



Board of Adjustment Staff Report

Meeting Date: August 2, 2018

Agenda Item: 8G

ADMINISTRATIVE CASE NUMBER: WADMIN18-0010 (Children's Cabinet)

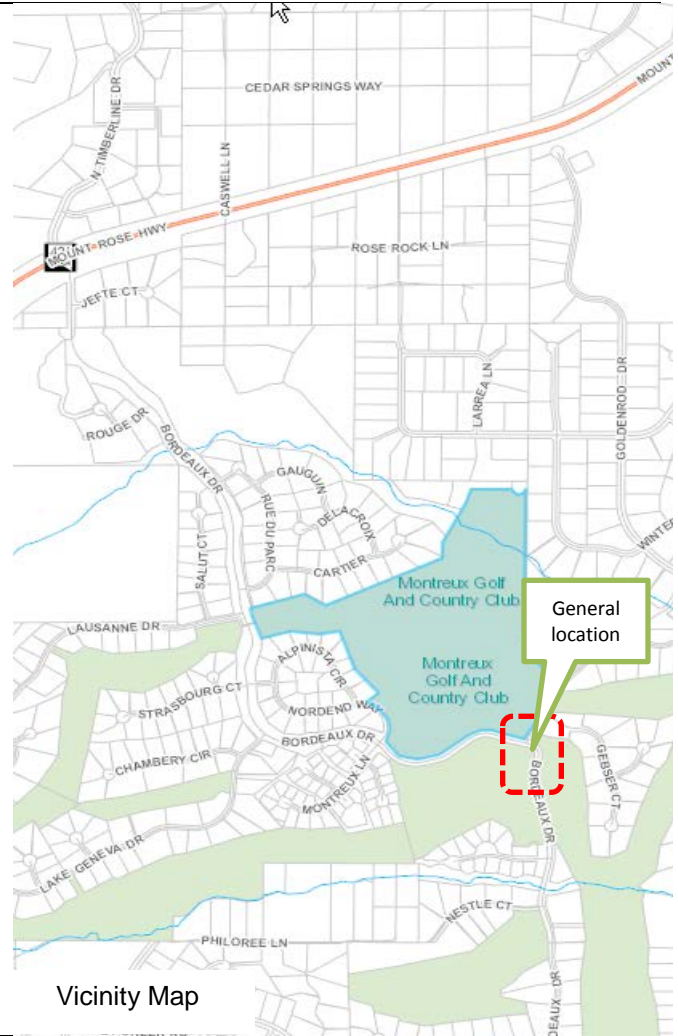
BRIEF SUMMARY OF REQUEST: Outdoor Community Event Business License for Art of Childhood

STAFF PLANNER: Planner's Name: Eva Krause
Phone Number: 775.328.3628
E-mail: ekrause@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion to approve the application for an Outdoor Community Event business license for the annual fundraising gala for the Children's Cabinet. The event will be held on the Montreux Golf Course, near the third practice hole on the evening of August 24, 2018, from 4:30 p.m. till 8:30 p.m. with approximately 650 people in attendance. Parking will be located on one side of De Chardin Lane and at the Montreux Clubhouse at 18000 Bordeaux Drive. Set-up for the event will commence on August 22, 2018 and take-down and clean-up will be completed on August 25, 2018. If approved, authorize the Director of the Planning and Development Division to issue the license when all pre-event conditions are completed.

Applicant: Children's Cabinet
Property Owner: Montreux Golf and Country Club Inc.
Location: Third Practice Hole, approx. 600 ft. north of the intersect of Bordeaux Dr. and De Chardin Ln. on De Chardin Ln.
APN: 148-010-55
Parcel Size: 56 acres
Master Plan: Suburban Residential
Regulatory Zone: Low Density Suburban
Area Plan: Southwest Truckee Meadows
Citizen Advisory Board: South Truckee Meadows/Washoe Valley
Development Code: Authorized in Articles 310 and 808
Commission District: 2 - Lucey



STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

The Board of Adjustment approve with conditions, Administrative Permit Case Number WADMIN18-0010, which is the application for an Outdoor Community Event business license for the Children's Cabinet. If approved, authorize the Director of the Planning and Building Division to issue the license when all pre-event conditions are completed.

(Complete Motion with Findings are located on Page 8)

Staff Report Contents

Administrative Permit Definition 3

Vicinity Map 4

Site Plan 5

Project Evaluation 5

South Truckee Meadows/Washoe Valley Citizen Advisory Board (STM/WV CAB)..... 6

Reviewing Agencies..... 6

Staff Comment on Required Findings 7

Recommendation..... 8

Motion..... 8

Appeal Process..... 8

Exhibits Contents

Conditions of Approval Exhibit A

South Truckee Meadows/Washoe Valley Citizen Advisory Board Minutes Exhibit B

Business License Email Exhibit C

Building Email Exhibit D

Environmental Health Email Exhibit E

Truckee Meadows Fire Protection District Letter Exhibit F

Washoe County Sheriff Office Email Exhibit G

Emergency Management Services Email..... Exhibit H

Public Notice Map Exhibit I

Project Application Exhibit J

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 (Board) 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 WADMIN18-0010 is attached to this staff report and will be included with the Action Order if the application is approved by the Board.

The subject property is designated as Low Density Suburban. WCC Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events states that temporary outdoor events are permitted in all regulatory zones for a period not to exceed 10 days. An event that will have a combination of between three hundred and nine hundred ninety-nine participants and spectators on any one day of the event shall obtain an administrative permit prior to the event. The Children's Cabinet Art of Childhood Gala is a one-day temporary outdoor event with an estimated attendance of 650 participants. The Board may approve the Outdoor Community Event business license application pursuant to WCC Chapters 25 and 110, and additionally authorizes the Director of the Planning and Building Division to issue the license when all pre-event conditions are completed.



Vicinity Map



Event Arial Set-up (to scale) at

Montreux Golf and Country Club—Third Practice Hole

Site Plan

Project Evaluation

The Children's Cabinet is proposing to host a one-day fundraising event at the Montreux Golf Course, on the Third practice green. The estimated attendance is 650 participants. This is a private event and is not open to the general public. Montreux is a gated community and all guests, volunteers, and staff will have to enter through the main gate.

Set-up will be on Wednesday, August 22 through Friday, August 24, 2018, between the hours of 7:00 a.m. and 8:00 p.m. The event will be held on Friday, August 24, 2018, from 4:30 p.m. to 8:30 p.m. Clean-up after the event will end at 10:00 p.m. on the 24th and will be completed between the hours of 8:00 a.m. and 7:00 p.m. on Saturday, August 25th.

The event will consist of one main area (two tents 120' x 40') with a stage and 65 round tables for the guests; a 30' x 30' food prep tent; and two 20' x 20' tents for the silent auction and AV

equipment. The event will include amplified sound and outdoor lighting during the event between the hours of 4:30 p.m. and 8:30 p.m.

Parking will be at the Montreux Club House and on the south side of De Chardin Lane. A golf cart valet will be available for guests from the clubhouse parking lot to the event site. The vacant parcel next to the practice green is in private ownership and no parking will be allowed on this property without the owner's written permission.

The event will be catered by the Grand Sierra Resort, alcohol vendors are the Eldorado Casino and Tahoe Sierra Distributing, and the Peppermill Casino will provide Audio and Visual equipment and services.

Due to the minimal size of the event, emergency medical services and sheriff's office do not require any conditions of approval. The Truckee Meadows Fire Protection District does require a security plan that is consistent with the adopted fire codes.

South Truckee Meadows/Washoe Valley Citizen Advisory Board (STM/WV CAB)

The STM/WV CAB reviewed the application for the Art of Childhood temporary event on July 5, 2018. The following items were discussed:

- Questions about the statement that Montreux would provide security. Montreux has not been asked to provide this service
- Parking and transportation from clubhouse parking area to event site.

The STM/WV CAB recommended approval with conditions that these two items are addressed. The minutes of the meeting are attached as Exhibit B.

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 - Traffic
 - Planning and Building Division
 - Planning Program
 - Building Program
 - Business License
- Washoe County Health District
 - Environmental Health Services Division
 - Emergency Medical Services Program
- Washoe County Risk Management
- Washoe County Sheriff
- Truckee Meadows Fire Protection District

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

- Washoe County Planning and Building Division, Planning Program requires proof of compliance with pre-event conditions.

Contact – Eva Krause, 775.328.3628, ekrause@washoecounty.us

- Washoe County Planning and Building Division, Business License addressed requirement for special event business license, intoxicating liquor license, the hours of operation and clean-up after the event.
Contact – Bob Webb, 775.328.3623, bwebb@washoecounty.us
- Washoe County Planning and Building Division, Building Program addressed permits required for tents and stages, and restroom requirements.
Contact – Mojra Hauenstein, 775.328.3619, mhauenstein@washoecounty.us
- Washoe County Environmental Health Services Division addressed requirements for food permits and providing county staff access during event for inspections.
Contact – Nicholas Florey, 775.328.2648, nflorey@washoecounty.us
- Truckee Meadows Fire Protection District addressed the need for a safety plan, fire permits and safety requirements that need to be in place and maintained during the event.
Contact – Lisa Beaver, 775.328.6005, lbeaver@TMFPD.us

Staff Comment on Required Findings

WCC Section 110.808.25 requires that all of the following findings be made to the satisfaction of the 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 Southwest Truckee Meadows Area Plan.

Staff Comment: The proposed temporary outdoor event does not impact nor change any programs, policies or standards of the Master Plan or the Southwest Truckee Meadows 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: Event coordinators are required to provide necessary sanitation facilities and water supply during the event and to remove all temporary structures after the event. No improvements to infrastructure are needed.

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

Staff Comment: The site is part of an established golf course. No grading or improvements are needed to set-up and host the proposed event. The site is physically suitable for the proposed event.

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

Staff Comment: The event is a one-day activity that will be removed and the area will be cleaned and restored to a pre-event condition. While there may be some impact on the surrounding neighbors related to traffic, lighting, and noise during the event, there are no significant or injurious impacts anticipated as a result of permitting the event.

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

Staff Comment: There are no military installation within the 3,000 foot noticing area, therefore this conditions is not required to be made.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN18-0010 is being recommended for approval with conditions.

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 with conditions, as attached in Exhibit A of this report, Administrative Permit Case Number WADMIN18-0010 to approve the application for an Outdoor Community Event business license for the Children's Cabinet, having made all 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 license when all pre-event conditions are completed.

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

Appeal Process

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

Applicant: The Children's Cabinet
Attn: Kim Young, Interim Executive Director
1090 S. Rock Boulevard
Reno, NV 89509

Property Owner: Montreux Golf and Country Club, John Scott, manager,

Representatives: The Children's Cabinet
Amelia Lane, Event Manager
alane@childernscabinet.org



Conditions of Approval

Administrative Permit Case Number WADMIN18-0010

The project approved under Administrative Permit Case Number WADMIN18-0010 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on August 2, 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.

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 for Special Events need to be complied with at different stages of the proposed event. Those stages are typically:

- Pre Event Conditions - prior to issuance of Business License
- During Event Conditions – items and rules required during the event.
- Post Event Conditions – clean-up and removal of temporary structures/equipment.

