-SCHULTZ HALL
  - Residence Hall
- 5 PRIM LIBRARY
  - Office of the President
  - Rodney and Evelyn Smallwood Campus Store
  - Scarsella-Boleky Tutoring Center
  - Tahoe Gallery
- 6 TAHOE CENTER FOR ENVIRONMENTAL SCIENCES
  - Computer Science Classroom
- 7 NORTH LAKE TAHOE DEMONSTRATION GARDEN
- ★ PARKING
- CAMPUS NATURE TRAIL
  - .75 Mile Loop
  - Woodchip and Paved Paths

The nature trail is the 200' Eagle Scout project of Johnson Wang

999 Tahoe Boulevard  
Incline Village, Nevada 89451  
(775) 831-1314  
www.SierraNevada.edu

# NORTHSTAR™ Service Contract

DATE 12/22/2018

Transportation Department  
 P.O. Box 129  
 Truckee, Ca. 96160  
 530-562-3555

Date of Transfer: 8/4/2018  
 Prepared by: Hilda Vazquez

Bill To: League to Save Lake Tahoe -  
 Kristin Keane Oscar de La Renta Fashion Show  
 League to Save Lake Tahoe  
 2608 Lake Tahoe Blvd.  
 South Lake Tahoe, CA 96150

Transportation Supervisor  
 Northstar California Resort  
 530-562-3825  
[hvazquez@vailresorts.com](mailto:hvazquez@vailresorts.com)  
 Fax: 530-562-1407

(530) 541-5388

Credit Card Number or Account to Bill:

Visa

Description	AMOUNT
6-25 Passenger buses for 4 hours (10:30am-2:30pm)	\$2,940.00
2-30 Passenger buses for 4 hours (10:30am-2:30pm)	\$1,060.00
Sierra Nevada College Parking Lot to 1047 Lakeshore Drive. Incline Village NV	
Up to 29 passenger bus first 4 hours \$490, \$124 each additional hour.	
More than 29 passenger bus, first 4 hours \$530, \$134 each additional hour.	
<b>TOTAL</b>	<b>\$ 4,000.00</b>

\*Cancellation: 50% charge per bus cancelled within 14 days of charter, 100% charge within 7 days of charter.

\* All Charters are billed for scheduled time. If service is used beyond scheduled time, charter is billed at rate specified in contract, rounded to nearest half hour.

