



Board of Adjustment Staff Report

Meeting Date: June 14, 2024

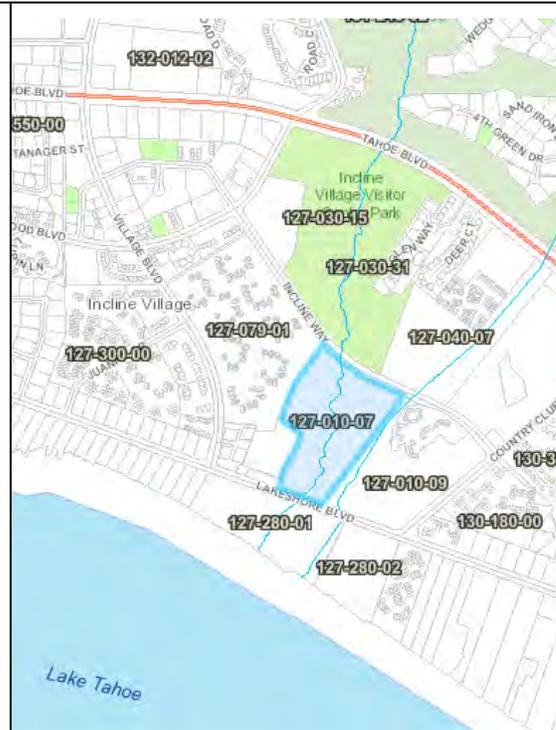
Agenda Item: 7B

ADMINISTRATIVE CASE NUMBER:	WADMIN24-0006 (IVGID Veterans Club Pancake Breakfast)
BRIEF SUMMARY OF REQUEST:	An administrative permit for an outdoor community event for July 4th.
STAFF PLANNER:	Chris Bronczyk, Senior Planner Phone Number: 775.328.3612 E-mail: cbronczyk@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor community event for the Incline Village General Improvement District (IVGID) Veterans Club Pancake Breakfast. The event will be held at 960 Lakeshore Blvd. (APN: 127-010-07), and approximately 900 people will be in attendance. The date of the is July 4, 2024, and the hours of the event are 6:00 a.m. to 2:00 p.m.

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



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0006 for Incline Village General Improvement District with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

(Motion with Findings on Page 7)

Staff Report Contents

Administrative Permit Definition 3

Site Plan 4

Project Evaluation 4

Tahoe Area Plan 5

Reviewing Agencies..... 6

Staff Comment on Required Findings 6

Recommendation 7

Motion 7

Appeal Process 8

Exhibits Contents

Conditions of Approval Exhibit A

Agency Comments..... Exhibit B

Public Notice Exhibit C

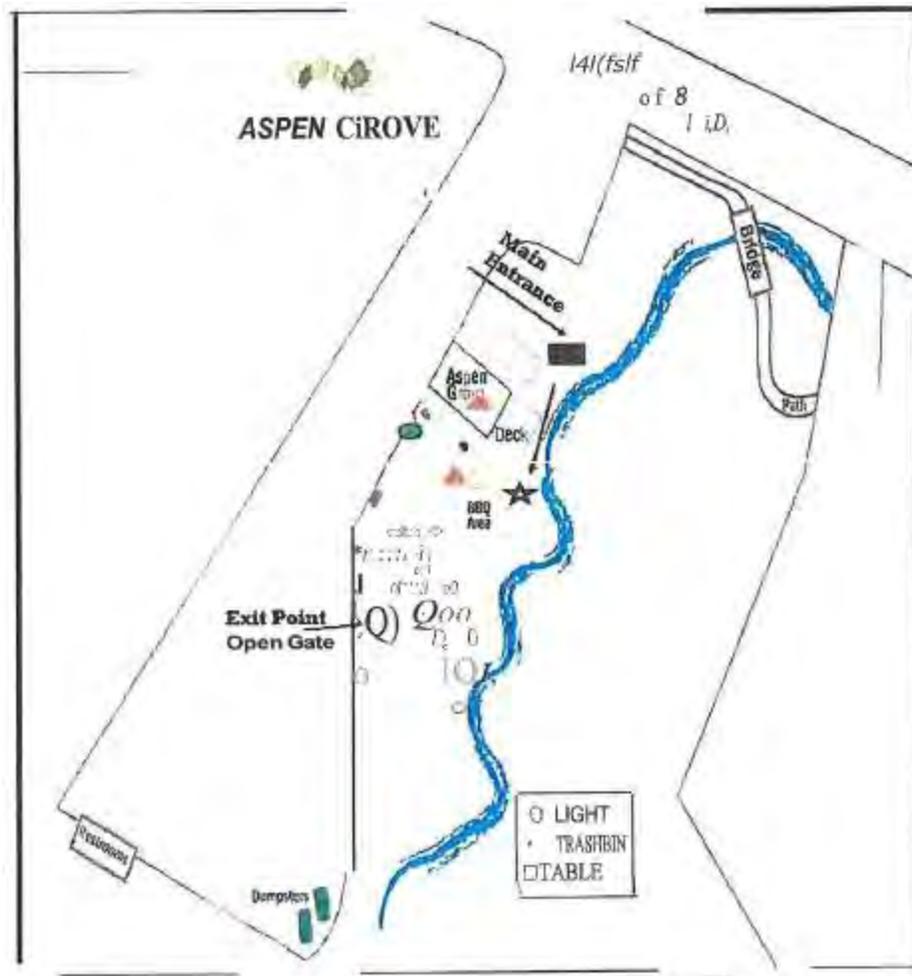
Project Application Exhibit D

Administrative Permit Definition

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

The conditions of approval for Administrative Permit Case Number WADMIN24-0006 is attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe – Incline Village Tourist (TA_IVT). Based on the applicant's estimated maximum number of attendees on any one day of the event (up to 900), the event qualifies as "outdoor community event" under WCC Section 110.25.272, which is allowed in the TA_IVT regulatory zone but requires an administrative permit under WCC Section 110.310.20. The applicant is therefore seeking approval of the administrative permit for the proposed outdoor community event.



Site Plan

Project Evaluation

The Incline Village General Improvement District (IVGID) is proposing an outdoor community event as part of the July 4th festivities. The Veterans Club pancake breakfast will be held on July 4, 2024, from 6 AM until 2 PM. This event has been held annually since 2015, and previously did not receive permits from Washoe County. Prior to 2015 the Lyons Club and Red White and Tahoe Blue organized this event. The Veterans Club pancake breakfast event is used as a fundraiser to support local veterans, veteran groups, supporting veteran activities, and provides for JROTC scholarships at Incline High School.

The Veterans Club pancake breakfast event will be held at 960 Lakeshore Blvd. (APN: 127-010-07). The event has ticket sales associated with the event; the ticket sales locations are found at the event entrance as well as at the Incline Village Recreation Center at 980 Incline Way (APN: 127-040-07). The ticket prices are \$10 for 12 years of age and older, \$5 for 6–11-year-olds, and under 5 years of age the ticket price is free.

The maximum seating capacity at any one time is approximately 150 people, with patrons rotating in and out of the venue throughout the duration of the event. The menu will consist of pancakes, sausage, bacon, fruit, and both non-alcoholic and alcoholic beverages. IVGID Food and Beverage staff will be responsible for the station serving alcoholic beverages. The event organizers will provide colored wristbands to guests under 21 years of age, and a different colored wristband will be provided to guests over 21 years of age.

The organizers anticipate approximately 20 board and club members participating in the event to collect ticket fees, brew coffee, and cook and serve food. Precooked foods are prepared in advance at the commercial kitchen at the Chateau – located at 955 Fairway Blvd. (APN: 131-240-02). An additional 30-40 volunteers will participate in the event to resupply condiments, clear dining areas, seat people, and clean and sanitize tables.

Due to the event taking place on IVGID property, there are restrooms readily available for event participants. Aspen Grove has 2 bathrooms (1 for men /1 for women); Village Green has 5 bathrooms (2 for men / 2 for women /1 all gender ADA), and IVGID is further providing 2 porta potties within the Aspen Grove parking lot. Parking lots owned by IVGID and located at Aspen Grove will be utilized for these events. Parking will be available on Incline Way, the IVGID Recreation Center Lot, and the Lakeshore Blvd. overflow lot.