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, Planning Program

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

Contact Name – Eva M. Krause, 775.328.3628, ekrause@washoecounty.us

PRE-EVENT CONDITIONS

- a. **The applicant shall provide Eva Krause with proof of compliance with all pre-event conditions pursuant to WCC section 25.283(1) by August 17, 2018.**

Washoe County staff shall subsequently notify the Director of the Planning and Building Division, Community Services Department, that all imposed pre-event conditions have been completed and that all applicable fees have been paid. The Director will issue the Outdoor Festival business license after such notification by Business License staff.

- b. The applicant shall provide 5 vehicle and event passed for County staff on official business (inspections).
- c. Provide owner affidavit for use of private property (cart path) or documentation that Montreux has legal right to use said path across private property.
- d. Provide documentation that Reciprocal Access Easement grants includes Montreux Golf Course Inc.

DURING-EVENT CONDITIONS

- e. 'No parking' signs shall be placed along the cart path on the adjoining parcel (between 148-372-03, -04 and -05. No one including Vendors, staff or valet services shall be permitted to park on the vacant private lot without the property owner's permission.
- f. All amplified sound shall end by 8:30 p.m.
- g. All auxiliary/outdoor lighting shall be turned off no later than 10:00 p.m.

POST-EVENT CONDITIONS

- f. Within 5 days of the conclusion of the event, the applicant shall provide a summary report of the attendance for the day of the event. Attendance includes all ticketed guests, Children's Cabinet staff and volunteers, vendors, valet staff and any other persons who were on-site between the hours of 8:00 a.m. until closing on the day of the event. Failure to do so may jeopardize future events, or may result in changing the classification of the event as an outdoor festival (resulting in additional permitting requirements).

Washoe County Planning and Building Division, Business License

2. The following conditions are requirements of the Business License Program, which shall be responsible for determining compliance with these conditions.

Contact Name – Bob Webb, 775.328.2623, bwebb@washoecounty.us

PRE-EVENT CONDITIONS

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

Event staff is allowed on the approved event location for preparation and set-up between the hours of 8:00 a.m. and 7:00 p.m. each day on August 22 and August 23, 2018. Event staff

is also authorized on the approved event location for preparation and set-up between the hours of 8:00 a.m. and 4:30 p.m. on August 24, 2018.

b. Licensing and Inspections (Community Services, Planning and Building):

- i. The applicant shall pay the required daily business license fee totaling \$350 for the event.
- ii. The Grand Sierra Resort shall obtain a Washoe County business (special event) license.
- iii. The El Dorado shall obtain appropriate Washoe County business (special event) and temporary intoxicating liquor licenses. The intoxicating liquor license applications shall specify the areas from which intoxicating liquor will be served during the event.
- iv. The applicant shall provide Washoe County Code Enforcement with a vehicle pass to gain access to the event site for inspections to verify compliance with these conditions and issued business/liquor licenses.

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

The event is proposed to be held entirely within private property. The applicant provided written assurance as part of the event application guaranteeing the cleanup and restoration of the event site to its pre-event condition. The requirement to post a performance security as set forth in WCC Section 25.305 is, therefore, waived.

DURING-EVENT CONDITIONS

All during-event conditions are for the event held on August 24, 2018 as approved in the Outdoor Community Event business license application by the Director on August 20, 2018.

d. Hours of Operation (Community Services, Planning and Building):

The event is authorized from 4:30 p.m. until 8:30 p.m. on August 24, 2018. Clean-up will take place following the event until 10:00 p.m. Event staff is authorized on the event site during this time period.

e. Licensing and Inspections (Community Services, Planning and Building):

The Art of Childhood fund raising event is authorized on the Montreux Golf Course, near the third practice hole (APN 148-010-55). Parking is authorized on one side of De Chardin Lane and at the Montreux Clubhouse at 18000 Bordeaux Drive.

POST-EVENT CONDITIONS

All post-event conditions are for after the event concludes at around 8:30 p.m. on August 24, 2018.

f. Hours of Operation (Community Services, Planning and Building):s

Event staff shall be allowed on the event site for take-down and event dismantle between the hours of 8:00 a.m. and 7:00 p.m. on August 25, 2018.

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

- i. The applicant will be responsible for total clean-up of the event site. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste from the 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 of the event site after clean-up is completed but no later than August 29, 2018.

- ii. All event sites will be inspected by and approved as to the adequacy of cleanup by code enforcement staff with the Planning and Building Division.

Washoe County Planning and Building Division, Building Program

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

Contact Name – Mojra Hauenstein, 775.328.3619, mhauenstein@washoecounty.us

PRE-EVENT CONDITIONS

- a. The applicant shall apply and obtain a building permit through the Washoe Building program for all tents greater than 400 sf (see requirements in the Building -*Tent Membrane Handout*) and any stage, including lighting trusses.
- b. The applicant shall ensure sufficient restrooms are provided for the number of attendees as prescribed by the IBC 2012, Table 2902.1 in the Northern Nevada Amendments (See building website under “Codes”).

Washoe County Health District

4. The following condition is a requirement of the Health District, which shall be responsible for determining compliance with this condition.

Contact Name – Nicholas Florey, 775.328.2648 nflorey@washoecounty.us

PRE-EVENT CONDITIONS

- a. The applicant or food provider shall obtain a temporary food permit before August 17, 2018.

DURING-EVENT CONDITIONS

- b. The applicant shall provide vehicle, parking, event access pass for Washoe County Health Inspector during the event.

Truckee Meadows Fire Protection District

5. The following conditions are requirements of Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions.

Contact Name – Lisa Beaver, 775.328.6000, lbeaver@tmfpd.us

PRE-EVENT CONDITIONS

- a. A public safety plan for the event shall be provided to TMFPD prior to August 10, 2018, for approval by TMFPD Fire Prevention by August 17, 2018. Information shall be as required by the 2012 International Fire Code Section 403.2.
- b. Temporary Tents with an area in excess of 400 sq. feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval by TMFPD.
- c. A special event permit is required for the event. Pre- inspections shall be conducted prior to the start of the event and upon setup completion of the event areas. Any changes to the inspected layout shall be reviewed by TMFPD Fire Prevention.

DURING-EVENT CONDITIONS

- d. The minimum number of exits shall be as prescribed in the 2012 IFC table 3103.12.2. Maintenance of the required exits and exit pathways shall be maintained unobstructed at all times.

- e. Fire Department Access roadways and apparatus (hydrants, fire department connections, etc.) shall remain clear and unobstructed for use by emergency responders.
- f. Parking shall be conducted in designated parking areas and shall not block access to building by emergency responders.
- g. Fire extinguishers shall be provided at all event venues at a location approved by TMFPD Fire Prevention.
- h. Smoking shall be conducted in posted areas. Where smoking is permitted, suitable non-combustible ash cans or receivers shall be provided. No smoking signs shall be provided and located in conspicuously posted.
- i. Cooking equipment shall not be located within 10 feet of exits or combustible materials. Tents with sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- j. Liquid Propane (LP) portable gas containers shall be located outside and safety valves shall be pointed away from tent structures. Containers with of capacity of 500 gallons or less shall be located a minimum of 10 feet from the structure.
- k. Flammable or combustible liquid fueled equipment shall not be used in tents. Refueling of equipment shall be conducted a minimum of 20 feet from all tent structures.
- l. Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by an approved means.

*** End of Conditions ***



South Truckee Meadows/Washoe Valley Citizen Advisory Board

DRAFT: Approval of these draft minutes, or any changes to the draft minutes, will be reflected in writing in the next meeting minutes and/or in the minutes of any future meeting where changes to these minutes are approved by the CAB. Minutes of the regular meeting of the South Truckee Meadows/Washoe Valley Citizen Advisory Board held July 5, 2018 6:00 p.m. the South Valleys Library at 15650A Wedge Parkway, Reno, Nevada.

1. *CALL TO ORDER/ DETERMINATION OF QUORUM - Meeting was called to order at by Steven Kelly at 6:02 p.m.

Member Present: Jim Rummings, Steven Kelly, Jason Katz, Patricia Phillips, Tom Burkhart (alternate). A quorum was determined.

Absent: Kimberly Rossiter (not excused).

2. *PLEDGE OF ALLEGIANCE - Steven Kelly led the Pledge of Allegiance.

3. *PUBLIC COMMENT -

Kelly Mullin, Washoe County Planner, invited everyone to take the survey to provide feedback on the growth in the County. The survey will be open for another month.

4. APPROVAL OF AGENDA FOR THE MEETING OF JULY 5, 2018 (for Possible Action) – Jim Rummings moved to approve the agenda for **JULY 5, 2018**. Patricia Phillips seconded the motion to approve the agenda for **JULY 5, 2018**. Motion carried unanimously.

5. APPROVAL OF THE MINUTES FOR THE MEETING OF JUNE 14, 2018 (for Possible Action) – Jim Rummings moved to approve the agenda for **JUNE 14, 2018**. Jason Katz seconded the motion to approve the agenda for **JUNE 14, 2018**. Motion carried unanimously.

6. DEVELOPMENT PROJECTS– The project description is provided below with links to the application or you may visit the Planning and Building Division website and select the Application Submittals page: https://www.washoecounty.us/csd/planning_and_development/index.php.

6.A. Variance Case Number WPVAR18-0002 (Farr Garage) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request to reduce the front yard setback from 30 feet to 12 feet to facilitate the construction of a detached 3-car garage at 1605 Taos Lane. (for Possible Action)

- Applicant/Property Owner: Jeffrey and Deanna L. Farr
 - Location: 1605 Taos Lane
 - Assessor’s Parcel Number: 142-260-10
 - Staff: Eva M. Krause, AICP, Planner; 775-328-3628; ekrause@washoecounty.us
 - Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018
- Kelly Mullin, Washoe County Planner, said if anyone has comments about this request, she encouraged them to contact Eva. Her contact is on the agenda. This project will go to the Board of Adjustment
 - Jeff Farr, owner and applicant, said he is seeking to build a detached garage on his property.

- Jim Rummings said some of the easement roads aren't paved, and they may need to pave them in the future and this structure will be on the encroachment. Trevor Lloyd, Washoe County Planner, said this request is to reduce the standard setback from 30 feet down to 12 feet. Staff is requested to look at the unique features and hardships to justify the variance or impacts to neighbors, traffic, roadway, etc.
- Jeff Farr said there is a 30 foot setback with a 32 foot easement.
- Jason Katz asked about the placement of the proposed. Jeff Farr said it's proposed in that specific location because of the triangle shape of the property and the side yard setback is 12 feet.
- Kelly Mullin said we are focusing on the setback. There are two 33 foot easements on either side of Mr. Farr's property; 66 foot total of government access easement. She said it's uncertain how wide the pavement would be if they want to pave the easement in the future.
- Jeff Far said a fence has not been proposed but if it was constructed, it would be on the setback.
- Pat Phillips said she wanted to know where the garage will be constructed. The garage will be on the northeast side next to the solar panels currently on the property.