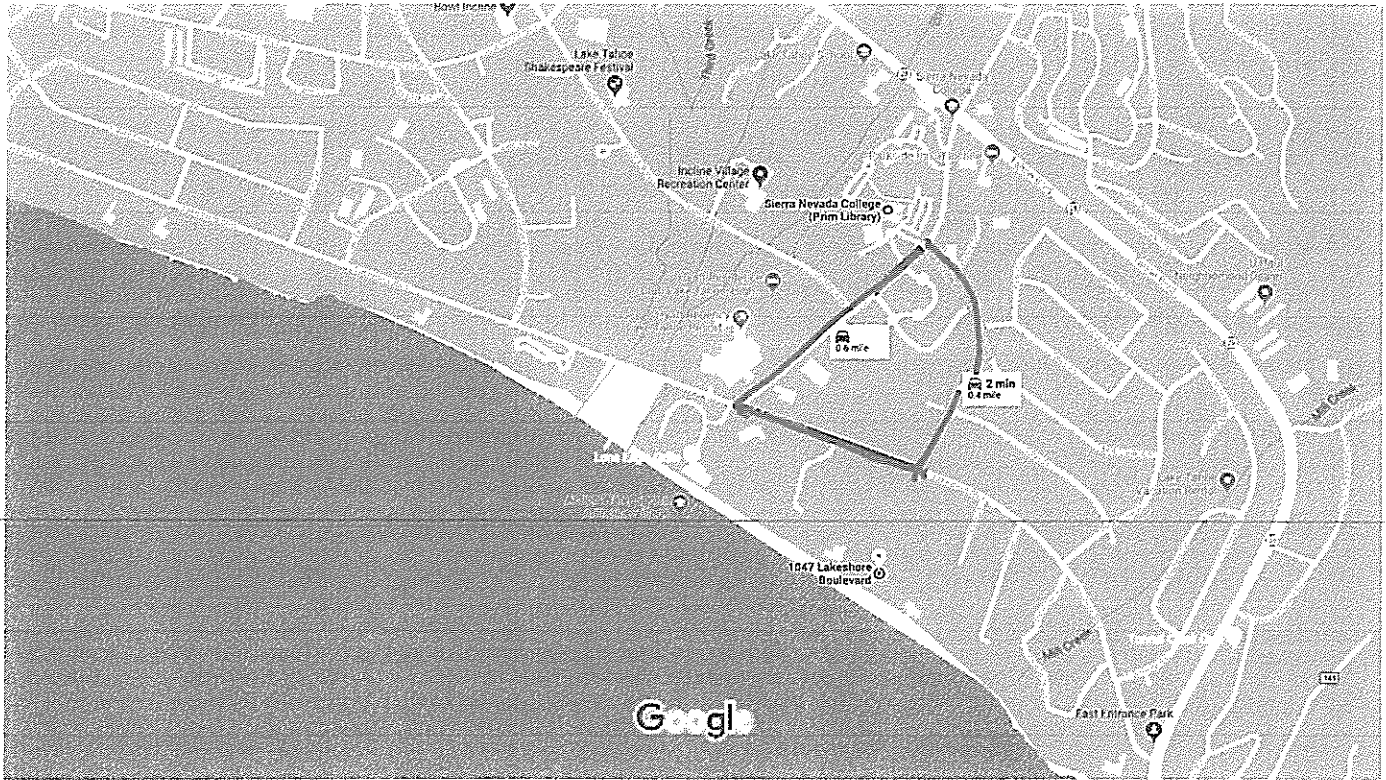
\* \$200 minimum befouling fee applies for excessive clean up that is needed.

\* 18% Gratuity included in all rate quotes.

Travel time booked at \$108/hr

Client Signature: Kristin Keane Date: 1/23/18

Google Maps Sierra Nevada College (Prim Library) to 1047 Lakeshore Blvd Drive 0.6 mile, 2 min



Map data ©2018 Google 500 ft



via Country Club Dr and Lakeshore Blvd

Best route, despite the usual traffic

0.6 mile



via Mill Creek Rd and Selby Dr

2 min

0.4 mile

**Subject:** RE: League to Save Lake Tahoe Insurance  
**Date:** Monday, April 9, 2018 at 1:48:50 PM Pacific Daylight Time  
**From:** Layne Sessions  
**To:** Kristin Keane  
**CC:** Michael Reid, Kristine Young  
**Priority:** High

Kristin,

Sierra Nevada College has granted permission for the League to Save Lake Tahoe to use the College's Library parking lot for parking and shuttle service to support your organization's function on August 4, 2018.

Layne Sessions  
Director of Facilities  
Sierra Nevada College  
(775) 745 7794

---

**From:** Kristin Keane [mailto:Kristin@keaptahoeblue.org]  
**Sent:** Tuesday, April 03, 2018 3:52 PM  
**To:** Layne Sessions  
**Subject:** FW: League to Save Lake Tahoe Insurance

Hi Layne,

I am circling back on the previous email found below sent March 13. We will be submitting our application to Washoe County next week and they require documentation that we have permission to use the SNC parking lot. Would you be able to provide this? COI is attached.

Many thanks again for all your support.

Thank you,  
Kristin

---

**From:** Kristin Keane <kristin@keaptahoeblue.org>  
**Date:** Tuesday, March 13, 2018 at 3:27 PM  
**To:** "lsessions@sierranevada.edu" <lsessions@sierranevada.edu>  
**Subject:** League to Save Lake Tahoe Insurance

Hi Layne,

Please find the League to Save Lake Tahoe certificate of insurance with SNC named as an additional insured. We are so grateful to be granted use of the SNC parking lots on Saturday, August 4, 2018 from 10:00 – 3:00 pm. Our permit requires that we provide a brief letter confirming this. I wonder if you might provide us with documentation of your permission?

