



Board of Adjustment Staff Report

Meeting Date: June 4, 2026

Agenda Item: 8A

ADMINISTRATIVE CASE NUMBER: WADMIN26-0005 (Community Faire)

BRIEF SUMMARY OF REQUEST: An administrative permit for an outdoor community event

STAFF PLANNER: Julee Olander, Planner
775-328-3627
jolander@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) Community Faire. The event will be held at 960 Lakeshore Blvd. (APN: 127-010-07), and approximately 500 people are expected to attend throughout the event. The date of the community fair is July 3, 2026, and the hours of the event are 11:00 a.m. to 3:00 p.m.. This application is submitted by Incline Village General Improvement District The subject property is located at 960 Lakeshore Blvd. (APN 127-010-07) and consists of approximately 17.83 acres. The proposal is being reviewed under Development Code Article 808, Administrative Permits and is situated within Commission District 1 - Commissioner Hill. The site is currently governed by the Incline Village Tourist Master Plan land use designation and the TA_IVT Regulatory Zone zoning district, falling within the boundaries of the Tahoe Area Plan.



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

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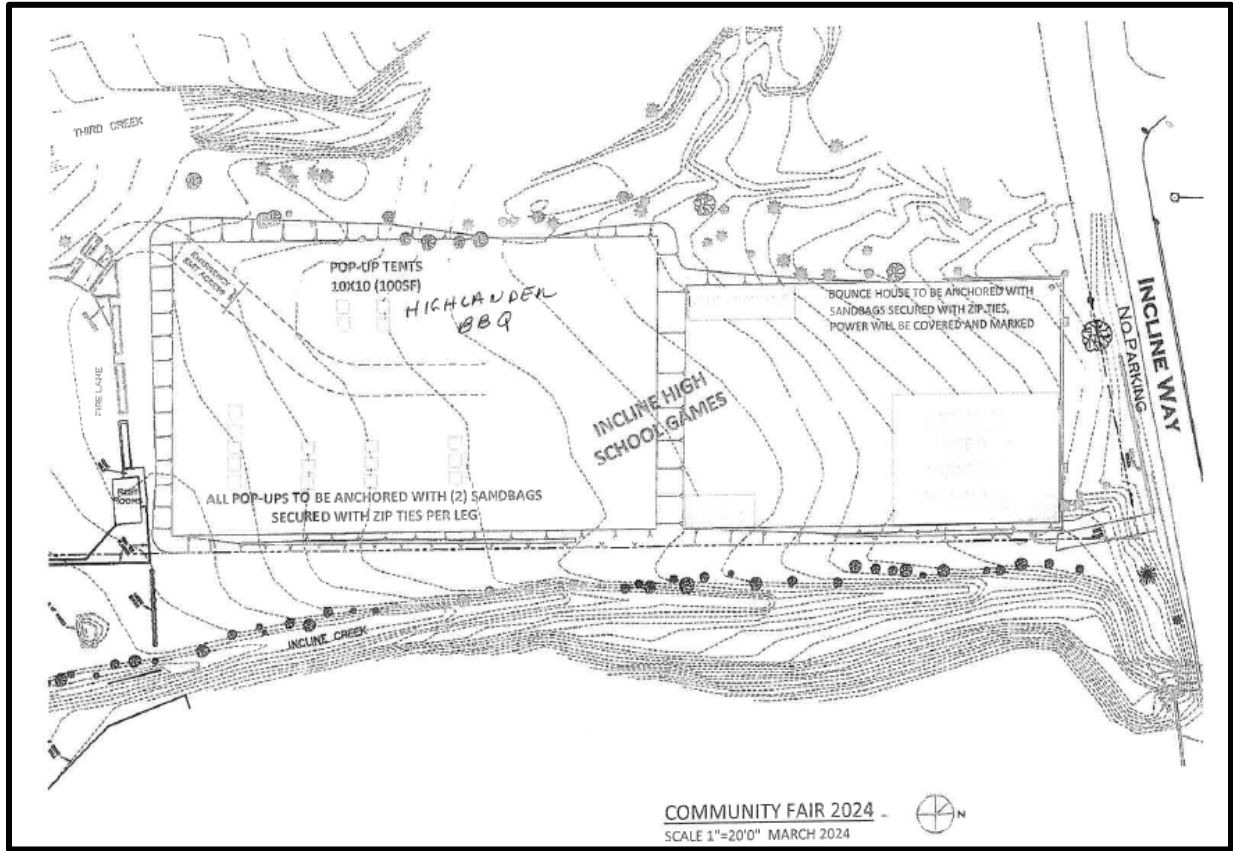
Conditions of Approval Exhibit A
Agency Comments Exhibit B
Public Notice Exhibit C
Project Application Exhibit D