Comments:

- Greg Silva said he lives on Taos on the west of Mr. Farr's lot. He said he has lived there for 14 years. He said it's the government homes site which is meant to be rural that is why we have 30 setbacks. He said we don't want to see a precedent set by changing the setback. It will change the character of the neighborhood. The roads were installed 20 years ago, and could be paved in the future. There could be drainage installed. The roads get washed out. He said he doesn't see a hardship; he said Mr. Farr already has plenty of parking with his current garage. This proposed garage could fit 10 cars. There is bathroom proposed to be included in the garage. It's bigger than most of the houses in the area. Putting it 12 feet next to the roadway, it's not within the character of the neighborhood. He said it will impede his view. He said he has made changes to his own property but within the 30 foot setback.
- William Mandeville said he lives on Taos Lane. Anyone who has designed and build in that area, they have had to build within the setbacks. If you deviate from that, you have failed everyone. Please build within the setbacks.
- Jim Rummings said it's difficult because he has experienced something similar with his neighbors. His neighbors received a variance on a setback. He said you don't realize how close a 16 foot setback is until it's right on your fence. He said he understands the comment about the neighborhood character being changed by these setback variances. He said the setbacks ensure you aren't living on top of your neighbor. It destroys the character of the neighborhood. Jason Katz said there is a reason for setback to keep the character of the neighborhood. He said he understand if something is a hardship. This is a huge structure that is being proposed.

MOTION: Jason Katz moved to recommend denial. Pat Phillips seconded the motion to deny. The motion passed unanimously.

6.B. Administrative Permit Case Number WADMIN18-0010 (Art of Childhood)— Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an Outdoor Community Event, the annual fundraising gala for the Children's Cabinet. The event will be held on the Montreux Golf Course, near the third practice hole on the evening of August 24, 2018, from 4:30 p.m. till 8:30 pm. Parking will be located on one side of De Chardin Lane and at the Montreux Clubhouse at 18000 Bordeaux Drive. Set-up for the event will commence on August 22, 2018 and take-down and clean-up will be completed on August 25, 2018. (for Possible Action)

- Applicant/Property Owner: The Children's Cabinet/Montreux Golf and Country Club Inc.

- Location: Third Practice Hole, Montreux Golf Course, approximately 600 feet north of the intersection of Bordeaux Drive and De Chardin Lane, on the north side of De Chardin Lane.
- Assessor's Parcel Number(s): 148-010-55
- Staff: Eva M. Krause, AICP, Planner; 775-328-328-3628; ekrause@washoecounty.us
- Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018

- Amelia Lane, Children's Cabinet, 501c3 agency, spokes about the event and answered questions.
- Art of Childhood is the Childrens' Cabinet largest fundraiser
- 600-700 people will be attending
- Sponsorships throughout community support
- Jason Katz recused himself. He is a member of the Montreux Golf Club and HOA board. He asked if they will be using the security. He said no one from Children's Cabinet has approached the HOA about the use of the security or common space. She said she is working with the head of the Golf Club. Jason said he spoke with people from Montreux, and no one has heard about this event. Amelia said they can work with HOA and Golf Club on the security and can acquire outside security if necessary.
- Jason asked about notices about this event. Trevor Lloyd said the courtesy notice should have gone to neighbors within 500 feet, but notices are required to be mailed before this applicant goes to the Board of Adjustment.
- Pat Phillips asked about parking, and if a van can be used in case the HOA or Golf Club has an issue with parking. Amelia said there is a VIP reception before the event. She said they are using a van, golf carts, and valet services to assist with parking and to shuttle event guests to the club house and event.

MOTION: Pat Phillips recommended approval with conditions with a security plan. Jim Rummings seconded to motion to recommend approval with conditions. Motion carried 3 to 1 in favor. Jason Katz recused himself from voting.

6.C. Special Use Permit Case Number WSUP18-0014 (Madole Construction) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for a Special Use Permit for Madole Construction to allow for Operable Vehicle Storage in the General Commercial Regulatory Zone. Madole Construction is classified as Building Maintenance Services which is allowed in the General Commercial Regulatory Zone, per WCC Table 110.302.05.3; and is allowed per the South Valleys Area Plan. (for Possible Action)

- Applicant/Property Owner: Madole Construction/Gurnea Family Trust
 - Location: 0 Joy Lake Road
 - Assessor's Parcel Number: 046-170-24
 - Staff: Chris Bronczyk, Planner; 775-328-3612; cbronczyk@washoecounty.us
 - Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018
- Requesting Special use permit to build an office building for his company
 - The property is vacant at the moment
 - Pat Phillips asked if he has received feedback from other neighbors. He said yes, the feedback has been positive.
 - Trevor Lloyd said this property is already commercial zoning, the particular use requires a special use permit. The area is predominately commercial neighbors. There is some residential.
 - Pat Phillips asked what kind of vehicles will be onsite. Mr. Madole said 8-9 trucks which won't always stored there overnight.
 - 4,800 sq. ft. metal building is proposed

- Nathan Robinson, engineer, showed the building layout.
- The building would be screened with landscaping.

Comments:

- Linda Harrison she said there is a lot of residential near this property. She had several questions for the applicant: Is the access road will be Joy Lake Road; what are the hours of operation? Will this be a grading/excavating company? Will there be more office building? is it just for storage? She said she cannot listen to the beeping sound from the trucks.
- Ginger Pierce asked how far this property is from the marijuana farm.
- Mr. Madole said the road that will goes by the cemetery is already paved up to his entrance. There is dirt access up to the water tank. He said the hours of operations are 7am – 5 pm which is typical. He said he doesn't plan on storing rock or grading engineering. He said they do foundation and crawl space repairs. Some of machines have back-up alarms, which are required by OSHA. It's not out of character of what the other commercial contractors do in the area. He said the rest of property is less conducive to grading and that is why the part of the property is being proposed for the building. It's a tough property to build on.

MOTION: Jim Rummings moved to recommend approval. Pat Phillips seconded the motion to approve. Motion passed unanimously.

6.D. Variance Case Number WPVAR18-0001 (Taylor) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for a variance to reduce the required front yard setback along Drake Way to 0-feet. The variance would allow for the construction of a driveway bridge and walkway bridge of up to 6-feet in height connecting a proposed home to the property line on a parcel with slopes of over 20%. The home itself meets the required front yard setback and is not part of this request; the variance pertains to the bridges only. (for Possible Action)

- Applicant/Owner: Gary and Melanie Taylor, Taylor Living Trust
 - Location: 4340 Drake Way, approximately, ¼ mile north of its intersection with Jumbo Grade in east Washoe Valley
 - Assessor's Parcel Number: 050-435-08
 - Staff: Kelly Mullin, Senior Planner; 775-328-3608; kmullin@washoecounty.us
 - Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018
- Kelly Mullin, Washoe County Planner, introduced herself. The variance request is for a driveway and walkway bridge
 - Gary Taylor, owner, introduced the proposed variance
 - Bridges proposed are 6 feet off the ground due to the sloping of the property.
 - Steven Kelly said Incline Village has several of these bridges. The applicant said this is a different area than Incline.
 - Kelly Mullin said we are collecting information from other agencies and the public.
 - Jim Rummings asked if this is risky. Applicant said we had a geotech report conducted. It's the best soil to build on.

MOTION: Jason Katz doesn't take a position and will defer to the County. Jim Rummings seconded the motion to forward comments and not take a position on this application. The motion passed unanimously.

6.E. Administrative Permit Case Number WADMIN18-0009 (Lodge at Galena) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request to allow for two separate uses each requiring an administrative permit on the property: (1) Snowind Sports, classified under the Retail Sales – Specialty Stores use type; and (2) a wine/coffee bar, classified under the Liquor Sales – On-Premises use type. (for Possible Action)

- Applicant/Owner: Burkhart Management Group LLC
 - Location: 17025 Mt. Rose Hwy, approximately ½ mile southwest of the intersection with Timberline Dr.
 - Assessor's Parcel Number: 047-161-13
 - Staff: Kelly Mullin, Planner; 775-328-3608; kmullin@washoecounty.us
 - Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018
- Tom Burkhart, Property owner, gave an introduction to the application. Tom disclosed that he has now been accepted to be on the CAB as an alternate.
 - The restaurant was abandoned. It had been closed for 4 years. He posted a sign for sale, Bud Hishman (the boot doctor) will run the snow sport rental shop, which will take 40% of the property. Debi Bolandrini will run and manage the coffee and wine bar. The proposed uses fit the commercial zoning.
 - Greg Erny, showed the proposed site plan. A medical office practice on the upper part of the property is permitted already.
 - He provided some history; Galena Forest Inn was in the original building as restaurant and gaming.
 - Giving the face lift to existing building
 - They have a spirits license
 - Operating hours: wine bar will be 3-9pm; Coffee bar would be open around 7 am.
 - Jim Rummings asked about the special lighting. Greg said lighting will be re-done when the parking lot gets re-done. There is no back lit signs allowed. There are lighting ordinances.
 - Bud Hishman said Tunnel Creek Café in Incline Village is ran by Max Jones. Bud said Max runs a rental shop/cafe. The lodge will be a great a local spot for nature, sports, and friends.
 - Jim Rummings said the wine is rapidly growing in the area, he suggested promoting the local wine area. Tom said Debi is working with Whispering Vines.
 - Greg Erny said this operation will be complementary to the area. It will be a nice neighborhood gathering place.
 - Tom Burkhart said he has been telling the community. He cut and pasted all the positive comments from online.

Comments:

- Marc Radow, resident of Galena Forest, he said he has driven Mt. rose since 1980, and he grew up here. He remembers the lodge as a high-end restaurant lodge. It was a bad day when it went out of business. He said he is excited that Tom bought the building. He said it's the responsibility of this governing body and Washoe County to encourage investment, create value, and create growth. He understands the updating code, but this was a restaurant prior. He said he understands the fire issues, but there are reasonable solutions. Tom can address these concerns; it doesn't need to take 2 ½ year of delays. He said he is supporting the lodge and encourage Tom and Bud to add value to community.
- Jason Katz said it was the Health Department that caused the delay.

- Chris Oggerino said he lives in the neighborhood. He said he supports this project. He has lived there since 2007. He said he remembers the restaurant and bar; it was great for the neighborhood, and it was sad when it closed. He said this place is an eyesore now, but in favor of the idea. It fits the neighborhood character.

MOTION: Pat Phillips said moved to recommend approval. Jim Rummings seconded the motion to recommend approval. The motion passed unanimously.

6.F. Variance Case Number WPVAR18-0004 (Eekhoff Residence) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for a variance to reduce the east front yard setback from 30 feet to 20 feet, to reduce the west front yard setback from 30 feet to 20 feet and to reduce the north side yard setback from 15 feet to 8 feet. The setback reductions are needed to bring a home into conformance with Washoe County code requirements that was permitted by Washoe County and is currently under construction. (for Possible Action)

- Applicant/Owner: Todd and Marci Eekhoff
- Location: 5545 East Hidden Valley Drive, Hidden Valley
 - Assessor’s Parcel Number: 051-293-07
- Staff: Trevor Lloyd, Planning Manager; 775-328-3617; tlloyd@washoecounty.us
- Reviewing Body: Tentatively scheduled for Board of Adjustment, August 2, 2018
 - Trevor Lloyd introduced the request. He said the original permit was issued in error, construction had already begun, and the County was notified by a neighbor that doesn’t fit the setbacks.
 - Todd Eekhoff said he intended to build his dream home. The permit was requested in 2017, the construction began in February with dirt work. He said on May 24, 2018, they were made aware of issue, and that’s why they are applying for a variance. He said they continued to build with understanding that people will understand the error made. He is asking for support.
 - Jeff, architect, said the error wasn’t caught. He said they have a site plan to build a retaining wall with grading with no variance needed. He said they are asking for variance on setbacks.