Tahoe Area Plan

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

Relevant Tahoe Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
Policy LU7-2	Encourage appropriate community events and special events within the planning area.	Yes	No condition required – The proposed Veterans Club pancake breakfast offers a special event in the Tahoe planning area.
Policy R3-2	All temporary events that require a discretionary permit shall show that parking, access, and safety issues have been considered and addressed. If necessary, those responsible for these events should be required to conduct any necessary studies to show the parking, access, and safety issues generated by the event are fully mitigated.	Yes	The event application was reviewed by Northern Nevada Public Health, Washoe County Engineering.

Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
NDOT (Transportation)	X			
NDOW (Wildlife)	X			
NV Highway Patrol	X			
Washoe County Building & Safety	X			
Washoe County Parks & Open Space	X	X		
Washoe County Planning & Building Director	X			
Washoe County Risk Management	X	X		
Washoe County Water Rights Manager (All	X			
WCSO Law Enforcement	X			
Washoe County Engineering (Land Development) (All Apps)	X	X	X	Rob Wimer, rwimer@washoecounty.gov ; Janelle Thomas, jktthomas@washoecounty.gov
NNPH Environmental Health	X	X	X	Jim English, jenglish@washoecounty.gov ; Wes Rubio, wrubio@washoecounty.gov ; David Kelly,
Incline Village Roads	X			
IVGID	X	X	X	Tim Buxton, tim_buxton@ivgid.org
IVGID - Parks	X			
North Lake Tahoe FPD	X	X		
Tahoe Regional Planning Agency	X			
Tahoe Transportation District	X			

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

Staff Comment on Required Findings

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

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

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary outdoor community event of this nature in the Master Plan or Tahoe Area Plan. There are policies in the Tahoe Area Plan, as discussed previously in this report, that support appropriate community events and special events.

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

Staff Comment: The applicant has addressed the applicable requirements for providing sanitation, water, and parking for the temporary outdoor community event. The event application was reviewed by Washoe County Engineering and was sent to Northern Nevada Public Health.

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

Staff Comment: Incline Village General Improvement District has parking lots, bathrooms, and public facilities to host large events like the Veterans Club Pancake Breakfast. IVGID is familiar with procedures for holding large events, including July 4th events.

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

Staff Comment: Impacts associated with the event are of limited impact, and duration is temporary for the one-day event. The applicant has arranged appropriate health, and emergency procedures for the duration of the event. The event application was reviewed and approved by the Washoe County Sheriff's Office. Washoe County Engineering, Washoe County Health District, and NLTFPD reviewed the application. It's anticipated that there will be no significant impact to public health, safety or welfare.

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

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

Recommendation

After a thorough analysis and review, Administrative Permit Case Number WADMIN24-0006 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0006 for Incline Village General Improvement District with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

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

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

Appeal Process

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

Applicant / Property Owner: Incline Village General Improvement District
Jennifer Moore, jlm@ivgid.org
Lettie Miller, Lettie66@icloud.com



Conditions of Approval

Administrative Permit Case Number WADMIN24-0006

The project approved under Administrative Permit Case Number WADMIN24-0006 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 14, 2024. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

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

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

- **The DISTRICT BOARD OF HEALTH, through Northern Nevada Public Health (NNPH), has jurisdiction over public health matters. Any conditions set by NNPH must be appealed to the District Board of Health.**

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

Washoe County Planning and Building Division

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

**Contact Name – Chris Bronczyk, Senior Planner, 775.328.3612,
cbronczyk@washoecounty.gov**

- a. The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.
- b. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.
- c. The site shall be cleaned up and all trash removed within 24 hours of the conclusion of the event.

Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS)

2. The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS), which shall be responsible for determining compliance with these conditions. The District Board of Health has jurisdiction over all public health matters in NNPH. Any conditions set by NNPH must be appealed to the District Board of Health.

**Contact Name – James English, REHS, CP-FS, EHS Supervisor, 775.900.7239,
jenglish@washoecounty.gov**

- a. The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- b. If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter’s responsibility to ensure the food vendor leaves the premises.

*** End of Conditions ***

From: [Program, EMS](#)
To: [Bronczyk, Christopher](#)
Cc: [Program, EMS](#); jjames@nltpd.net
Subject: FW: Agency Review for Outdoor Event for BOA - Incline Village Community Faire 2024, Outdoor Festival Business License Application Review
Date: Tuesday, April 30, 2024 4:44:39 PM
Attachments: [image001.png](#)

Good Afternoon,

The EMS Program has reviewed the Agency Review for Outdoor Event for BOA - Incline Village Community Faire 2024, Outdoor Festival Business License Application Review. This event does not meet the number of persons to require EMS coverage at the event. The Program has no concerns or questions at this time based on the information provided.

NLTPFD Fire Marshall John James has been CC'd for visibility.

Thank you,



April Miller
Sr. Office Specialist
Epidemiology and Public Health Preparedness

O: 775-326-6049
1001 E Ninth St. Bldg. B Reno, NV 89512

NNPH.org | [f](#) [f](#) [@](#) [X](#) [in](#)

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DATE: April 26, 2024

TO: Chris Bronczyk, Senior, Planner, Planning and Building Division
FROM: Mitchell Fink, P.E., Engineering and Capital Projects Division

SUBJECT: Outdoor Festival License Application – Incline Village/Crystal Bay Veterans Club
Pancake Breakfast – July 4, 2024
APN 127-010-17

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with no conditions or comments.

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

May 17, 2024

Washoe County Community Services
Planning and Development Division

RE: IVGID Pancake Breakfast; 127-010-07
Administrative Permit Review; WADMIN24-0006

Dear Washoe County Staff:

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

Contact Name – James English - jenglish@washoecounty.us

- a) Condition #1: The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- b) Condition #2: If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter’s responsibility to ensure the food vendor leaves the premises.

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

Sincerely,



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

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



Public Health
Prevent. Promote. Protect.

From: [Tim Buxton](#)
To: [Bronczyk, Christopher](#)
Subject: 960 Lakeshore Pancake Breakfast
Date: Wednesday, April 24, 2024 11:11:41 AM
Attachments: [Memo to Reviewing Agencies - April 23, 2024 pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024 CommunityFair.pdf](#)

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

Boss,

Address: 960 Lakeshore
Subject: Veterans Club Pancake Breakfast July 2, & 4, 2024 . Business License.
Findings: These events have (no impact to the Incline Village General Improvement District operations requirements).

Thanks,

Tim Buxton
IVGID Chief Inspector
1-775-832-1246 work
1-775-354-5664 cell
Working days Tuesday – Friday
Working Hours- 7:00am to 5:30pm
Gung Ho!

From: [John James](#)
To: [Bronczyk, Christopher](#)
Subject: Re: Community Faire and Pancake Breakfast (IVGID)
Date: Monday, May 20, 2024 12:00:12 PM
Attachments: [image001.png](#)

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

Howdy Chris,

No conditions other than obtain NLTFPD permits in which they have accomplished already.



John James
Fire Marshal
Office: [775.831.0351](tel:775.831.0351) x8131 | Cell: [775.413.9344](tel:775.413.9344)
Email: jjames@nltpd.net
[866 Oriole Way](#) | [Incline Village](#) | [NV 89451](#)



On May 20, 2024, at 9:55 AM, Bronczyk, Christopher
<CBronczyk@washoecounty.gov> wrote:

Hi John,

Did you receive these 2 applications for review and comments? If so did you have any conditions?

<[image001.png](#)>

Chris Bronczyk
Senior Planner, Planning & Building Division | Community Services Department

cbronczyk@washoecounty.gov | Direct Line: 775.328.3612

Visit us first online: www.washoecounty.gov/csd

Planning Division: 775.328.6100 | Planning@washoecounty.gov

CSD Office Hours: Monday-Friday 8:00am to 4:00pm

1001 East Ninth Street, Reno, NV 89512

From: [Pekar, Faye-Marie L.](#)
To: [Bronczyk, Christopher](#)
Subject: FW: Agency Review for Outdoor Event for BOA
Date: Wednesday, May 8, 2024 12:10:52 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Memo to Reviewing Agencies - April 23, 2024_pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024_CommunityFair.pdf](#)

Good Afternoon Chris,

I have reviewed on behalf of parks the Outdoor Festival Special Event License for the 2024 Incline Village Community Faire as well as the 2024 Incline Village- Crystal Bay Veterans Club Pancake Breakfast and do not have comments.