**Subject:** Re: CCC Parking lot

**Date:** Tuesday, March 20, 2018 at 5:02:59 PM Pacific Daylight Time

**From:** Matthew Campbell

**To:** Kristin Keane

Hi Kristin,

I have spoken with our Children's Director and she feels there will be no conflict with your needs for our parking lot on the 4th of August. I have put your organization on the calendar for that date. Best wishes for a good turnout to your event.

Blessings,  
Matthew

*Matthew Campbell*  
*Administrator*  
*775-831-6626*

---

On Wed, Mar 14, 2018 at 11:05 AM, Kristin Keane <[Kristin@keeptahoeblue.org](mailto:Kristin@keeptahoeblue.org)> wrote:  
Thank you for your reply, Matthew. I look forward to hearing more soon.

Take good care,  
Kristin

---

**From:** Matthew Campbell <[matthew@cornerstonecommunity.net](mailto:matthew@cornerstonecommunity.net)>  
**Date:** Wednesday, March 14, 2018 at 10:53 AM  
**To:** Kristin Keane <[kristin@keeptahoeblue.org](mailto:kristin@keeptahoeblue.org)>  
**Subject:** Re: CCC Parking lot

Good morning Kristin,

I apologize for the delay in my response. I am still waiting to hear from our Children's director what her needs will be, if any, for our facility that weekend as our VBS program starts on the 6th of August. Odds are that she will not have any staging needs, but I do not know what all she has planned either.

Thank you for your patience,

Matthew

*Matthew Campbell*  
*Administrator*  
*775-831-6626*

On Thu, Feb 15, 2018 at 12:01 PM, Kristin Keane <[Kristin@keeptahoeblue.org](mailto:Kristin@keeptahoeblue.org)> wrote:  
Hello Matthew,

I hope this finds you well. The League to Save Lake Tahoe is planning its Annual Fashion Show and Luncheon fundraiser at a private estate on Lakeshore Boulevard and we hope the

**From:** [Dayton, Brittany](#)  
**To:** [Pelham, Roger](#)  
**Subject:** FW: Keep Tahoe Blue Event  
**Date:** Monday, April 30, 2018 10:10:37 AM

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Good morning Roger,

I talked to the coordinator of this event back in March. The size of the event does not meet state regulations to have EMS at the event. However, they are already working with NLTFPD to have an ambulance stand-by. Please see my email to Bob with a cc to Mark Regan (NLTFPD Fire Marshal) and Kristin (event organizer).

Please let me know if you have any questions.

Thanks,  
Brittany

**Brittany Dayton, MPA**

EMS Coordinator | Division of Epidemiology & Public Health Preparedness | [Washoe County Health District](#)  
[bdayton@washoecounty.us](mailto: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  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE



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**From:** Mark Regan [mailto:[MRegan@nltfpd.net](mailto:MRegan@nltfpd.net)]  
**Sent:** Friday, April 27, 2018 5:36 PM  
**To:** Emerson, Kathy  
**Subject:** RE: April Agency Review Memo IV

NLTFPD is in support of approving this application. This is a yearly event and they pull all the required building and fire permits. They also contract with NLTFPD to provide medical standy-by



**Mark Regan  
Fire Marshal**

office: [775.831.0351](tel:775.831.0351) x8107 | cell: [775.461.6200](tel:775.461.6200)  
Email: [mregan@nltfpd.net](mailto:mregan@nltfpd.net)  
[866 Oriole Way | Incline Village | NV 89451](#)







Development Review Status Sheet

Date: 4-27-18

Attention: Roger Pelham, Senior Planner

RE: Administrative Permit Case WADMIN18-0008  
 APN: 130-230-16  
 Service Address: 1047 Lakeshore  
 Incline Village NV 89451  
 Owner: Incline Village General Improvement District

**Administrative Permit Case Number WADMIN18-0008 (League to Save Lake Tahoe Annual Fashion Show and Luncheon, Outdoor Community Event)** – For possible action, hearing, and discussion to approve an Administrative Permit to approve an Outdoor Community Event business license application and associated license conditions submitted by League to Save Lake Tahoe on behalf of League to Save Lake Tahoe for the League to Save Lake Tahoe Annual Fashion Show and Luncheon, scheduled to be held on August 4, 2018 from 11am until 2pm. The event is proposed to consist of an invitation-only fashion show and luncheon within a temporary tent structure located on the beach adjacent to Lake Tahoe. The event organizer estimates 650 customers and spectators as well as 225 support persons to take part in the event.