MOTION: Jim Rummings moved to recommend approval and proceed with project. Pat Phillips seconded recommend to approve. The motion passed unanimously.

7. *CHAIRMAN/BOARD MEMBER ITEMS - This item is limited to announcements by CAB members. (This item is for information only and no action will be taken by the CAB). No announcements were made.

8. *PUBLIC COMMENT – No public comments were made.

ADJOURNMENT – the meeting adjourned at 7:14 p.m.

Number of CAB members present: 4
 Number of Public Present: 17
 Presence of Elected Officials: 0
 Number of staff present: 2

From: [Webb, Bob](#)
To: [Krause, Eva](#); [O'Connor, Tim](#); [Dayton, Brittany](#); [Ertell, Doreen](#); [Beaver, Lisa](#); [English, James](#); [Lawson, Clara](#); [Hauenstein, Mojra](#); [Wolf, Mike](#)
Cc: [Fagan, Donna](#); [Edwards, Nathan](#); [Olander, Julee](#)
Subject: RE: Outdoor Community Event - Children's Cabinet
Date: Friday, June 29, 2018 4:32:53 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Eva:

Various conditions are below:

1. PRE-EVENT CONDITIONS

The applicant shall provide Eva Krause (ekrause@washoecounty.us) with proof of compliance with all pre-event conditions pursuant to WCC section 25.283(1) by August 17, 2018.

Washoe County staff shall subsequently notify the Director of the Planning & Building Division, Community Services Department, that all imposed pre-event conditions have been completed and that all applicable fees have been paid. The Director will issue the Outdoor Festival business license after such notification by Business License staff.

- xx. Hours of Operation (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) Event staff is allowed on the approved event location for preparation and set-up between the hours of 8:00 a.m. and 7:00 p.m. each day on August 22 and August 23, 2018. Event staff is also authorized on the approved event location for preparation and set-up between the hours of 8:00 a.m. and 4:30 p.m. on August 24, 2018.

- yy. Licensing and Inspections (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) The applicant shall pay the required daily business license fee totaling \$350 for the event.
 - (2) The Grand Sierra Resort shall obtain a Washoe County business (special event) license.
 - (3) The El Dorado shall obtain appropriate Washoe County business (special event) and temporary intoxicating liquor licenses. The intoxicating liquor license applications shall specify the areas from which intoxicating liquor will be served during the event.
 - (4) The applicant shall provide Washoe County Code Enforcement with a vehicle pass to gain access to the event site for inspections to verify compliance with these conditions and issued business/liquor licenses.

- zz. Performance Security (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) The event is proposed to be held entirely within private property. The applicant

provided written assurance as part of the event application guaranteeing the cleanup and restoration of the event site to its pre-event condition. The requirement to post a performance security as set forth in WCC Section 25.305 is, therefore, waived.

2. DURING-EVENT CONDITIONS

All during-event conditions are for the event held on August 24, 2018 as approved in the Outdoor Community Event business license application by the Director on MONTH DAY, 2018.

- xx. Hours of Operation (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) The event is authorized from 4:30 p.m. until 8:30 p.m. on August 24, 2018. Event staff is authorized on the event site during this time period.

- yy. Licensing and Inspections (Community Services, Planning & Development):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) The Art of Childhood fund raising event is authorized on the Montreux Golf Course, near the third practice hole (APN 148-010-55). Parking is authorized on one side of De Chardin Lane and at the Montreux Clubhouse at 18000 Bordeaux Drive.

3. POST-EVENT CONDITIONS

All post-event conditions are for after the event concludes at around 8:30 p.m. on August 24, 2018.

- xx. Hours of Operation (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) Event staff shall be allowed on the event site for take-down and event dismantle between the hours of 6:30 a.m. and 8:00 p.m. (note: verify these hours with the applicant; also application asked for take down on August 24th – if so, then need hours) on August 25, 2018 .

- yy. Performance Security (Community Services, Planning & Building):
(Staff contact: Bob Webb, 328-3623, bwebb@washoecounty.us)
 - (1) The applicant will be responsible for total clean-up of the event site. Clean-up includes, but is not limited to, removal of debris, trash, and/or other waste from the 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 of the event site after clean-up is completed but no later than August 29, 2018.
 - (2) All tournament sites will be inspected by and approved as to the adequacy of cleanup by code enforcement staff with the Planning & Building Division.



Bob Webb

Planning Manager, Planning and Building Division | Community Services Department

bwebb@washoecounty.us | Office: 775.328.3623 | Fax: 775.328.6133

P.O. Box 11130, Reno, NV 89520-0027

1001 East Ninth Street, Reno, NV 89512



From: Krause, Eva

Sent: Monday, June 25, 2018 3:54 PM

To: O'Connor, Tim; Dayton, Brittany; Ertell, Doreen; Beaver, Lisa; English, James; Lawson, Clara; Hauenstein, Mojra; Webb, Bob; Wolf, Mike

Cc: Fagan, Donna; Edwards, Nathan; Olander, Julee

Subject: Outdoor Community Event - Children's Cabinet

Hello all,

Attached is an outdoor community event permit that is scheduled to be heard on August 2, 2018, Board of Adjustment.

Please review the application and send me any comments and conditions you have for the event by July 9, 2018.



Eva M. Krause, AICP, Planner

CSD | Planning Section

ekrause@washoecounty.us | Office: 775.328.3628

1001 E. 9th Street, Reno, NV 89502

P.O. Box 11130 Reno NV 89520



From: [Hauenstein, Mojra](#)
To: [Krause, Eva](#)
Subject: RE: Outdoor Community Event - Children's Cabinet
Date: Thursday, July 05, 2018 2:04:35 PM
Attachments: [2012 Northern Nevada Amendments.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)

Building Comments:

- 1) Please apply and obtain a building permit through the Washoe Building program for all tents greater than 400 sf (see requirements in the Building -*Tent Membrane Handout*) and any stage, including lighting trusses .
- 2) Please ensure sufficient restrooms are provided for the number of attendees as prescribed by the IBC 2012, Table 2902.1 in the Northern Nevada Amendments (building website under "Codes").



Mojra Hauenstein, Architect, AICP Planner, LEED AP Neighborhood Development
Director of Planning & Building | Community Services Department

mhauenstein@washoecounty.us | Office: 775.328.3619

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



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From: Krause, Eva
Sent: Monday, June 25, 2018 3:54 PM
To: O'Connor, Tim; Dayton, Brittany; Ertell, Doreen; Beaver, Lisa; English, James; Lawson, Clara; Hauenstein, Mojra; Webb, Bob; Wolf, Mike
Cc: Fagan, Donna; Edwards, Nathan; Olander, Julee
Subject: Outdoor Community Event - Children's Cabinet

Hello all,

Attached is an outdoor community event permit that is scheduled to be heard on August 2, 2018, Board of Adjustment.

Please review the application and send me any comments and conditions you have for the event by July 9, 2018.

Eva M. Krause, AICP, Planner

CSD | Planning Section

ekrause@washoecounty.us | Office: 775.328.3628

1001 E. 9th Street, Reno, NV 89502

P.O. Box 11130 Reno NV 89520

WADMIN18-0010
EXHIBIT D

From: [Florey, Nicholas J](#)
To: [Krause, Eva](#)
Cc: [English, James](#); [Rubio, Wesley S](#)
Subject: RE: Outdoor Community Event - Children's Cabinet
Date: Wednesday, June 27, 2018 11:01:54 AM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

Eva,

Health approves of the waste and sanitation plan detailed in this application. The only requirements that Health will have is for the Children's Cabinet/GSR to obtain a temporary food permit before August 17th and we will need access to perform an inspection on the night of the event. Please let me know if you need additional info. Thanks.

Nicholas Florey, REHS, BS

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



From: English, James
Sent: Monday, June 25, 2018 4:00 PM
To: Florey, Nicholas J
Cc: Rubio, Wesley S
Subject: FW: Outdoor Community Event - Children's Cabinet

Nick I am forwarding this to you. Jim

From: Krause, Eva
Sent: Monday, June 25, 2018 3:54 PM
To: O'Connor, Tim <TOConnor@washoecounty.us>; Dayton, Brittany <BDayton@washoecounty.us>; Ertell, Doreen <DErtell@washoecounty.us>; Beaver, Lisa <LBeaver@tmfpd.us>; English, James <JEnglish@washoecounty.us>; Lawson, Clara <CLawson@washoecounty.us>; Hauenstein, Mojra <MHauenstein@washoecounty.us>; Webb, Bob <bwebb@washoecounty.us>; Wolf, Mike <MWolf@washoecounty.us>
Cc: Fagan, Donna <DFagan@washoecounty.us>; Edwards, Nathan <nedwards@da.washoecounty.us>; Olander, Julee <JOlander@washoecounty.us>
Subject: Outdoor Community Event - Children's Cabinet

Hello all,

Attached is an outdoor community event permit that is scheduled to be heard on August 2, 2018, Board of Adjustment.

Truckee Meadows Fire Protection- District (TMFPD)

Conditions for project: WADMIN 18-0010 Children's Cabinet Community Event

1. The following conditions are requirements of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions.

Contact Name – Lisa M. Beaver, PE, (775) 328-6005, lbeaver@tmfpd.us

- a. Condition #1 – Temporary Tents with an area in excess of 400 sq. feet shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval by TMFPD.
- b. Condition #2 – The minimum number of exits shall be as prescribed in the 2012 IFC table 3103.12.2. Maintenance of the required exits and exit pathways shall be maintained unobstructed at all times.
- c. Condition #3 - Fire Department Access roadways and apparatus (hydrants, fire department connections...) shall remain clear and unobstructed for use by emergency responders.
- d. Condition #4 - A special event permit is required for the event. Pre- inspections shall be conducted prior to the start of the event and upon setup completion of the event areas. Any changes to the inspected layout shall be reviewed by TMFPD Fire Prevention.
- e. Condition #5 - Parking shall be conducted in designated parking areas and shall not block access to building by emergency responders.
- f. Condition #6 - Fire extinguishers shall be provided at all event venues at a location approved by TMFPD Fire Prevention.
- g. Condition #8 - Smoking shall be conducted in posted areas. Where smoking is permitted, suitable non-combustible ash cans or receivers shall be provided. No smoking signs shall be provided and located in conspicuously posted.
- h. Condition #9 - Cooking equipment shall not be located within 10 feet of exits or combustible materials. Tents with sidewalls or drops where cooking is performed shall be separated from other tents by a minimum of 20 feet.
- i. Condition #10 - Liquid Propane (LP) portable gas containers shall be located outside and safety valves shall be pointed away from tent structures. Containers with of capacity of 500 gallons or less shall be located a minimum of 10 feet from the structure.
- j. Condition #11 - Flammable or combustible liquid fueled equipment shall not be used in tents. Refueling of equipment shall be conducted a minimum of 20 feet from all tent structures.
- k. Condition #12 – Generators and other internal combustion power sources shall be separated from tents by a minimum of 20 feet and shall be isolated from contact with the public by an approved means.