Thank you,



Faye-Marie L. Pekar, MPA, CPRP
Park Planner
Community Services Department | Regional Parks and Open Space
fpekar@washoecounty.gov |

Visit us first online: www.washoecounty.gov/csd
Planning Division: 775.328.6100 | Planning@washoecounty.gov
CSD Office Hours: Monday-Friday 8:00am to 4:00pm
1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?
Submit a nomination for a Washoe Star by clicking this link: [WASHOE STAR](#)

From: [Ertell, Doreen](#)
To: [Bronczyk, Christopher](#)
Subject: FW: Agency Review for Outdoor Event for BOA
Date: Wednesday, April 24, 2024 3:14:54 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Memo to Reviewing Agencies - April 23, 2024_pancake.pdf](#)
[Memo to Reviewing Agencies - April 23, 2024_CommunityFair.pdf](#)

Approved.



Doreen Ertell

Risk Management

dertell@washoecounty.gov | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



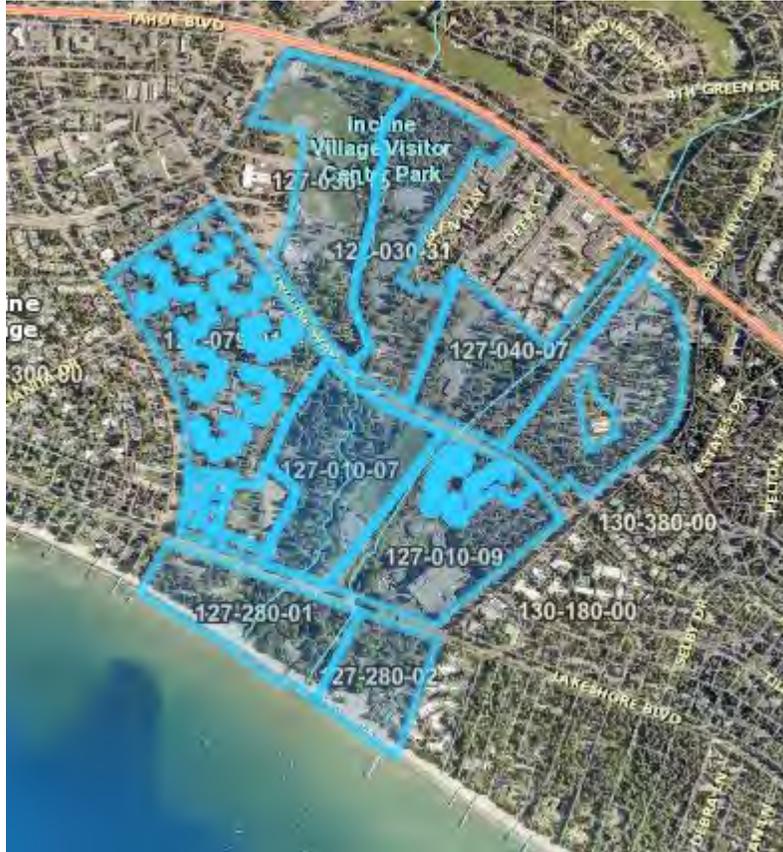
CURRENTLY WORKING REMOTELY ON MONDAYS, THURSDAYS AND FRIDAYS

WORK SCHEDULE: Monday–Thursday: 6:30am to 3:30pm; Friday: 6:30am to 10:30am

Notice: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the recipient is strictly prohibited by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521. If you are not the intended recipient, please contact the sender by reply email, delete and destroy all copies of the original message.

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 185 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

Administrative Permit Case Number WADMIN24-0006

April 23, 2024

Washoe County
1001 East 9th Street, Building A
Reno, Nevada 89512

Attention of Mr. Christopher Bronczyk
Senior Planner

SUBJECT: Outdoor Festival License Application – Incline Village/Crystal Bay
Veterans Club Pancake Breakfast – July 4, 2024

Dear Chris,

On or about April 4, 2024, Trevor Lloyd and I had a discussion about the above subject license application and during that discussion, Mr. Lloyd confirmed to me that because this was an agency to agency process that no fees of any kind would be charged for this application. On behalf of IVGID, we greatly appreciate this kindness and cooperation.

If you need anything further, please let me know; I can be reached at (775) 832-1207.

Sincerely,



Susan A. Herron
Director of Administrative Services

cc: Director of Parks & Recreation
File



OUTDOOR FESTIVAL LICENSE APPLICATION

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

(775) 328-3733

www.washoecounty.us

OUTDOOR FESTIVAL LICENSE GENERAL PROCEDURES

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

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 1,000 persons (spectators and participants) on any one day of the event. There is a \$1,000.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application plus an electronic pdf file (memory stick or DVD) of the application must be turned in at least **90 days** before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least **90 days** in advance of the event.
3. **LICENSING REQUIREMENTS.** An outdoor festival license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Regional Parks and Open Space; and, state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event.
4. **BONDS.** The outdoor festival license will not be issued until the applicant has agreed to hold harmless, and has submitted evidence of sufficient insurance to indemnify, the County of Washoe, and their employees, agents and contractors for any and all liability for damages, injury, loss or expense caused or occasioned by reason of an act, or failure to act on the part of the applicant, the sponsoring organization, their agents and employees throughout the event. Additional bonds or letters of credit may be required.
5. **FEES.** The license fee for an outdoor festival is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

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

6. **INVESTIGATION.** The Sheriff's Office shall conduct a criminal history inquiry of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada Central Repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete. A local police records check may be substituted for the criminal history inquiry for applicants with prior approved outdoor festival license(s) for the same type of event.
7. **CONDITIONS.** All pre-event conditions imposed by the Washoe County Board of County Commissioners (BCC) for the outdoor festival license must be met before the license will be issued.
8. **APPROVALS AND AGENCY SIGN-OFFS.** The application will be reviewed by the appropriate agencies, to include Building and Safety, the District Attorney's Office, Engineering, Health District, fire agency, the Sheriff's Office, and other agencies as appropriate. The application will be approved by the BCC at a public hearing.
9. **ISSUANCE OF LICENSE.** The outdoor festival license will be issued after all fees have been paid and all required pre-event conditions are met. The outdoor festival license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR FESTIVAL LICENSE

Materials required for submittal

- ? Fees – check(s) made payable to “Washoe County”
- Application fee**
- ? \$1,000 non-refundable application fee
- Daily fee(s)**
- ? \$350 daily fee plus appropriate booth fees
- Carnival, circus or tent show fees*
- N/A \$100 daily fee (maximum of \$1,400) plus appropriate booth fees
- ✓ Three packets plus an electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:
- ✓ Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,
- Detailed explanations for:
- ✓ Security and fire protection
 - ✓ Water supply and facilities
 - ✓ Sanitation facilities
 - ✓ Medical facilities and services
 - ✓ Vehicle parking
 - ✓ Vehicle access and on-site traffic control
 - ✓ Communication system
 - N/A Illuminating the premises (if applicable)
 - N/A Camping (if applicable)
 - ✓ Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition
- N/A Certified copies of articles of incorporation filed in Nevada (if applicable)
- N/A Copy of partnership papers (if applicable)
- ✓ Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license), History of similar events, and Vendor list

Submission Materials (continued)

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

OUTDOOR FESTIVAL LICENSE APPLICATION

(Requires a non-refundable \$1,000 application fee)

Application date: 4/23/2024

Applicant Information

Applicant's name: INCID/SENIOR PROGRAMS/INCLINE/CRYSTAL VILLAGE/BAY VETERANS CLUB

Mailing address: 893 SOUTHWOOD BLVD, INCLINE VILLAGE, NV. 89451

Phone: 775-832-1100 or 1302 (Business)

Email:

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

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

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

Table with 3 columns: Name, Address, Title

Event Information ANNUAL 4TH OF JULY

Name of Event: INCLINE/CRYSTAL VILLAGE/BAY VETERANS CLUB PANCAKE BREAKFAST

Date(s) of Event: THURS 7/4/2024 Hours of operation: 6AM TO 2PM APPROX.