- Applicant: League to Save Lake Tahoe, 2608 Lake Tahoe Boulevard, South Lake Tahoe, CA 96150
- Property Owner: KWS Nevada Residential LLC, 1047 Lakeshore Boulevard, Incline Village, NV 89451
- Location: 1047 Lakeshore Boulevard, Incline Village, NV, directly south of its intersection with Selby Drive.
- Assessor's Parcel Number(s): 130-230-16 and 130-230-17
- Parcel Size: ±3.58 and ±1 acres
- Master Plan Category: Rural Residential (RR)
- Regulatory Zone: High Density Rural (HDR)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Sections 22 and 23, T16N, R18E, MDM, Washoe County, NV
- Staff: Roger Pelham, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3622
- E-mail: rpelham@washoecounty.us

**Comments: IVGID recommends the following:**

1. A Washoe County Building Permit for the construction of a temporary tent.
2. A set of plans detailing the following information for IVGID Review.
  - a. Location of tent on beach property.
  - b. Stakes depth into the ground
  - c. IVGID utility easement location

**Note:** The Incline Village General Improvement District has an existing 6" Sewer main on the beach used by Lakeshore Homeowners.

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**

**From:** [Ertell, Doreen](#)  
**To:** [Pelham, Roger](#)  
**Cc:** [Renshaw, Jeri](#)  
**Subject:** FW: April Agency Review Memo IV  
**Date:** Wednesday, May 02, 2018 4:29:06 PM  
**Attachments:** [April Agency Review Memo IV.pdf](#)  
[image001.png](#)  
[image003.png](#)

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Approved.

*Doreen Ertell*

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



**From:** [O'Connor, Tim](#)  
**To:** [Pelham, Roger](#)  
**Subject:** WADMIN18-0008 permit request  
**Date:** Tuesday, May 01, 2018 11:32:51 AM

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Roger,

The Washoe County Sheriff's Office Patrol division has no issues or concerns with the Administrative Permit Case Number WADMIN18-0008 (League to Save Lake Tahoe Annual Fashion Show and Luncheon, Outdoor Community Event).

Captain Tim O'Connor  
Washoe County Sheriff's Office  
Patrol Division  
775-328-3354

PRIDE - Professionalism, Respect, Integrity, Dedication, Equality

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**From:** Florey, Nicholas J  
**Sent:** Wednesday, March 21, 2018 4:35 PM  
**To:** Webb, Bob  
**Subject:** The League to Save Lake Tahoe Fashion Show