1. Condition #13 – A public safety plan shall be provided for approval prior to the event and shall be approved by TMFPD Fire Prevention. Information shall be as required by the 2012 International Fire Code Section 403.2.

From: [O'Connor, Tim](#)
To: [Krause, Eva](#)
Subject: RE: Outdoor Community Event - Children's Cabinet
Date: Wednesday, June 27, 2018 8:37:32 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Eva,

The Sheriff's Office Patrol Division does not have any conditions for this event.

Tim O'Connor

From: Krause, Eva
Sent: Monday, June 25, 2018 3:54 PM
To: O'Connor, Tim <TOConnor@washoecounty.us>; Dayton, Brittany <BDayton@washoecounty.us>; Ertell, Doreen <DErtell@washoecounty.us>; Beaver, Lisa <LBeaver@tmfcpd.us>; English, James <JEnglish@washoecounty.us>; Lawson, Clara <CLawson@washoecounty.us>; Hauenstein, Mojra <MHauenstein@washoecounty.us>; Webb, Bob <bwebb@washoecounty.us>; Wolf, Mike <MWolf@washoecounty.us>
Cc: Fagan, Donna <DFagan@washoecounty.us>; Edwards, Nathan <nedwards@da.washoecounty.us>; Olander, Julee <JOlander@washoecounty.us>
Subject: Outdoor Community Event - Children's Cabinet

Hello all,

Attached is an outdoor community event permit that is scheduled to be heard on August 2, 2018, Board of Adjustment.

Please review the application and send me any comments and conditions you have for the event by July 9, 2018.



Eva M. Krause, AICP, Planner

CSD | Planning Section

ekrause@washoecounty.us | Office: 775.328.3628

1001 E. 9th Street, Reno, NV 89502

P.O. Box 11130 Reno NV 89520



From: [Dayton, Brittany](#)
To: [Krause, Eva](#)
Subject: FW: Children"s Cabinet, Montreux Golf Course
Date: Monday, June 25, 2018 4:01:28 PM

Hello Eva,

Here is the email that I got from Mojra about this event and my response. Let me know if you need any additional information. I did send the event information to REMSA and TMFPD so they were aware of the date/time.

Thanks,
Brittany

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

-----Original Message-----

From: Hauenstein, Mojra
Sent: Thursday, June 14, 2018 12:18 PM
To: Dayton, Brittany
Subject: RE: Children's Cabinet, Montreux Golf Course

Thanks, yes please do. Thanks.

Mojra Hauenstein, Architect, AICP Planner, LEED AP Neighborhood Development
Director of Planning & Building | Community Services Department
mhauenstein@washoecounty.us | Office: 775.328.3619
1001 E. Ninth St., Bldg. A, Reno, NV 89512

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-----Original Message-----

From: Dayton, Brittany
Sent: Thursday, June 14, 2018 10:51 AM
To: Hauenstein, Mojra
Subject: RE: Children's Cabinet, Montreux Golf Course

Good morning Mojra,

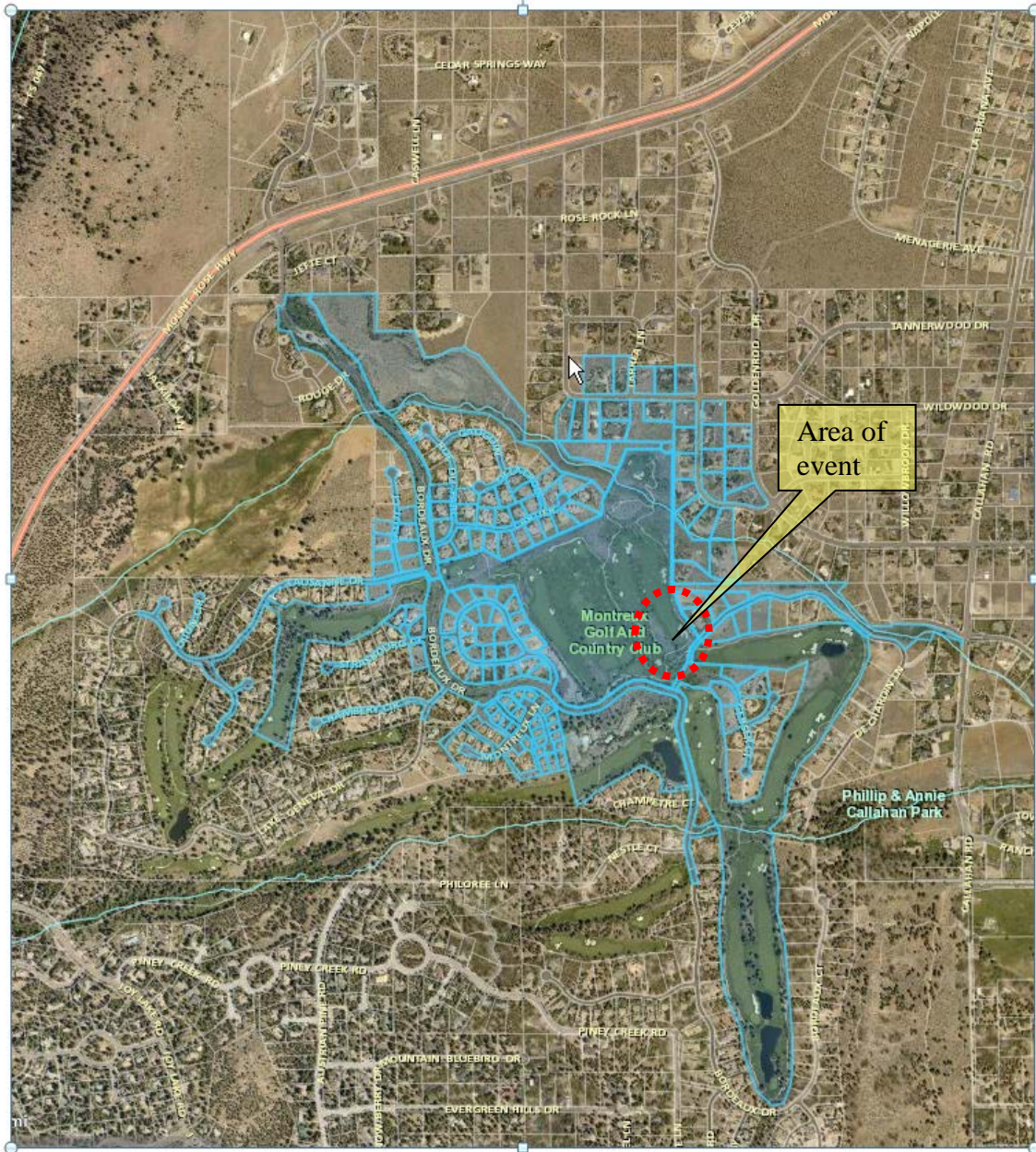
This event is not large enough for EMS at the event. However, I will email our response agencies with the date and time so they are aware that the event is happening, should they need to respond. It is always recommended that they plan ingress/egress routes for EMS/evacuation.

Let me know if there is any other information you need.

Thanks!
Brittany

Public Notice

Washoe County Code requires that public notification of an Administrative Permit be mailed to a minimum of 30 separate property owners within a minimum 500 foot radius of the subject property a minimum of 10 days prior to the public hearing date. This proposal was noticed within a 500-foot radius of the subject property, noticing 126 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

Administrative Permit Case Number WADMIN18-0010



The Children's Cabinet

Washoe County Outdoor Festival Application

SUBMITTED: 6/22/2018

Submitted To:

**Washoe County Department of Community Development
Business Licensing Department
1001 E. 9th St.
Reno, NV 89520**

Submitted By:

**The Children's Cabinet
A 501 C (3) Non-Profit
1090 S Rock Blvd
Reno, NV 89501**

Represented By:

**Kim Young- Interim Executive Director
kyoung@childrenscabinet.org**

Art of Childhood Fundraising Gala



August 24, 2018

Montreux Golf & Country Club

5:30 p.m. to 8:30 p.m.

In 2018, The Children's Cabinet will celebrate its 20th annual Art of Childhood Gala and Fundraiser with at least 600 guests including business leaders, community partners, major donors, board members and supporters. The event will raise funds and spotlight a Children's Cabinet program as well as honor a distinguished supporter with the Dixie May Philanthropy Award. This event raises between \$300,000 and \$500,000 for children and family services each year.



The Art of Childhood fundraising gala is made possible by a unique and long-standing collaboration between the Eldorado Hotel Casino (wine and beverages), Grand Sierra Resort and Casino (dinner), and Peppermill Reno (audio visual) in addition to valuable contributions by over fifty local businesses and foundations.

The Children's Cabinet, Inc., is a 501(c)(3) tax-exempt organization located in Nevada. Tax identification number 77-0097156.



Assisting over 12,000 families a year with programs and services focused on *Keeping Children Safe and Families Together.*
www.childrenscabinet.org

WADMIN18-0010

EXHIBIT J

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 6/22/18

Applicant Information

Applicant's name: The Children's Cabinet
Mailing address: 1090 S Rock Blvd Reno NV 89441
Street or PO Box City State Zip code
Phone: 775-856-0356 (Business) 775-856-0356 (Home) 775-856-0356 (Cell)

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

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title
Please see attached.		

Event Information

Name of Event: The Art of Childhood
Date(s) of Event: August 24th, 2018 Hours of operation: 4:30pm-8:30pm
Location of Event: Montreux Golf and Country Club
Assessor Parcel Number(s): 148-010-50
Description of Event: The Children's Cabinet annual fundraising gala that benefits The Children's Cabinet's programs
and supports our mission in keeping children safe and families together.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Kim Young, Interim Executive Director

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

If yes, amount and type of fee(s): Please see attached ticket prices.

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 600-650

Approximate number of customers and spectators: 600-650

Approximate maximum number of persons on any one day of the event: 600-650

Will food and/or beverages be served? Yes No

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

Will alcoholic beverages be served? Yes No

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

Will there be live music? Yes No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: L/P Insurance Services, Inc. Policy number: See Attached.

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

Address of Insurer: 300 East 2nd Street Suite 1300 Reno NV 89501
Street City State Zip code

Limits of liability: Please see attached insurance summary.

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

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

The Children's Cabinet has held The Art of Childhood Fundraising Gala annually for the past 20 years. The last 7 years it was held at Governor's Mansion before that various indoor and outdoor locations throughout the community.

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

See attached.

Children's Cabinet, Inc.