Location of Event: 960 LAKE SHORE BLVD, INCLINE VILLAGE, NV. 89451

Assessor Parcel Number(s): N/A

Description of Event: SINCE 2015, VETERANS CLUB HAS PROVIDED THE ANNUAL 4th OF JULY PANCAKE BREAKFAST - FUND RAISER TO SUPPORT LOCAL VETERAN VETERAN GROUPS, VETERAN SUPPORT ACTIVITIES, JROTC SCHOLARSHIPS AT INCLINE HIGH SCHOOL AND MORE

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: JENNIFER MOORE / LETTIE M. MILLER

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

If yes, amount and type of fee(s): 5-UNDER FREE - 6-11yrs \$5.00 - 12-OLDER \$10.00

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

Approximate number of participants and other persons: 0-110

Approximate number of customers and spectators: 850-900

Approximate maximum number of persons on any one day of the event: 900

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

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

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

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

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

NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Incline Village GID

The Nevada Public Agency Insurance Pool (hereinafter NPAIP) certifies that the above-mentioned entity is a participating Member of NPAIP for the period beginning July 1, 2023 expiring July 1, 2024.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP20232024

The lines of coverage and key limits of liability afforded to NPAIP members, subject to the coverage application and subject to additional sublimits as stated in the NPAIP Coverage Form, are summarized as follows:

Property/Crime/Equipment Breakdown

Blanket Limit per schedule of locations	\$ 300,000,000 per loss
Sublimit for earthquake coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage	\$ 150,000,000 annual aggregate
Sublimit for flood coverage zone A	\$ 25,000,000 annual aggregate
Sublimit for Equipment Breakdown, Boiler & Machinery	\$ 100,000,000 each accident
Sublimit for Money & Securities including Dishonesty	\$ 500,000 each loss

Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
--	---

Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of **\$5,000** for each and every loss and/or claim and/or event.

This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference to the same.


Wayne E. Carlson, MBA, CPCU, ARM
Executive Director

March 27, 2024

Incline Village/Crystal Bay Veterans Club
980 Incline Way
Incline Village, Nevada 89451

SUBJECT: Incline Village Crystal Bay Veterans Club Pancake Breakfast on July 4, 2024, Community Faire on July 2, 2024, Highlanders BBQ on July 2, 2024, Vets Recognition Reception on July 3, 2024, and Flag Retirement Ceremony on July 3, 2024

REFERENCE: IVGID Policy and Procedure Resolution 141, Resolution 1895 – A resolution regarding the complimentary and discounted use of District facilities and programs

Dear Sir or Madam:

Permission is granted by the Incline Village General Improvement District (IVGID) to the Incline Village Crystal Bay Veterans Club for operation of the above subject events on July 2 through 4, 2024 at Aspen Grove and the Village Green, 960 Lakeshore Blvd, Village Incline Village, NV 89451 at no cost in accordance with the above referenced document. Additionally, IVGID grants permission for participants of the events to park in the Aspen Grove, Overflow and Incline Village Recreation Center parking lots. Proof of current event permits, licenses, and insurance will be onsite during all events.

Sincerely,



Bobby Magee
District General Manager



cc: L. Offerdahl (IVCBA)
T. Kelly (Incline Highlanders)
Cornerstone Church

ADMINISTRATIVE OFFICES • 893 SOUTHWOOD BOULEVARD • INCLINE VILLAGE, NV 89451
PH: (775) 832-1100 FX: (775) 832-1122 • WWW.YOURTAHOEPLACE.COM

OUTDOOR FESTIVAL LICENSE STATEMENT OF ASSETS

As of _____, 20____
 (Describe fully and indicate assets pledged)
 (If additional space is required, attached supporting pages or documents)

Current Assets

N/A

Cash on hand _____	\$ _____
Cash in safe deposit box _____	\$ _____
Location of Box _____	
Cash in _____	\$ _____
Name, Bank and Branch _____	
Cash in _____	\$ _____
Name, Bank and Branch _____	
Accounts and notes receivable (describe nature of receivable and when due)	\$ _____
_____	\$ _____
_____	\$ _____
Other current assets	\$ _____
_____	\$ _____
_____	\$ _____

Investments

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

N/A

_____	\$ _____
_____	\$ _____
_____	\$ _____
Investments, other than stocks and bonds	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Fixed assets

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

N/A

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

Other assets

Automobiles and other personal property

N/A

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

Total Assets \$ _____

Print Name	Signature	Date
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OUTDOOR FESTIVAL LICENSE STATEMENT OF LIABILITIES

As of _____, 20____

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

Current liabilities

Notes payable _____ *N/A* _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

Notes payable _____ \$ _____
Name, Bank and Branch

Due _____ How secured _____

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

Accounts payable \$ _____

Liability for Federal Income Tax (delinquent) \$ _____

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

Provisions for other current taxes \$ _____

Liability for other delinquent taxes \$ _____

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

_____ *N/A* _____ \$ _____
 _____ \$ _____

Other liabilities

_____ \$ _____
 _____ \$ _____
 _____ *N/A* _____ \$ _____

Total Liabilities *N/A* \$ _____

Contingent liabilities (describe)

 Print Name

 Signature

 Date

OUTDOOR FESTIVAL LICENSE

PERSONAL HISTORY

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

Name in full: Jennifer L. Moore
First Middle Last

List ALL other names you have been known by: Watkins

Residence address: _____
Street City State Zip Code

Residence phone: _____ Business phone: 775-832-1302

Name of your present business or employer: IVGID - Parks & Recreation

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

Type of business: Govt. - Parks & Recreation Position: Recreation Supervisor

How long engaged in this business: current position: 10.5 yrs. / career: 45 yrs.

Date of birth: 5/1/58

List cities in which you have lived during the last ten years:
Dates From and To City State
11/13/13 - present Incline Village 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 information could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Jennifer L. Moore
Printed name of applicant

Jennifer L. Moore
Signature of applicant

4/22/24
Date

**OUTDOOR FESTIVAL LICENSE
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 festival license. In consideration of the assurance by the Washoe County 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 a criminal history inquiry, 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 Board of County Commissioners, Washoe County Sheriff's Office, 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 festival 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, having read this release and authorization and understanding all its terms, execute the release and authorization voluntarily and with full knowledge of its significance.

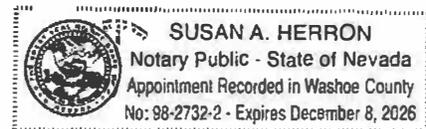
IN WITNESS WHEREOF, I have executed this release/authorization at Incline Village, NV on the 23rd day of April, 2024.

Bobby Magee
Printed name of applicant

Bobby Magee
Signature of applicant

Subscribed and sworn to before me this 23rd day of April, 2024

Susan A. Herron Washoe County,
Notary Public in and for said county and state NV.



My commission expires: Dec. 8, 2026

**OUTDOOR FESTIVAL LICENSE
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

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

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless the 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 the COUNTY and assume all costs, expenses and liabilities of any nature to which the 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 the APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

The COUNTY requires that the 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 the APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by the 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. The 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 the COUNTY with a certificate of insurance that identifies the 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 festival license application, but must be furnished prior to the issuance of the license.

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

IVGID-Sr. Programs-IVCB Vets Club Pancake Breakfast 7/4/24
Name of Event Date(s) of Event
Jennifer L. Moore Jennifer L. Moore
Applicant's name (printed) Applicant's signature
Date: 4/22/24

OUTDOOR FESTIVAL LICENSE

Memorandum for:

Office of the Washoe County Clerk
1001 East 9th St. Bldg A – 1st Floor
Reno, Nevada

Subject: Waiver and Consent to Extend Mandated Public Hearing Date before the Washoe County Commission for Outdoor Festival License Application

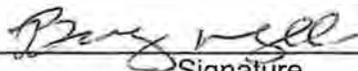
Nevada Revised Statutes (NRS) 244.3544 and Washoe County Code (WCC) section 25.277 require the County Clerk to set a public hearing date before the Washoe County Board of County Commissioners for an outdoor festival license application no later than 30 days after the application is deemed complete and application fees are received. These two regulations also require that specific County agencies review the application and provide written reports to the Board of County Commissioners, to include recommendations on the license and conditions if appropriate.

The mandated review by County agencies on the license application is of utmost importance to both Washoe County and the applicant, to ensure that the festival is conducted in a manner that protects public health, safety and welfare. To this end, the undersigned license applicant agrees to waive the 30 day public hearing time limit imposed by NRS 244.3544 and WCC section 25.277.