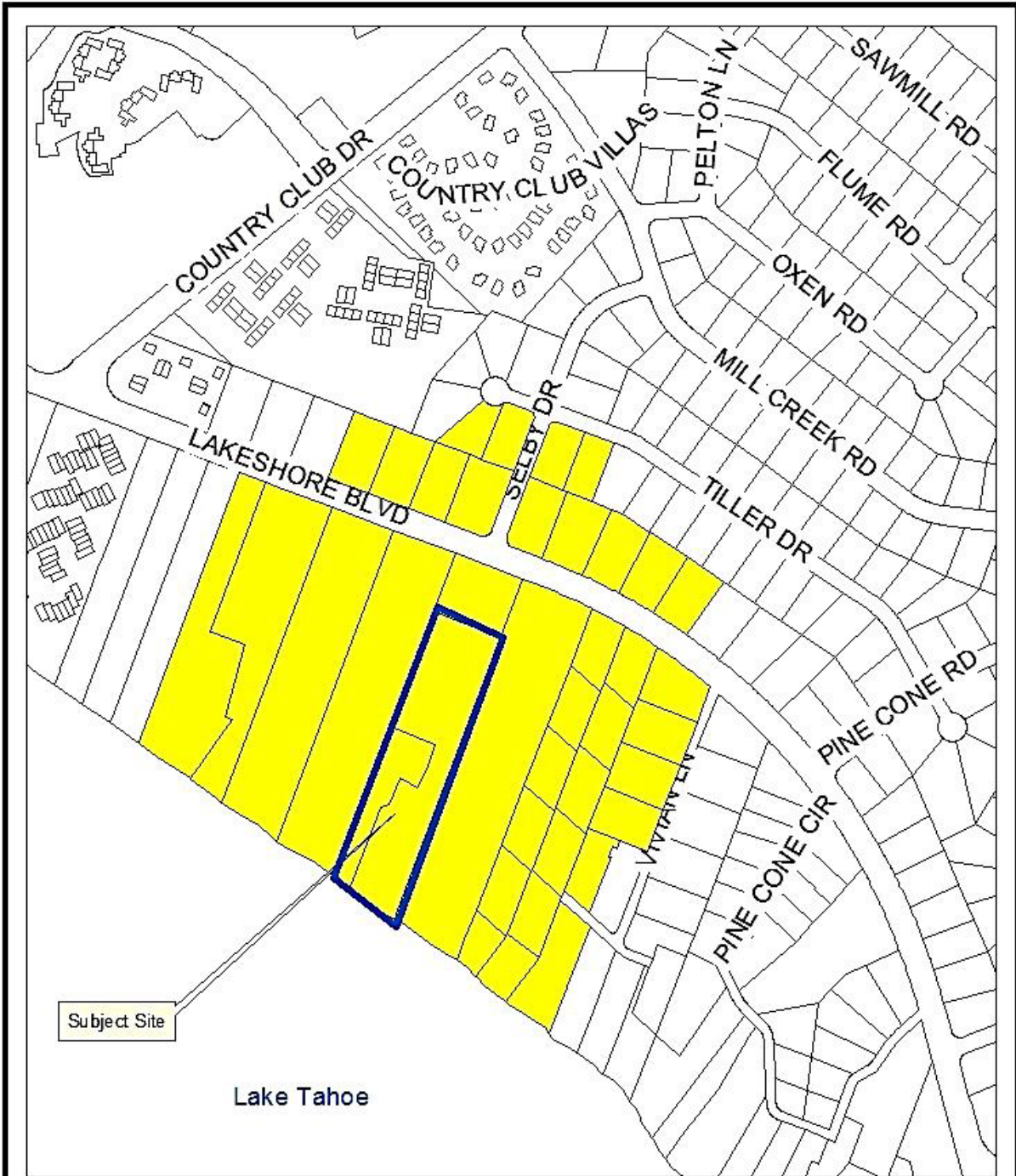
Bob,

I spoke with Kristen regarding the referenced event. Their plans in place regarding restrooms and solid waste would meet our requirements for an event. Their food plans do not require a permit because Kristen indicated that it is an invite only event, although we did discuss safe food handling practices and we are familiar with the caterer. Please let me know if you need additional information from Health. Thanks.

**Nicholas Florey, REHS, BS**

Senior Environmental Health Specialist | Environmental Health Services | Washoe County Health District  
[nflorey@washoecounty.us](mailto:nflorey@washoecounty.us) | O: (775) 328-2648 | F: (775) 328-6176 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512





Mailing Label Map  
 Administrative Permit Case Number WADMIN18-0008  
 (League to Save Lake Tahoe Annual Fashion Show and Luncheon, Outdoor Community Event)



39 Parcels selected at 500 feet.

Source: Planning and Building Division

Date: April 2018

Community Services  
 Department  
 Planning and  
 Development Division  
 WASHOE COUNTY  
 NEVADA  
 Post Office Box 11130  
 Reno, Nevada 89520  
 (775) 328-2800