

OUTDOOR FESTIVAL BUSINESS LICENSE APPLICATION

Lantern Fest 2018

Application and Agency Comments Summaries

SUMMARY FROM THE APPLICATION

The application by Happy Fun Events, LLC for the Lantern Fest 2018 was received and deemed complete for processing by reviewing agencies on March 16, 2018 (seek pre-event conditions for information and material lacking from the application). The application provides information on the event in the following categories: Waiver and Consent to Extend Mandated Public Hearing Date; Outdoor Festival Application (includes information on the insurer, history of similar events, and statements of assets and liabilities); Property Owner Affidavit and/or Permission to Conduct Event; Personal History (redacted from staff report due to personal information); Insurance, Hold Harmless and Indemnification Requirements; Certificate of Organization for Happy Fun Events, LLC; Appendix A containing mission statement, event background, charity, participants, how it's done, pre-launch preparations, and entertainment; Appendix B containing Security and Fire Protection; Appendix C containing Water Supply and Facilities; Appendix D containing Sanitation Facilities; Appendix E containing Medical facilities and services; Appendix F containing vehicle parking with map; Appendix G containing Vehicle Access and on-site traffic control with map; Appendix H containing Communication System with map; Appendix I containing Illuminating the premises; Appendix J containing Clean-up; and Appendix K containing a report on the flight characteristics of the lanterns used in the Lantern Fest. The application should be consulted for specific details within any of these categories.

SUMMARY OF AGENCY COMMENTS

Conditions specific to each agency are included as Attachment C to the staff report. This summary contains an overview of the conditions and comments from agencies.

All pre-event conditions must be completed by May 18, 2018, so that staff can provide the Board with a status of all pre-event conditions at the May 22, 2018 meeting given that the event is proposed for May 26, 2018. Failure by the applicant to meet or complete all pre-event conditions prior to the Board meeting on May 22, 2018 may result in a recommendation of denial for the event by staff.

Criminal History Background Inquiry

WCC section 25.281(2), (3), (4), and (5) lists the criteria of suitability for the applicant in an Outdoor Festival business license event, which staff can provide if needed. The applicant requiring criminal history inquiry for this event is Spencer Humiston. The Outdoor Festival Personal History form completed by Mr. Humiston is redacted from this staff report as the form contains personal information. The form is available to the Board upon request.

Pursuant to WCC section 25.276, Mr. Humiston must complete a criminal history inquiry with fingerprint check. Mr. Humiston submitted his fingerprints to the Sheriff's Office on April 10, 2018. Results from the criminal history inquiry must be received prior to the Board meeting on May 22, 2018 in order for the Board to determine if Mr. Humiston has any disqualifying convictions pursuant to WCC Section 25.281(4).

Community Services Department

ENGINEERING AND CAPITAL PROJECTS (Access, Parking and Traffic)

Clara Lawson, Licensed Engineer, recommends pre-event conditions requiring a detailed parking plan, limiting the number of event participants to the number of parking spaces in the parking plan, and providing an emergency access plan not dependent upon the single main access road. Ms. Lawson also recommends a during-event condition to limit parking to the location shown on the parking plan submitted with the application.

BUILDING PROGRAM (Buildings and Utilities)

Steven LeCam, Plans Examiner, recommends pre-event conditions requiring an updated site plan to provide six specified components, requiring updates to the application with five specific components, and revised engineering review for the lanterns used in the Lantern Fest and their associated flight (three missing information elements).

PLANNING PROGRAM (Hours of operation; Licensing and Inspections; Performance Security)

Business License staff recommends nine pre-event conditions. The proposed conditions require an updated application containing the information and requirements established by the agencies in the pre-event conditions, successful completion of the criminal history inquiry on Mr. Humiston, completed forms which should have been part of the original application, providing a list of vendors (such vendors to obtain business and liquor licenses as required), providing code enforcement staff with a vehicle pass, payment of the \$350 daily license fee by May 23, 2018, payment of any required booth fees by May 23, 2018, and waiving the required performance security since the event will be held totally on private property.

Staff further recommends two during-event conditions to establish hours for the event (3:00 p.m. to 10:00 p.m.) and to stipulate the approved event location at the Wild West Motorsports Park. Finally, staff recommends two post-event conditions to require the applicant clean up all event areas and surrounding properties; and, to schedule an inspection for cleanup verification by code compliance staff.

Business License staff will verify compliance with all Board approved conditions. This includes coordinating with all reviewing agencies to validate all pre-event conditions for completion prior to business license issuance, monitoring all during-event conditions, and verifying all post-event conditions.

Health District (Food Concessions and Attendant Sanitary Facilities, and Medical Services)

Nicholas Florey, Senior Environmental Health Specialist, recommends three pre-event conditions related to provide a food vendor list by May 1, 2018, for food vendors to obtain Temporary Food Permits by May 11, 2018, and providing a vehicle pass for EHS program staff. Mr. Florey also recommends four during-event conditions concerning food operations during the tournament. Brittany Dayton, Emergency Medical Services Coordinator, recommends two during-event conditions for the applicant to provide at least one first aid station with required staffing and one dedicated advanced life support ambulance on site during the event hours. Ms. Dayton further recommended one post-event condition to provide summary information of medical contacts within 30 days of the event.

Risk Management (Indemnification and Insurance)

Doreen Ertell, Risk Management Division, recommends one pre-event condition for the applicant to provide a certificate of insurance for the event.

Sheriff's Office (Police Protection)

Sergeant Phil Jones recommends two pre-event conditions for the applicant to provide a signed and executed contract with the Nevada Highway Patrol to provide traffic control at Exit 23 off Interstate 80 for traffic leaving the freeway for the event and entering the freeway after the event, and to provide a signed and executed contract with the Sheriff's Office for six deputies and one sergeant to supplement private security at the event location.

Truckee Meadows Fire Protection District (Fire Protection)

Deputy Fire Chief Lisa Beaver recommends that the Board deny the Outdoor Festival application based on the 2012 International Fire Code, Chapter 3, Section 308 which does not permit the uncontrolled release of flaming material, specifically the open flame devices (lanterns) as described in the application.

If the Board approves the application, Deputy Fire Chief Beaver then recommends two sets of pre-event conditions, based on whether the Board approves the use of open flame devices. If the Board approves open flame devices, the Deputy Fire Chief recommends the applicant obtain an event permit and open flame permit from TMFPD. If the Board approves non-open flame devices, the Deputy Fire Chief recommends the applicant obtain an event permit, approval of a public safety plan, and approval of an emergency services personnel plan by TMFPD.