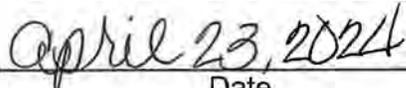
As the undersigned license applicant, I agree to extend the required Board of County Commissioners public hearing date to occur no more than 90 days after the application is deemed complete and application fees are received, and no less than 15 days prior to the date when the outdoor festival is proposed to commence.

Attest:

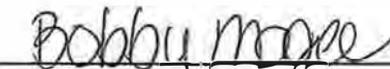
License Applicant



Signature



Date



Printed Name



Representing

From: **John James** jjames@nltfpd.net
Subject: **2024 Community Fair and Both Pancake Breakfast**
Date: **Apr 19, 2024 at 2:03:22 PM**
To: **Lettie Miller** lettie66@icloud.com
Cc: **Shelia Leijon** sal@ivgid.org, **Tia Rancourt** TRancourt@nltfpd.net

This email confirms that 2024 Community Fair and Pancake Breakfast Events have submitted their application(s) for a permit(s) for the July 2024 activities and have been approved by NLTFPD.



John James
Fire Marshal

Office: [775.831.0351](tel:775.831.0351) x8131 | Cell: [775.413.9344](tel:775.413.9344)

Email: jjames@nltfpd.net

[866 Oriole Way | Incline Village | NV 89451](#)

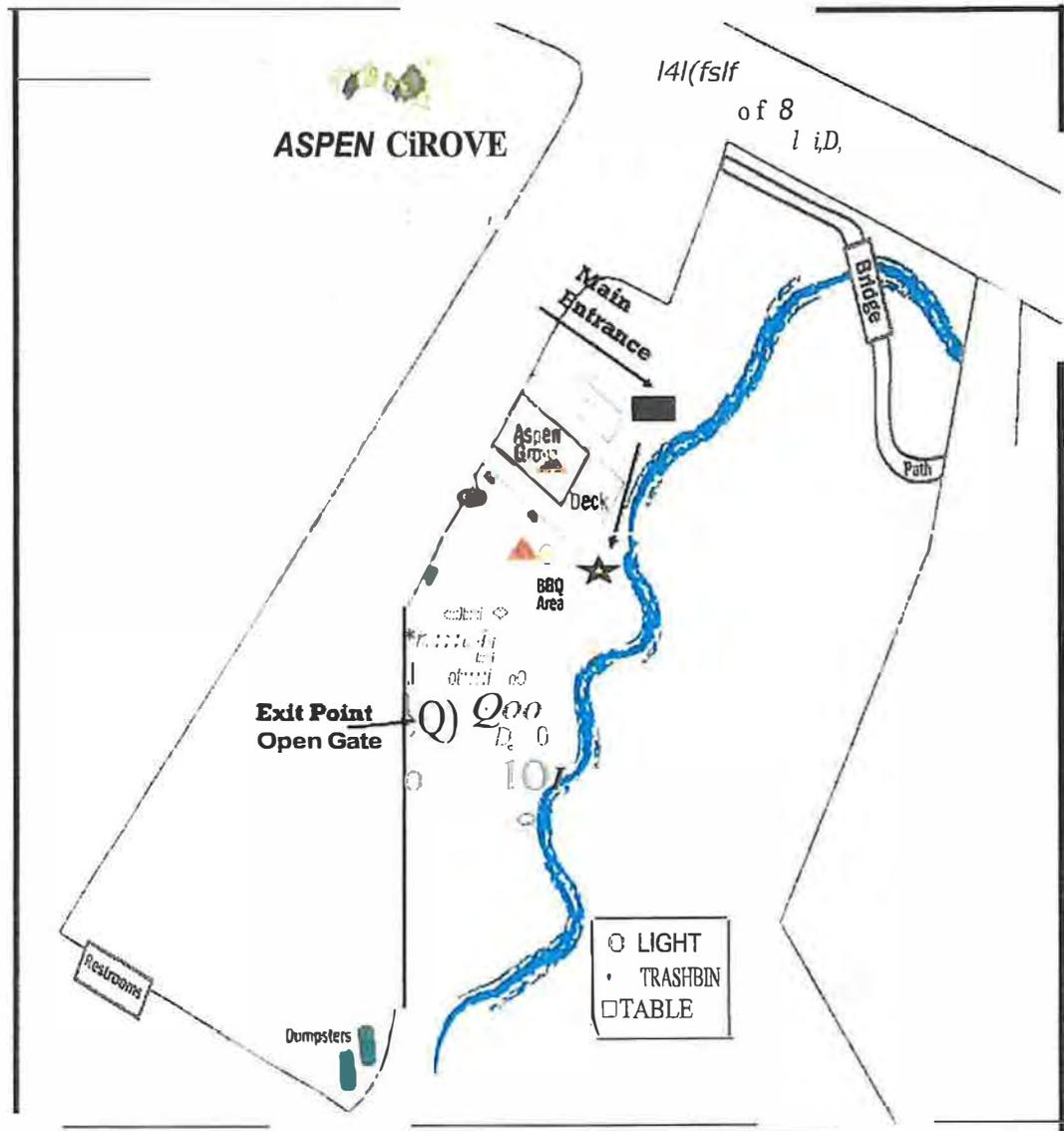


Community Fair
Temp Extinguishers

Village Green
Garage

Aspen Grove

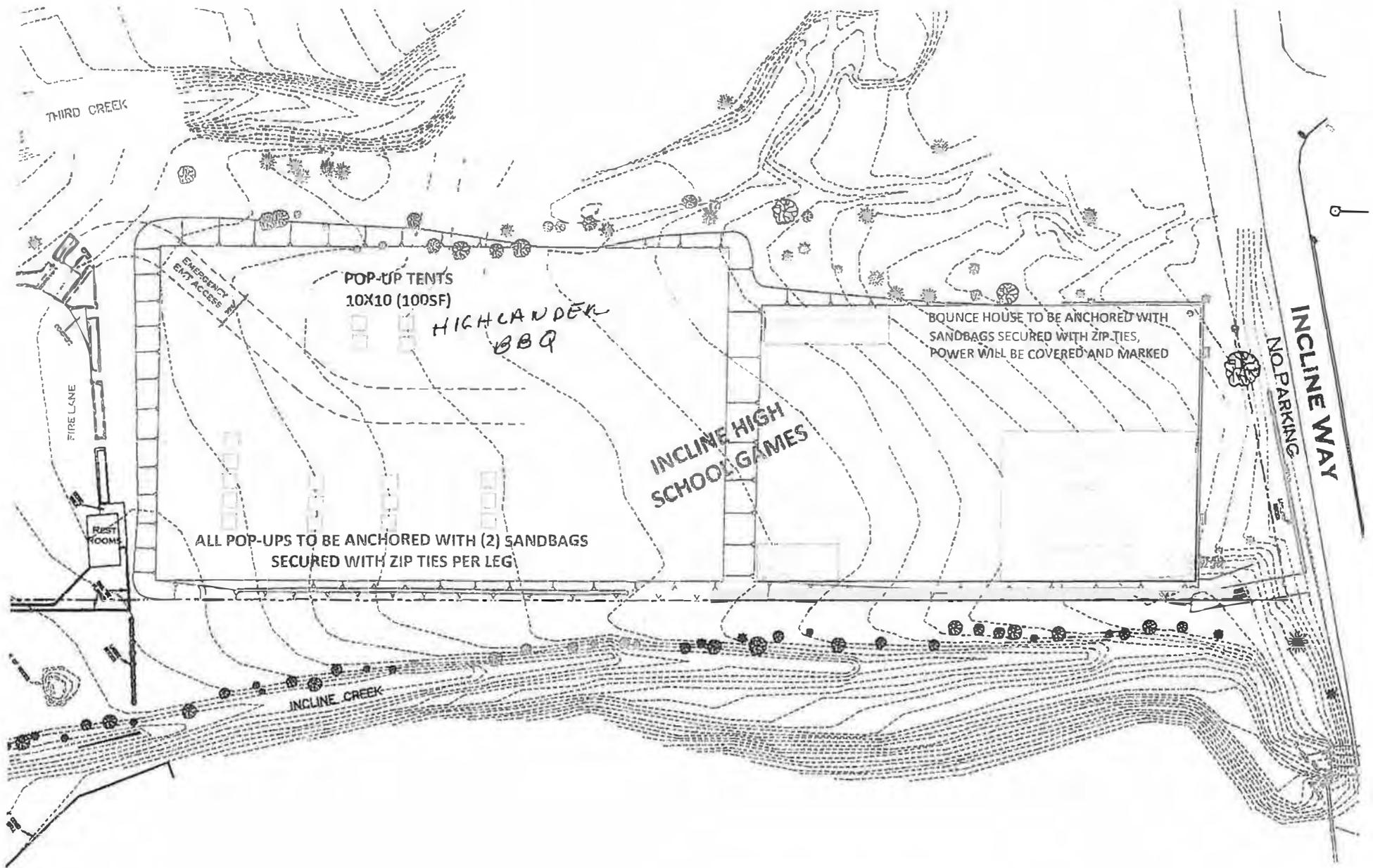
In the Building
On the Deck
By the Patio