Balance Sheet
as of June 19, 2018

	Actual
Assets	
Current Assets	
Cash	
01-1112-00-000	Checking Account - Operational Account - Wells Fargo \$1,589,853.49
01-1114-00-000	Checking Account - SEED - Wells Fargo \$20,119.00
01-1115-00-000	Checking Account - Payroll - Wells Fargo \$14,263.30
Total Cash	\$1,624,235.79
Accounts Receivable	
01-1201-20-230	Accounts Receivable - CSN \$11,936.00
01-1202-00-000	Accounts Receivable - Grants \$1,102,480.54
01-1205-00-000	Accounts Receivable - Employees \$204.94
01-1210-00-000	Accounts Receivable - Suspense (\$235.05)
Total Accounts Receivable	\$1,114,386.43
Investments	
01-1404-00-000	Children's Cabinet Inc. - Reserve \$701,416.76
Total Investments	\$701,416.76
Total Current Assets	\$3,440,038.98
Other Assets	
Prepaid Expenses	
01-1501-00-000	Prepaid Expenses - Worker's Comp \$717.23
01-1517-00-000	Prepaid - Various \$10,000.00
Total Prepaid Expenses	\$10,717.23
Fixed Assets	
01-1701-00-000	Building \$1,761,377.03
01-1702-00-000	Furniture & Equipment \$607,285.48
01-1703-00-000	Land Improvements \$42,906.00
01-1705-00-000	Machinery & Equipment \$38,964.25
01-1707-00-000	Land - 777 Sinclair \$259,274.14
01-1708-00-000	Building Improvements \$8,113.17
01-1710-00-000	May Building Improvement \$1,339,748.15
01-1711-00-000	Land Improvement - Solar Panel \$172,267.00
01-1712-00-000	Equipment - May Building \$87,298.00
01-1713-00-000	Automobile \$82,807.50
01-1714-00-000	Software \$70,500.00
Total Fixed Assets	\$4,470,540.72

Children's Cabinet, Inc.**Balance Sheet**
as of June 19, 2018

		<u>Actual</u>
Accumulated Depreciation		
01-1801-00-000	Accumulated Depreciation -- Building	(\$1,363,118.24)
01-1802-00-000	Accumulated Depreciation -- Furniture & Equipment	(\$605,867.36)
01-1803-00-000	Accumulated Depreciation -- Land Improvements	(\$11,150.50)
01-1805-00-000	Accumulatd Depreciation - Machinery & Equipment	(\$116,364.58)
01-1807-00-000	Accumulated Depreciation - Solar Panels	(\$83,428.75)
01-1808-00-000	Accumulated Depreciation - Auto	(\$57,138.92)
Total Accumulated Depreciation		<u>(\$2,237,068.35)</u>
Intangible Assets		
01-1901-00-000	Intangible Asset - Mineral Rights	\$593,700.00
Total Intangible Assets		<u>\$593,700.00</u>
Total Other Assets		<u>\$2,837,889.60</u>
Total Assets		<u><u>\$6,277,928.58</u></u>

Children's Cabinet, Inc.

Balance Sheet
as of June 19, 2018

Actual
Liabilities and Fund Balance**Liabilities****Accounts Payable**

01-2011-00-000	Accounts Payable - Operating	\$401,141.45
01-2019-20-200	Advance Deposit - Kellogg	\$1,276,597.65
01-2021-20-200	Accounts Payable - State of Nevada	\$25,186.38
Total Accounts Payable		\$1,702,925.48

Payroll Liabilities

01-2102-00-000	Accumulated Compensated Absences	\$225,055.96
01-2105-00-000	Disability Insurance Payable	(\$255.34)
01-2106-00-000	Federal Income Tax Withholding	\$0.25
01-2107-00-000	FICA Withholding	\$51.68
01-2108-00-000	FSA -- Dependent Care Holding	(\$6,210.83)
01-2109-00-000	FSA -- Employee Provided Insurance	\$35,581.91
01-2110-00-000	FSA -- Unreimbursed Medical Holding	(\$5,962.44)
01-2111-00-000	Health Insurance Payable	(\$7,997.55)
01-2112-00-000	Dental Insurance Payable	\$1,455.18
01-2113-00-000	Vision Insurance Payable	\$160.83
01-2114-00-000	Medicare Withholding	\$12.36
01-2116-00-000	SUI Payable	\$190,595.99
01-2117-00-000	Accident, Cancer, Personal Recovery Plus	\$896.94
01-2118-00-000	Life Insurance	\$1,616.95
01-2119-00-000	Garnishment	\$661.91
01-2122-00-000	Health Insurance Affordable Care Act	(\$6.00)
Total Payroll Liabilities		\$435,657.80

Deferred Revenue

01-2202-00-000	Deferred Grant Revenue - Advance	\$2,983.73
01-2205-00-000	Deferred Revenue - Oil, Gas, and Mineral Lease	\$31,704.00
Total Deferred Revenue		\$34,687.73

Total Liabilities**\$2,173,271.01****Fund Balance**

01-3002-00-000	Fund Balance -- Unrestricted	\$4,104,657.57
Total Fund Balance		\$4,104,657.57

Total Liabilities and Fund Balance**\$6,277,928.58**

Balance Sheet
as of June 19, 2018

Report name: Balance Sheet as of June 19, 2018 created 6/19/2018

Chart template: Default

Include account levels 1 to 4

Do not include accounts with zero balances

Do not include inactive accounts

User has access to all accounts

User has access to all Projects

Include all Funds

Include all Account Codes

Include all Accounts

Include all Account Attributes

Include all Projects

Include all Project Attributes

Include all Transaction Attributes

Include all Classes

Include all Journals

Include all Not Yet Posted Transactions

Include all Cash Flow Codes

Include all Working Capital Codes

Include all Project Types

Include all Project Statuses

Include all Project Divisions

Include all Project Departments

Include all Project Locations

Include all Department(s)

Include all Program(s)

Column 1 criteria:

Heading:

Definition: Account Number

Column 2 criteria:

Heading:

Definition: Account Description

Column 3 criteria:

Heading: Actual

Include these dates: 6/19/2018

Definition: {Actual}

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

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, John Scott 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): 148.010.50

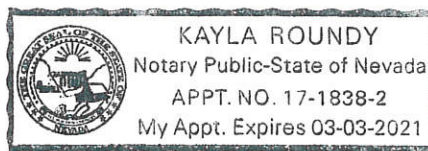
Proposed Outdoor Community Event: THE ART of CHILDHOOD

Signed 

Subscribed and sworn to before me this 14th day of JUNE, 20 18

Kayla Roundy Washoe, NV
Notary Public in and for said county and state

My commission expires: 3/3/2021



*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

**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.

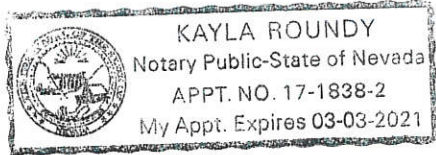
IN WITNESS WHEREOF, I have executed this release at 3:40pm on the 21st day of June, 2018.

Kimberly Anne Young [Signature]
Printed name of applicant Signature of applicant

Subscribed and sworn to before me this 21st day of June, 2018

KR Washoe, NV
Notary Public in and for said county and state

My commission expires: 3/3/21



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

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

INDEMNIFICATION & HOLD HARMLESS

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

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

INSURANCE REQUIREMENTS

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

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

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

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

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

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

THE ART OF CHILDHOOD AUGUST 24th, 2018
Name of Event Date(s) of Event

KIM YOUNG [Signature]
Applicant's name (printed) Applicant's signature

Date: 6/21/18

OUTDOOR COMMUNITY EVENT PERSONAL HISTORY

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

Name in full: Kimberly Anne Young
First Middle Last

List ALL other names you have been known by: Kimberly Anne Conaghan (Maiden)

Residence address: 2901 Sage Ridge Dr. Reno NV 89509
Street City State Zip Code

Residence phone: 775-200-8075 Business phone: 775-856-0346

Name of your present business or employer: The Children's Cabinet

Business address: 1090 S Rock Blvd Reno NV 89509
Street City State Zip Code

Type of business: _____ Position: Interim Executive Director

How long engaged in this business: 10+ years

Date of birth: [REDACTED] Age: 49 Place of birth: [REDACTED]

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

Dates From and To	City	State
2008-2018	Reno	NV
2000-2008	Henderson	NV

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.

Kimberly Anne Young
 Printed name of applicant

[Signature]
 Signature of applicant

6-21-18
 Date

THE CHILDREN'S CABINET BOARD OF TRUSTEES ROSTER

- | | |
|---|--|
| <p>1 MARK BRUCE 10/11 - 12/18
 Attorney
 Bruce Law Group
 5975 Home Gardens Drive
 Reno, Nevada 89502
 mbruce@brucelawgroup.com
 Ph: 624-1005
 Fax: 624-1003
 Cell: 843-9269</p> | <p>10 OTTO KELLY 10/16 - 12/19
 Pastor
 853 Haskell Street
 Reno, NV 89509
 ottokelly31@hotmail.com
 Cell: 775-722-0757
 Office: 775-826-5144</p> |
| <p>2 DENNIS CUNEO 01/16 - 12/18
 DC Strategic Advisors
 6180 Lake Geneva Drive
 Reno, NV 89511
 dennis.cuneo@gmail.com
 Cell: 859-322-9005</p> | <p>11 RYAN MOSER 1/18-12/20
 CPA, Esq.
 Aguirre Riley
 4745 Cauglin Parkway, Suite 100
 Reno, NV 89519
 ryan@aguirreriley.com
 Ph: 376-9477</p> |
| <p>3 TRACI DAVIS 08/12 - no term
 Superintendent
 Washoe County School District
 425 E. 9th Street
 Reno, NV 89501
 tdavis@washoeschools.net
 tcovington@washoeschools.net
 Ph: 325-2060
 Fax: 348-0304
 Cell: 997-9524</p> | <p>12 MIKE RUSSELL, Chair 1/17 - 12/19
 Chief Executive Officer
 United Construction
 5300 Mill Street
 Reno, NV 89502
 michaelr@unitedconstruction.com
 Ph: 858-8090
 Fax: 856-5375</p> |
| <p>4 MICHAEL DERMODY, Founder (1985; indef. term)
 President and Chief Executive Officer
 Dermody Properties
 5500 Equity Avenue
 Reno, NV 89502
 mdermody@dermody.com
 kpeak@dermody.com
 Ph: 858-8080
 Fax: 858-8089
 Cell: 230-1111</p> | <p>13 LAUREN SANKOVICH, Treasurer 02/17 - 12/19
 CPA and Partner
 Eide Bailly
 5441 Kietzke Lane, Suite 150
 Reno, Nevada 89511-2094
 lbashista@eidebailly.com
 Ph: 689-9100 ext. 234
 Ph: 686-3204
 cell: 846-4738</p> |
| <p>5 ROB GAEDTKE, Co-Chair 04/14 - 12/18
 CEO
 KPS3, Marketing
 50 W. Liberty #640
 Reno, NV 89501
 rob@kps3.com
 Ph: 686-7439
 Cell: 750-5444</p> | <p>14 JOHN SLAUGHTER 01/14 - no term
 Washoe County Manager
 Washoe County
 P.O. Box 11130
 Reno NV 89520-0027
 jslaughter@washoecounty.us
 mkramer@washoecounty.us
 Ph: 328-2060
 Marilyn (328-2002)</p> |
| <p>6 ROBERT HARMON 02/16 - 12/18
 Senior Counsel
 Amazon.com, Inc.
 2021 7th Avenue
 Seattle, WA 98109
 rfharmon@gmail.com
 Cell: 248-342-7334</p> | <p>15 CARYN SWOBE 11/16 - 12/19
 President/Consultant
 Swobe Strategies
 1019 La Rue Ave.
 Reno, NV Reno, NV 89509
 caryn@swobestrategies.com
 Ph: 771-1612</p> |
| <p>7 DYANNE HAYES, Secretary 01/16 - 12/18
 The Hayes Group
 1452 Green Ranch Road
 Reno, NV 89519
 dyannehayesreno@aol.com
 Ph: 622-1110</p> | |
| <p>8 AMBER HOWELL 8/15 - no term
 Director
 Washoe County Social Services
 P.O. Box 11130
 Reno NV 89520-0027
 Ahowell@washoecounty.us
 Cell: 337-4488</p> | |
| <p>9 JUDGE FRANCES DOHERTY 10/17 - no term
 Second Judicial District Court
 75 Court Street
 Reno NV 89501
 judge.doherty@washoecourts.us
 diana.zuccarini@washoecourts.us
 Ph: 328-3470</p> | |