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 WADMIN26-0005 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 Community Faire will be held on July 3, 2026, from 11 AM until 3 PM. Setup is anticipated to begin at 7 AM, and cleanup is anticipated to end at 7 PM. The event will be held at 960 Lakeshore Blvd. (APNs: 127-010-07). The Community Faire is a free event that is open to the public, and includes local businesses, philanthropic organizations, and other community activities. The activities will include games, food, giveaways, a bounce house, and community information. The Community Faire anticipates up to 500 people attending the event.

Ingress and egress to and from the fair is informal as the event is a walk-about on an open field. Natural and manmade traffic boundaries exist at the north and south end of the Village Green with natural stream boundaries existing along the east and west borders of the Village Green. Parking will be available along the local streets, with approximately 294 spaces at parking lots at the Village Green, Aspen Grove and the Recreation & Tennis Center (See page 6).

For security needs, IVGID Ambassadors, Parks & Recreation Staff, and community volunteers will be present throughout the event. Many of these people are trained in crowd management, CPR, automated external defibrillator (AED) and basic first aid. Cell phone communication will be used for internal communication by staff and volunteers. A speaker system will be used for external communication. Staff and volunteers are instructed to call 911 in the event of a medical emergency. A portable AED and First Aid table will be onsite. An additional AED and a first aid kit are located inside the Aspen Grove Community Center. Fire extinguishers will be located throughout the site (See page 7) with permanent extinguishers inside the park's storage facility behind the restrooms at Aspen Grove.

Due to the event taking place on IVGID property, there are two restrooms readily available at Aspen Grove (1 for men /1 for women). Three restrooms are available at the Village Green (2 for men / 2 for women /1 all gender ADA). Parking lots owned by IVGID and located at Aspen Grove will be utilized for these events. Volunteers for the event will assist with cleanup within 24 hours of the conclusion of the event. A permanent drinking fountain with a refillable water bottle station and pet bowl are located outside of the Restrooms located at the southeast side of the Village Green, with an additional portable water station for the event.