KEY

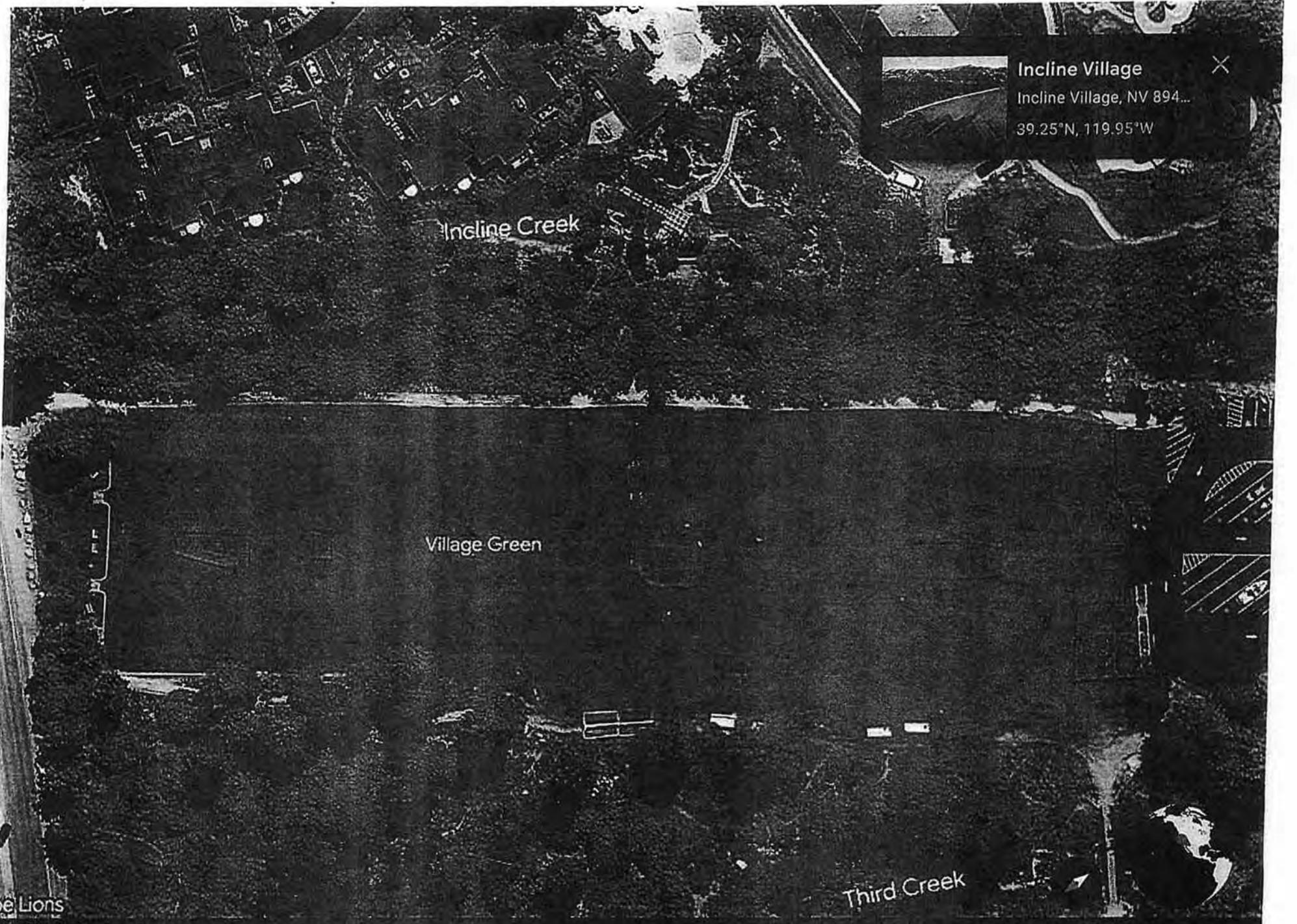
- I Entrance/exit location to the event-gate open
- *A Fire Extinguisher locations
- Handwashing stations
- C) Exit only location-gate closed but accessible
- D Exit point (open gate)

Figure 4: Aspen Grove



COMMUNITY FAIR 2024
SCALE 1"=20'0" MARCH 2024





Incline Village ✕
 Incline Village, NV 894...
 39.25°N, 119.95°W

Incline Creek

Village Green

Third Creek

oe Lions

Google Earth

Imagery date: 6/8/18—newer

40 m

Camera: 2,283 m 39°14'30"N 119°56'38"W 1,907 m

La 3:3sat / Copernicus

WADMIN24-0006

EXHIBIT D

INDEPENDENCE DAY CELEBRATIONS 2024
2024 July 2nd, 3rd and 4th Veterans Events
Hosted by
The Incline Village/Crystal Bay Veterans Club
Incline Village General Improvement District

Incline Village Community Faire Overview

A free event, open to all! Enjoy local businesses, philanthropic organizations, and other community activities for the purpose of fellowship, camaraderie, information and community bonding. Activities include games, food, giveaways, a bounce house, and community information. Special features include the Highlanders Association BBQ from Incline High School and a Meet & Greet with the Washoe County Sheriff's staff complete with their SWAT vehicles, K9 Unit and Mounted Unit on display.

Date: July 2, 2024

Time: 9:00am – Dusk

Location: Village Green, behind Aspen Grove

Parking and Traffic: The event is in conjunction with the Flag Retirement Ceremony and both are scheduled at Aspen Grove on the evening of July 3, 2024. Permission has been obtained from IVGID for the use of all parking lots owned by IVGID. A letter from IVGID authorizing the use of the lots and Aspen Grove for the events is included.

- There is one entrance point to the event - at the front of Aspen Grove Building. Guests will be allowed to exit from this point. The entrance point will have open gates at all times, guarded by registration tables that are staffed with volunteers during the entire event.
- The forward gate bordering the parking lot will be kept closed, but accessible for exiting during the event. It is an exit-only gate for emergency purposes. This gate will also be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.
- The rear gate bordering the parking lot will be kept open during the event. It is an exit-only gate which will be staffed by a volunteer to ensure no guests attempt entrance to the event through this gate.

Please see Figures 1, 2, 3, and 4 for parking reference.

Fire Extinguishers: One K and one ABC Fire Extinguisher are approved by the NLTFPD, and will be available at the event. A fire extinguisher will be located in the Aspen Grove building.

Security, Communication, Medical Aid and Emergency Evacuation: Registration tables at the entrance to Aspen Grove will be staffed during the reception. Volunteers will be on site at all times. First responders will be onsite as well due to the impending flag burning ceremony adjacent to the reception.

Medical Aid: There are both an AED and First Aid kit located in the Aspen Grove Building. Any volunteers are instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: Leading up to the event, Weather will be monitored through NOAA. Should extreme weather be imminent, event cancellation determination will be made within 24 hours of the event start time. In the event of an unexpected storm, or other emergency, participants who came to the event on foot, will be directed to shelter in place in the Aspen Grove building. Participants who drove to the event will be advised to shelter in their cars. Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451 will become an emergency shelter. Volunteers will lead participants to the Recreation Center by traveling the pathways on either side of the Village Green, crossing Incline Way and reaching the Recreation Center entrance on the east side of the building, via the access road.