April 2018

Liaison to the Board:
Kim Young, Interim Executive Director
 Ph: 775-856-0346 Cell: 775-200-8075
kyoung@childrenscabinet.org

Vendor Load Schedule 2018

Vendor Type	Vendor Name
Venue	Montreux
Caterer	GSR
Wine	Tahoe Sierra Distributing- wine
Alcohol/Beer	Eldorado
Givesmart	Event Software
Party Rentals	Camelot
Waste Removal	Waste Management
Restrooms	United Site Services
Auctioneer	Randy Parnell
MC	Shannon Moore
Audio/Visual	Peppermill
Photographers	Tapsnap
Décor	Giraffe, Inc.
Doghouses	United Construction
Cabinet Employee	Cabinet Employee - Silent auction set-up
Event Volunteers	Event Volunteers
	Scheels



**Event Arial Set-up (to scale) at
Montreux Golf and Country Club—Third Practice Hole**



Event Communications Plan

The Peppermill is a proud sponsor of the Art of Childhood and has provided communications services for the event for over eight years. The Peppermill provides all the audio/visual equipment for the event, and the technical staff to run the production. For the 2018 Art of Childhood, The Peppermill will be providing a sound and lighting system, a stage (dimensions below), (12) 50" TVs, (2) production cameras, and a full video switching system. The Peppermill Audio Visual Manager, Thomas Watts, and Director of Audio Visual, Gary Guberman, have visited the event location, reviewed event schedule and needs and will provide the following items and services:

Stage – 24' x 16' x 36"

Truss Structure – 30' x 30' (This is a tentative size depending on the proximity of the stage to the tent)

Astera AX5 wireless LEDs to light the cart path and surrounding area. See link below:

<http://astera-led.com/ax5/>

Art of Childhood will be using Winco MD45 Tow Behind 45 KW Generator for all power needs, including lighting and audio. The following communication equipment will be connected to the generator:

- (1) 400A pin and sleeve distro
- (200') 2" globe string lights
- (48) AX5 Astera wireless LEDS
- (24) ColorKinetics TRX Leds
- (1) Avolites lighting console
- (12) ETC source4 pars w/Med. Lens.
- (2) Leprecan dimmer bars
- (1) 100A cam lock distro
- (24) VRX Speakers
- (1) X32 sound console
- (1) ClearCom bay station
- (12) 50" Samsung TVs
- (2) 90" Samsung TVs
- (2) 26" Samsung monitors
- (16) Hi5 SDI to HDMI converters
- (8) 1:6 SDI DA
- (1) Panasonic video switcher
- (1) Aja Kumo 32x32 matrix router
- (2) Sony XD 350 cameras
- (4) Macbook Pro Laptops

The Peppermill team will use a wireless ClearCom system.

WiFi hotspots will be set up at the event through a licensed provider (either Comcast or Sprint). WiFi will be primarily used for registration and the silent auction during the event. All videos and PowerPoint will be provided to the Peppermill communications team via email or download or thumb drive.

Volunteers and event staff will be using i-pads and other personal mobile devices for check in, to manage silent auction and live auction, and address any event issues.



Fire Protection Plan

- Truckee Meadows Fire Protection District (TMFPD) will inspect the grounds and vendor set-up for proper precautions under Washoe County Codes. The AOC team shall work with TMFPD for coordination of staffing and inspections of the event.
- Volunteers will be aware of guest evacuation plan and have a designated meeting spot in case of emergency as well strategically placed fire extinguishers placed throughout the venue including near the electrical equipment, power generators and food prep tent. Tents have 360 degree exits for immediate evacuation in case of emergency.
- There will be no smoking at the event. Which will be enforced by all event staff and volunteers. All guests will be notified prior to event that this is a nonsmoking event.
- All areas where propane cylinders are to be stored shall be free of vegetation and cylinders shall be secured. All cooking equipment will meet compliance.
- All linens including table cloths and napkins are flame retardant.



Security

The Art of Childhood event does not require additional security detail. However, security checks will be in place by the Montreux gates which only allows access to homeowners, members and guests to the Art of Childhood event. Children's Cabinet Staff, Volunteers, and Board Members will be at the event with instructions on security. Most of the Children's Cabinet Staff, Volunteers, and Board Members at the event have attended or volunteered at the event in the past and are aware of what to do in case of emergency. The Reno Police Department and Emergency Services will be contacted prior to the event in order to make them aware.

Volunteers, Board Members, and Children's Cabinet Staff will be given the following information:

1. In case of emergency call one of the following individuals or send text message in group designated with the following individuals:
 - a. Amelia Lane
 - b. Kim Young
 - c. Kristin Loebbecke
 - d. Amy Riley
2. One person will be designated to call 911 if necessary
3. If evacuation is necessary all lead volunteers will have a guest list, designated table group, and a meeting place to follow.
4. If fire, the fire plan will be followed – all volunteers, staff and Board Members will be aware of that plan as provided.
5. Montreux staff and contacts will also be aware of emergency plan.



Hours of Operation, Licensing and Inspections

Event staff shall be allowed on the approved locations for event preparation and set-up between 8am-7pm each day from August 22nd- August 24th, 2018. Event staff and volunteers will also be allowed on site for takedown and dismantle after event on August 24th and August 25th.

Eldorado will be donating the bar and is working on obtaining the appropriate Washoe County business and intoxicating liquor licenses required. If needed, the Washoe County Code Enforcement will have a vehicle pass to gain access to the event for inspections to verify compliance with these conditions and issued business/liquor licenses.

Stokes Auctioning will be obtaining a Washoe County license for our auctioneer, Randy Parnell. Our contact is Amber James at amber@stokesauctiongroup.com.

Peppermill will be setting up the stage for speakers and the auction and will obtain a permit for the stage which dimensions area as follows:

Stage- 24' x 16' x36"

Truss Structure- 30' x 30' (this is tentative size depending on the proximity of the stage to the tent).

Grand Sierra Resort will obtain the appropriate Health Permit/Application for Temporary Food Permit no less than 7 days prior to start of event. Food Service Operations will follow all health guidelines along with noting that on-site portable restroom facilities will be a minimum of 50 feet from food-service operations. A 3- compartment sink will be supplied for utensil washing, dumpsters for garbage disposal.

Water Supply and Facilities

The event's use of existing water supplies at Montreux Golf & Country Club will be extremely minimal as the water will be supplied by Grand Sierra Resort.



Sanitation Facilities

The Art of Childhood has contracted with United Site Services (USS) to provide on-site portable restroom facilities as well as restroom facilities for kitchen staff on site. Their business is located in Washoe County and is in compliance with Washoe County health regulations.

Currently, the contract contains the following which meets the code for minimum number of required plumbing fixtures:

- USS will provide 8 portable restrooms units.
- USS will provide 1 portable restroom units.
- USS will provide 3 hand washing stations.
- USS will provide hot/cold sink station for kitchen staff on site.
- USS will deliver units on August 23rd and will pick up units after event on August 24th.

Placement of units will reflect on the map (see attachment). Units will be placed a minimum of 50 feet from food-service operations. Handicap accessible units and hand wash stations will be supplied near the first aid kit.

Additional units will be available if needed.



Medical Services

Per Brittany Dayton with Washoe County this event is not large enough for EMS at the event. However, all response agencies are aware of the date, time and location of the event, should they need to respond. There will be first aid kits along with hand-washing stations near each bank of toilets and near the first-aid stations. Handicap accessible portable restrooms will be available at various locations on course.



Cleanup and Removal Plan

The Children's Cabinet staff and event volunteers will maintain all cleanup and clearing pre and post event. Waste Management is a proud sponsor of the event and donates the follows:

Qty. 15, 96-Gal Carts

Qty. 2, 4-yard Bins (with lids)

Qty. 1, 4-yd OCC (with lid)

The containers will be dropped off anytime morning of the event, August 24th, or the day before. The pick-up will be the Saturday morning following the event. The Children's Cabinet accepts responsibility for cleanup of the site but will also have Montreux staff to help monitor trash bins.



Ticket Sales and Prices

Tickets for the 2018 Art of Childhood will be available starting February 2018 via website www.childrencabinet.org. Sales will continue until August 23rd, 2018 with tickets available for sale online and at the entrance gate to the event- only individual tickets available day of event.

Ticket Prices are as follows:

\$25,000 Platinum Sponsor: includes 2 VIP tables of 10, round trip transportation by limousine, exclusive VIP Reception, recognition as the event's Platinum Sponsor and a full page ad in the program.

\$10,000 Gold Sponsor: includes 1 VIP table of 10, round trip transportation by limousine, exclusive VIP Reception, sponsorship listing, event publicity and a full page ad in the program.

\$5,000 Silver Sponsor: includes 1 table of 10 with priority seating, sponsorship listing, event publicity and a 1/2 page ad in the program.

\$3,500 Bronze Sponsor: includes 1 table of 10, sponsorship listing, event publicity and a 1/4 page ad in the program.

\$2,500 Table Sponsor: includes 1 table of 10 and sponsorship listing.

\$250 Individual Ticket.

Individuals who have purchased tables will receive a sponsorship package which contains all information regarding event including how to check in to event online, parking information, etc.

Parking Plan and Valet for Art of Childhood

The following page (map) outlines the parking plan for Art of Childhood on August 24, 2018.

Guest Parking:

The Club House parking at Montreux (outlined in yellow) offers 170 parking spots plus 6 handicap spots. Approximately 25 spaces will be coned off throughout the day on the day-of event for volunteers and Children's Cabinet Staff, leaving 150 spaces for self-park guests and Montreux visitors not associated with Art of Childhood. Guests will be able to use main parking lot but encouraged to utilize free Valet services next to entrance of event on De Chardin Lane. Should guests park in club house lot, volunteers will be available to transport to main entrance via golf cart shuttles (rented from outside vendor). Guests attending VIP reception from 4:30-5:30 p.m. will also access these golf cart shuttles and be transported to main event. For the 150 VIP attendees + estimated 50 guests to use the clubhouse parking lot, The Children's Cabinet will rent 8-10 six-person electric golf cart shuttles which will run in a 10-12 minute circular route (allowing for safe guest entry and exit at designated event points) from Clubhouse to event. Peak traffic times for guest and valet traffic will be at 5 p.m. to 5:30 p.m. and 8:30 p.m. to 9:00 p.m. To minimize walking to main tent, golf shuttles will also be used from valet pick up/drop off to transport guests to event on golf fairway. The carts will use a one-way circular route (green line) up the main, lighted cart path next to the practice hole green, stop at event entrance and welcome area and drop off guests, then return to valet area via the access road off of De Chardin Lane. Estimated time for each golf cart to make the drop off/ pick up loop is five minutes.

Directional Signage:

Guests will be sent both printed directions as well as an electronic map in weeks leading up to the event with other important guest information and details. Maps will also be available at gate house at Montreux. Directional signage will be set up along Bordeaux Drive at stop signs, at the main club house, at the intersection of Bordeaux and De Chardin, and at Valet station set up on De Chardin Lane just past the intersection of Gerbser Ct and De Chardin Lane.

Valet Parking (Red Circle and Red Dash Line)

Valet will be set up on De Chardin Ln in front of the cart path leading to the third practice hole (main event location). Cars will be legally parked on De Chardin on one side of the street. Appropriate communications and considerations will be made for any homeowners potentially impacted by increased traffic and parking. This has been suggested and approved by Montreux Golf and Country Club Management as this area is frequently used for overflow parking and large events in the Montreux community. The approximate and average occupancy rate for each vehicle entering Montreux is projected at 300 total cars with 2 persons per vehicle. Many guests at past Art of Childhood events use limousine or valet/chauffer services for the event as well. Valet will be prepared to assist these guests in/out of their vehicles at the valet station.

Parking Plan and Valet for Art of Childhood

Volunteer and Vendor Parking

Volunteers will be able to park in Montreux Club House main parking lot and along De Chardin Lane (projected 20-30 cars). All volunteers will receive details and maps in advance of event on where to park. Volunteers will be at event from estimated 3 p.m. to 10 p.m. Vendors (Orange Line) will be able to park along the access road next to the third practice hole and in the empty dirt lots next to practice hole 3.



Parking Plan and Valet for Art of Childhood

FILED

IN THE OFFICE OF THE
SECRETARY OF STATE OF THE
STATE OF NEVADA

DEC 18 1985

W.M. SWACKHAMER SECRETARY OF STATE

ARTICLES OF INCORPORATION

OF

THE CHILDREN'S CABINET, INC.

No. 8433-85

The undersigned, desiring to form a charitable corporation under the Nonprofit Corporation Laws of Nevada, Section 81.290 et seq. of the Nevada Revised Statutes, hereby certify:

FIRST: The name of the Corporation shall be:

THE CHILDREN'S CABINET, INC.: A Child and Family Resource.

SECOND: The place in the State of Nevada where the principal office of the Corporation is to be located is: 1030 Bible Way, Reno, NV, 89502, P.O. Box 7098, Reno, NV 89510.

THIRD: The purpose of the Corporation is to create a lasting community-wide cooperative effort between governmental agencies and the private sector to address and meet the needs of children and families who are special because of their needs. The specific goals of the corporation include, inter alia, to improve interagency cooperation between public and private child-serving agencies and to foster the creation of needed services, programs and facilities to better serve the human services needs of children and their families in Washoe County and Northern Nevada. The Corporation is organized and shall be operated exclusively for the benefit of, to perform the functions of, or to carry out the charitable and educational purposes of the organization that are specified herein as long as such organization is a "qualified organization." The organization

specified herein is and shall remain a "qualified organization" for the purposes of these Articles only if it is described in Section 501(c) (3) and Section 509(a) (1) or (2) of the U.S. Internal Revenue Code of 1954, as amended (hereinafter "Code") and NRS 81.290, et seq.

Solely for the above purposes, and without otherwise limiting its powers, the Corporation is empowered:

(a) To substitute one or more qualified organizations for the organization specified herein if such specified organization (1) ceases to be described in either Section 501(c) (3) or Section 509(a) (1) or (2) of the Code, (2) ceases or abandons a substantial part of operations, or (3) dissolves; and

(b) To exercise all rights and powers conferred by the laws of the State of Nevada upon nonprofit corporations, including, but without limitation thereon, to receive gifts, bequests and contributions, in any form, and to use, apply, invest and reinvest the principal and/or income therefrom or distribute the same for the above purposes.

(c) To hire persons as employees to carry out the purposes of the organization.

FOURTH: (a) Except as otherwise provided by law, all of the authority of the Corporation shall be exercised by the Board of Trustees, as set forth fully in the By-Laws.

(b) The number of Trustees shall be set by the Board of Trustees.

(c) The governing body of the corporation shall be known as the Board of Trustees and shall be made up of two parts, the Directors and the Agency Representatives. The Directors shall be composed of members of the community who are not primarily employed in governmental agencies which have responsibility for providing direct services to children and their families. The Agency Representatives shall be made up of representatives of state and county agencies and departments which provide direct services to children and families. There shall be no less than five (5) Agency Representatives serving as members of the Board of Trustees, and each agency represented shall have one (1) representative.

(d) With the exception of the original creators of this organization, each Director shall hold office for a two-year term after election to the Board of Trustees as specified herein, and until his or her successor is elected and qualified. Each original creator of this organization (signators of the "Agreement to Create a Child and Family Resource Center") shall serve in his capacity as Trustee, or officer until his resignation, or, if such person is an Agency Representative, by his replacement by the appointing agency in accordance with the Articles of Incorporation and By-Laws of this corporation. Each Agency Representative shall serve until a successor acceptable to the Board of Trustees is selected by the appropriate governmental agency or department.

(e) A vacancy among the Directors shall be filled by the Board of Trustees at a duly held meeting as set forth in the

By-Laws. Election of Directors shall be by a three-fourths majority of the Trustees in attendance, and with the consent of the Chairman. A vacancy among the Agency Representatives shall be filled by the agency seeking representation on the Board of Trustees.

(f) The powers and duties of the Board of Trustees shall be as set forth in the By-Laws of the Corporation.

FIFTH: The names and addresses of the persons who are to be the initial Trustees of the Corporation and the year in which the terms of each will expire as contemplated in Article FOURTH, are as follows:

(a)	<u>Trustees</u>	<u>Address</u>
(1)	Michael Dermody	1030 Bible Way, Reno, Nevada 89502
(2)	Christina Wise	505 East King Street, Carson City, Nevada 89701
(3)	John MacIntyre	1205 Mill Street, Reno, Nevada 89502
(4)		
(5)		

SIXTH: No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its trustees or officers, but the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article THIRD hereof. It is intended that this Corporation shall have and continue to have the status of a corporation which is exempt from Federal income taxation under

Section 509(a) of the Code as an organization described in Section 501(c)(3) of the Code and which is other than a private foundation by reason of being described in Section (a)(3) of the Code, and these Articles shall be construed accordingly, and all powers and activities hereunder shall be limited accordingly. The Corporation shall not carry on lobbying or otherwise attempt to influence legislation to such extent as would result in the loss of exemption under Section 501(c)(3) of the Code.

SEVENTH: 1. Indemnity. Any person made a party to, or involved in, any civil, criminal or administrative action, suit or proceeding by reason of the fact that he, or a person of whom he is the legal representative, is or was a Trustee, officer or employee of the Corporation, or of any corporation which he, or a person of whom he is the legal representative, served as such at the request of the Corporation shall be indemnified against expenses reasonably incurred by him or imposed on him in connection with, or resulting from, the defense of such action, suit or proceeding, or in connection with or resulting from, any appeal therein, except with respect to matters as to which it is adjudged in such action, suit or proceeding that such Trustee, officer or employee is liable to the Corporation or to such other corporation for negligence or misconduct in the performance of his duties. As used herein, the term "Expenses" shall include all obligations incurred by such person for the payment of money, including, without limitation, attorneys' fees, judgments, awards, fines, penalties and amounts paid in satisfaction of judgment or in settlement of any such action, suit or proceeding,

except amounts paid to the Corporation or such other corporations by him. A judgment or conviction (whether based on a plea of guilty or nolo contendere or its equivalent, or after trial) shall not of itself be deemed an adjudication that such Trustee, officer or employee is liable to the Corporation or such other corporation for negligence or misconduct in the performance of his duties. Determination of the right to such indemnification and the amount thereof may be made, at the option of the person to be indemnified, pursuant to procedure set forth from time to time in the Bylaws or by any of the following procedures:

- (a) Order of the court, administrative body, or agency having jurisdiction of the action, suit or proceeding;
- (b) Resolution adopted by a majority of a quorum of the Trustees of the Corporation without counting in such majority or quorum any Trustees who have incurred expenses in connection with such action, suit or proceeding;
- (c) If there is no quorum of Trustees who have not incurred expenses in connection with such action, suit or proceeding, then by resolution adopted by a majority of a committee of Trustees who have not incurred such expenses, appointed by the Trustees;
- (d) Order of any court having jurisdiction over the Corporation.

Such right of indemnification shall not be exclusive of any other right with such Trustees, officers and employees of the Corporation, and the other person above-mentioned, may have or

hereafter acquire and, without limiting the generality of such statement, they shall be entitled to their respective rights of indemnification under any bylaw, vote of the members, provision of law, or otherwise, as well as their rights under this Article. The provisions of this Article shall apply to any member of any committee appointed by the Trustees as fully as though such person had been a Trustee, officer or employee of the Corporation.

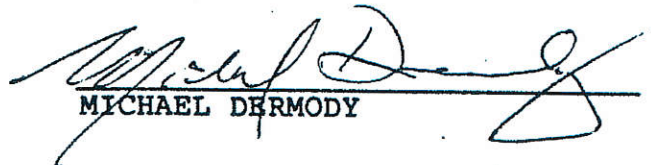
2. Additional Action of Trustees. Without limiting the application of the foregoing, the Trustees may adopt Bylaws from time to time with respect to indemnification permitted by the laws of the State of Nevada and may cause the Corporation to purchase and maintain insurance on behalf of any person who is or was a Trustee or officer of the Corporation, or is or was serving at the request of the Corporation as a Trustee or officer of another corporation, or as its representative in a partnership, joint venture, trust or other enterprise against any liability asserted against such person incurred in any such capacity or arising out of such status, whether or not the Corporation would have the power to indemnify such person.


EIGHTH: Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the Corporation, distribute all of the assets of the Corporation exclusively for charitable and educational purposes to the organization or organizations specified in Article THIRD, or substituted therefor, which are then qualified organizations. In the event

there are none, the assets of the Corporation shall be distributed in such a manner and to such qualified organizations as the Board of Trustees shall determine. Any of such assets not so distributed shall be distributed by the court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for the aforesaid purposes of the Corporation or to such qualified organization or organizations as said court shall determine.

NINTH: Any reference in these Articles to a section of the Code shall be interpreted to include a reference to the corresponding provisions of any applicable future United States Internal Revenue law.

IN WITNESS WHEREOF, we have hereunto subscribed our names, this 12 day of December, 1985.


MICHAEL DERMODY


CHRISTINA WISE


JOHN MacINTYRE