Food Handling: Prepared food will be provided from a catering kitchen to Aspen Grove, a five-minute drive, in a temperature appropriate vehicle. Catering staff serves food onsite. Food handlers are required to wear gloves at all times and use tongs. There are handwashing stations on site.

Restrooms: Restrooms are located in Aspen Grove {1 male/1 female), on Village Green (2 male/2 female/1 ADA) and in the Aspen Grove parking lot (2 non-gender specific port-a-potties provided by IVGID).

Insurance Rider: Through Menath Insurance, a \$1,000,000 special events insurance rider quote naming IVGID, Washoe County and NLTFFPD as additionally insured, has been requested. The CCC Certificate of Insurance is pending.

Security, Communication, Medical Aid and Emergency Evacuation:

Security and Communication: There will be IVGID staff members at the event covering Security. Staff from NLTFPD will also be present. IVGID staff and event volunteers will have cell phones and are advised to call 911 in the event of an emergency.

Medical Aid: There is an AED and First Aid kit located in the Aspen Grove building which is adjacent to the Village Green. Staff and volunteers are instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation: Leading up to the event, weather will be monitored through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm, or emergency, participants who drove to the event will be advised to shelter in their cars. Those who came on foot will be directed to shelter in place in the Aspen Grove building. Should it be necessary to evacuate the event location participants will be directed to the Incline Village Recreation Center Gym, 980 Incline Way, Incline Village NV 89451. This will become an emergency shelter. Volunteers will lead participants to the Recreation Center by traveling the pathways on either side of the Village Green, crossing Incline Way, and reaching the Rec Center entrance on the east side of the building, via the access road.

Restrooms: Restrooms are located in Aspen Grove (1 male/1 female}, on Village Green (2 male/2 female/1 ADA} and in the Aspen Grove parking lot (2 non-gender port-a- potties provided by IVGID}.

Insurance: To Be Determined...

Business License: IVGID's Business license is W17326A-LIC

Veterans Club Pancake Breakfast Overview

Since 2015, The Incline village/Crystal Bay Veterans Club has provided the annual 4th of July Pancake Breakfast. The IV/CB Veterans Club has held this event as a fundraiser to support local veterans, veteran groups and veteran supported activities. Proceeds also provide JROTC scholarships at Incline High School.

Date of the Event: Thursday, July 4, 2024

Time: 6:00am – 2:00pm

Location of Event: Aspen Grove, 960 Lakeshore Blvd, Incline Village, NV

Ticket sales as follows

- At the event entrance
- At the Incline Village Recreation center, 980 Incline Way, Incline Village, Nevada

Ticket Price:

- 12 years and older \$10
- 6-11years -\$5
- Under 5 years- Free

Attendance Projections: 850-950 over five hours of serving time. Maximum seating capacity at any one time is approximately 150 people. Patrons rotate in and out of the venue throughout the event.

Menu: Pancakes, butter, syrup, sausage, bacon, fruit, milk, juice, coffee, cream and sweetener, & Tahoe Tap Water.

Alcoholic Beverage Service:

IVGID Food & Beverage staff is responsible for the station serving Bloody Mary's & Mimosas. The appropriate permits and regulations are enforced by the licensees of the IVGID Food & Beverage Department.

Minors Attending the Event:

Guest IDs will be checked to determine age appropriateness for consuming alcoholic beverages. Guests under 21 years old will receive a colored wristband. Those 21 years and older will be issued a different color band. Staff MUST check attendees wrist bands to ensure they are 21 years of age before serving alcohol.

Board Member Assignments:

Overseers of the event; Damian Smith, Jeff Poindexter, Jim Nowlin, Jim Lyon, Jennifer Moore, Lettie Miller.

Approximately 20 board and club members will be responsible for the following; collecting monies at the gate, brewing coffee, serving precooked and prepackaged foods, and cooking pancakes from batter. Precooked foods are prepared in advance at the commercial kitchen at the Chateau, 955 Fairway, Incline Village, NV under IVGID Food and Beverage Permits.

Volunteer Assignments:

Approximately 30-40 volunteers will be resupply condiments, clear plates, pick up trash, take tickets, seat people, escort those that need assistance, sanitize tables, check flow and report any issues to the Board Members present.

Volunteer Clearance:

Volunteers have been cleared by IVGID Parks & Recreation through registration and signing a liability waiver. (see forms in packet)

Parking and Traffic:

Attendees of the July 4th Pancake Breakfast walk to the event from various parking areas. Since the event is held at Aspen grove on July 4th, 2024, Washoe County approved Special Events Parking and Traffic Plan pertains. Parking is available on Incline Way, the Recreation Center lot, and the Lakeshore Blvd over-flow lot. Permission is obtained for use of all parking lots owned by IVGID.

Event Entrance:

- One entrance point to the event: At the front of the Aspen Grove Building main entrance. Attendees may exit the venue through the gate at the far end of the parking lot. The entrance point will have open gates at all times, guarded by the Ticket Sales Table staffed with volunteers.
- The forward gate bordering the parking lot will be kept closed, but accessible for exiting during the event. It is an exit-only gate for emergency purposes. This gate will also be staffed by a volunteer to ensure no guests attempt to enter the event through this gate.
- The rear gate bordering the parking lot will be kept open during the event. It is an exit only gate which will be staffed by a volunteer to ensure no guests attempt enter the event through this gate.

Please see figure 4 for a detailed map of Aspen Grove and surroundings.

Fire Extinguishers:

One K and one ABC Extinguisher, approved by NLTFFPD, will be available at the event. One will be located in the Aspen Grove building; the second will be next to the griddle area.

Security and Communication:

Washoe County Sheriff's officers will be on site during the event. Registration tables at the entrance to Aspen Grove will be staffed for the duration of the event. Staff and volunteers will have cell phones with them at all times to contact emergency services.

Medical Aid:

There is an AED and First Aid Kit located in the Aspen Grove Building. Attending Staff and Public Safety personnel are trained in CPR/AED and/or Advanced First Aid. Volunteers are instructed to call 911 in the event of a Medical Emergency.

Emergency Evacuation:

Leading up to the event, weather will be monitored through NOAA. Should extreme weather be imminent, the decision for event cancellation will be made 24 hours in advance. In the event of an unexpected storm or emergency, participants walked to the event will be directed to shelter in place in the Aspen Grove Building. Participants who drove to the event will be advised to shelter in their cars.

Should it be determined that the emergency requires evacuation from the event location; the Recreation Center GYM at 980 Incline Way, Incline Village, Nevada 89451; will become the emergency shelter. Volunteers will lead participants to the Recreation Center by traveling the pathways on either side of the Village Breen, crossing Incline Way and reaching the Recreation Center on the east side of the building, via the access road.

Food Handling:

Guests at the 4th of July Pancake breakfast will be served breakfast that is prepared both in a commercial kitchen and partially prepared onsite by volunteer cooks. The prepared food and beverages are kept at the proper temperature in the Aspen Grove warmings ovens, refrigerator, and coolers with ice. Guests are served breakfast via a buffet line. Runners will replenish food supplies. Food handlers are required to wear gloves at all times and use tongs. There are handwashing stations on site provided by IVGID next to the Grill area and near fixed tables.

Restroom:

Restrooms are located in Aspen Grove (1 male/1 female); on the Village Green (2male/2female/1ADA). Aspen Grove parking lot will have (2 non-gender port-a-potties provided by IVGID)

Health:

Hand washing stations are provided by IVGID.

Liquor:

IVGID Aspen Grove Cabaret Liquor License number is W030300Q-LIC.

Business License:

IVGID Aspen Grove Business license is W17326A-LIC

SEE ATTACHED; Will be updated as new permits are obtained.

Insurance:

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

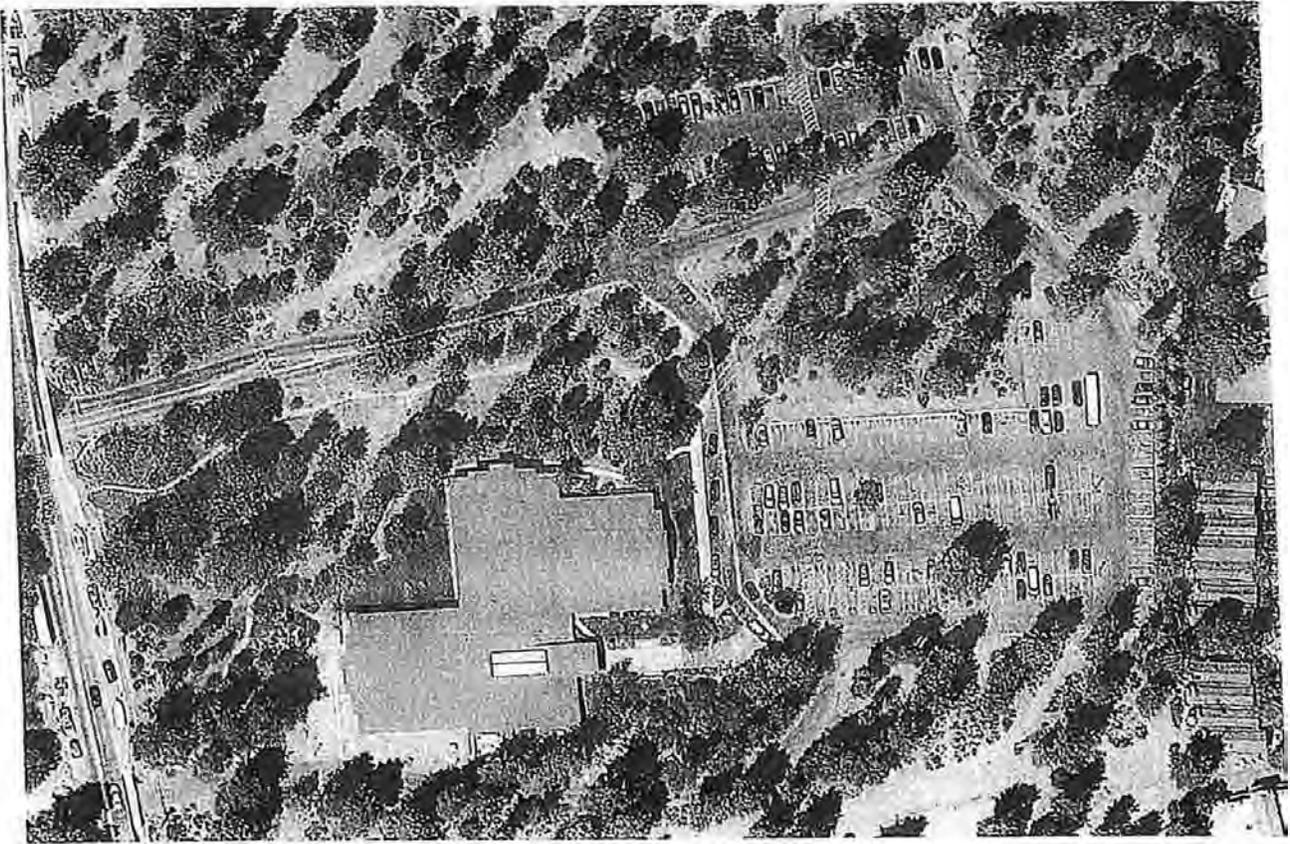


Figure 3: Incline Rec Center Parking

LICENSE NUMBER

W17326A-LIC

LICENSE TYPE

General Business License

LICENSE - NOT TRANSFERRABLE
POST IN A CONSPICUOUS PLACE



This license cannot be transferred or assigned. It is valid only for the licensee and location shown below.

YEAR LICENSE VALID

Expires on 01/31/2024

LICENSE FEE PAID

THIS CERTIFIES THAT
IN THE NAME OF
LOCATED AT

IVGID - ASPEN GROVE

960 LAKESHORE BLVD, INCLINE VILLAGE, NV 89451

IVGID - ASPEN GROVE

893 SOUTHWOOD BLVD

INCLINE VILLAGE, NV 89451

This license certifies that the name above has paid the required fees to the license collector of Washoe County and is hereby authorized to conduct business and is subject to the provisions of law.

LICENSE NUMBER

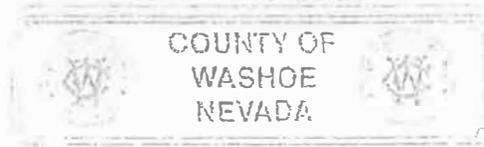
W030300Q-LIC

LICENSE TYPE

Liquor
L3 - Cabaret

THIS CERTIFIES THAT
IN THE NAME OF
LOCATED AT

LICENSE - NOT TRANSFERRABLE



This license is one of the licenses assigned in
accordance with the Nevada Liquor Control Law

YEAR LICENSE VALID

Expires on 04/01/2023

LICENSE FEE PAID

IVGID - ASPEN GROVE (cabaret)

960 LAKESHORE BLVD, Incline Village, Ne 89451

IVGID - ASPEN GROVE (cabaret)

ATTN: LICENSING
893 SOUTHWOOD BLVD
INCLINE VILLAGE, NV 89451

This license certifies that the name above has paid the required fees to the license collector of Washoe County and is hereby authorized to conduct business and is subject to the provisions of law.

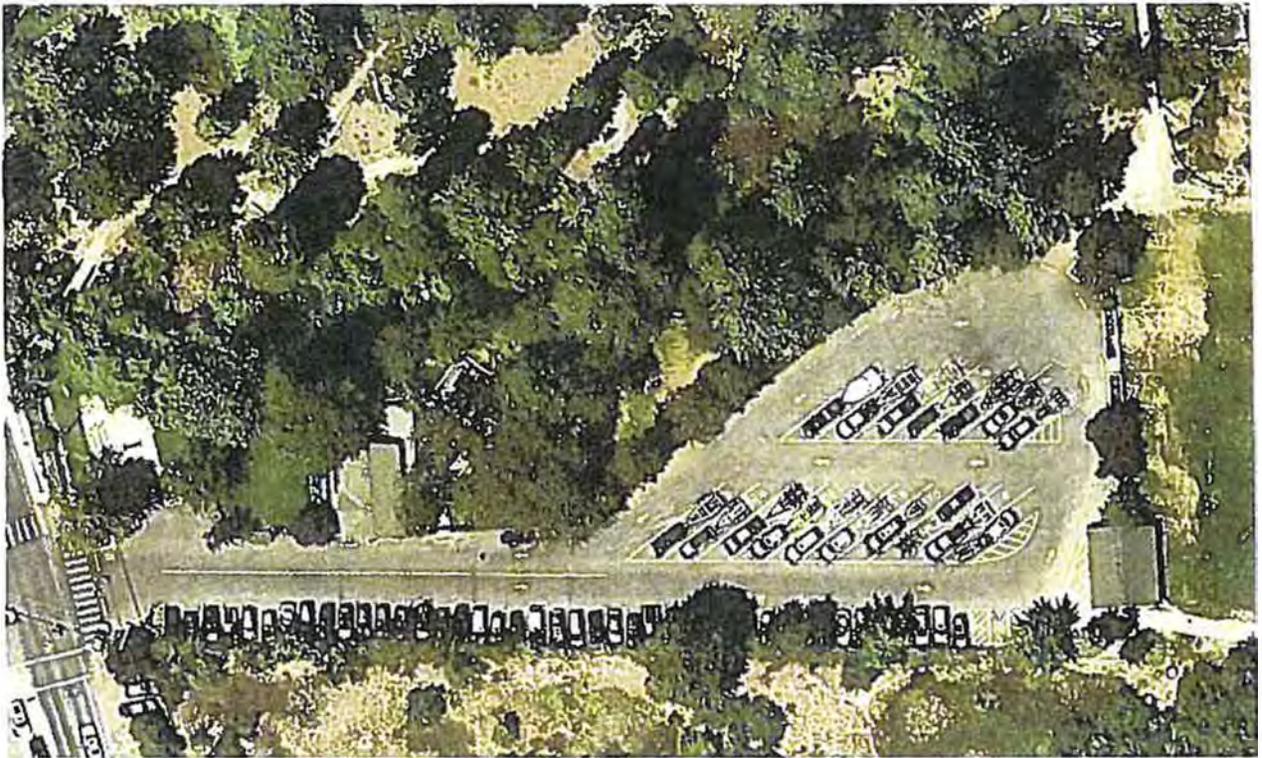


Figure 3: Aspen Grove Parking



Figure 4: Overflow Parking