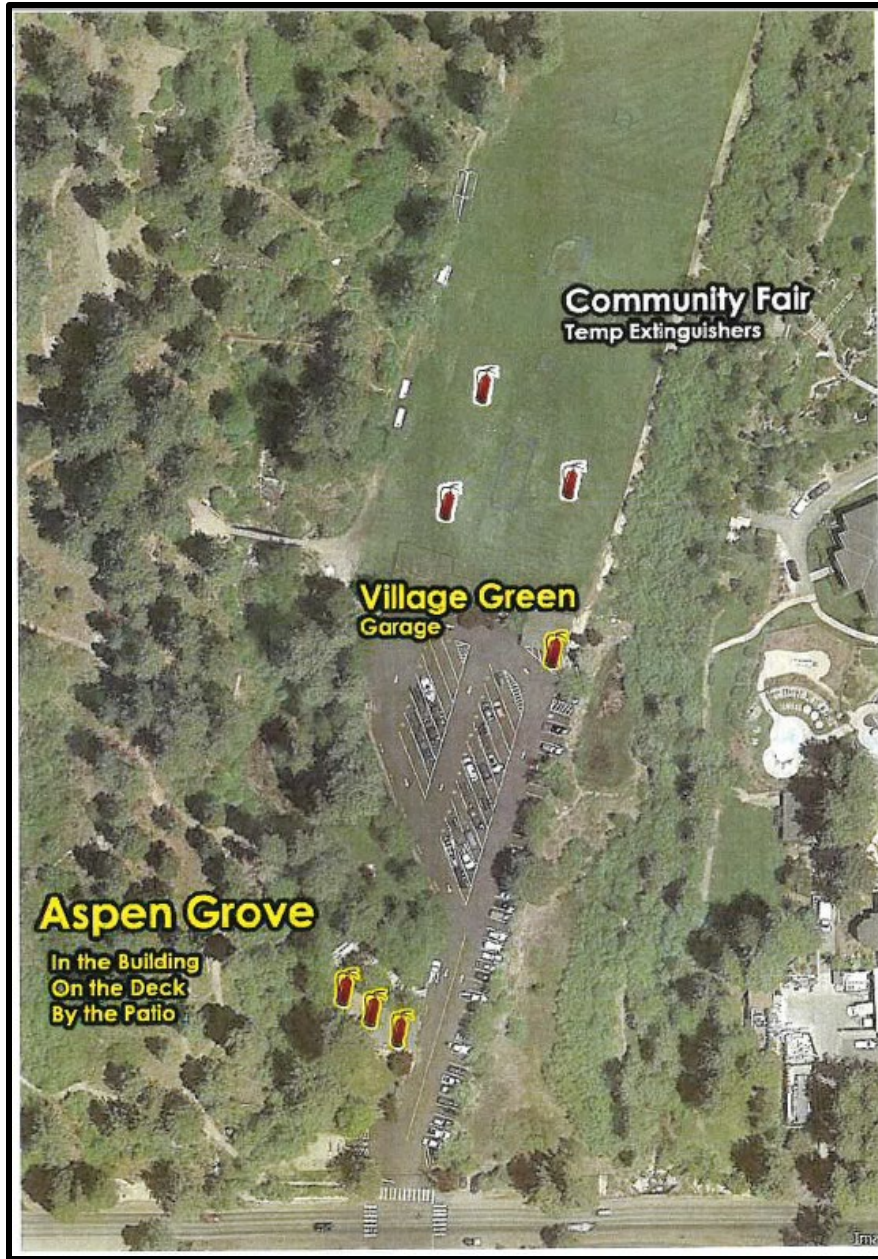
The event staff has addressed emergency evacuation possibilities in the application. Staff will be monitoring weather conditions and will determine within 24 hours if the event should be canceled. Also, if a storm occurs during the event staff will direct participants who have walked to the event to shelter in place and direct others to shelter in their vehicles. If it is determined that an emergency requires evacuation from the site the Village Recreation Center will become the emergency shelter.



Village Green and Aspen Grove Parking Map



Recreation & Tennis Center Parking Map



Map of Temporary Fire Extinguisher Locations

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	Complie s	Condition of Approval
Policy LU7-2	Encourage appropriate community events and special events within the planning area.	Yes	No condition required – The proposed community fair offers a special event in the Tahoe planning area.

Washoe County Board of Adjustment

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, North Lake Tahoe Fire Protection District, and Washoe County Engineering and conditions of approval were provided.
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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
NV Highway Patrol	X			
Washoe County Building & Safety	X			
Washoe County Risk Management	X	X		
Washoe County Traffic	X			
WCSO Law Enforcement	X			
Washoe County Engineering & Capital Projects Director	X	X	X	Mitchell Fink, P.E., mfink@washoecounty.gov
Washoe County Engineering (Land Development) (All Apps)	X			
WCHD Air Quality	X			
WCHD EMS	X	X		
WCHD Environmental Health	X	X		
WCHD Special Events	X	X	X	Kristen deBraga, debraga@nnph.org
Incline Village Roads	X			
IVGID	X	X		
IVGID - Parks	X			
North Lake Tahoe FPD	X	X	X	John James, Fire Marshall, jjames@nlfpd.us
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 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 Northern Nevada Public Health and provided conditions to address any concerns.

- (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 Community Faire. IVGID is familiar with procedures for holding large 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, Washoe County Engineering, Washoe County Health District, and NLTFPD. 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 WADMIN26-0005 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN26-0005 for Incline Village General Improvement District, 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: Incline Village General Improvement District
 Attn: Adia R. Van Peborgh



Conditions of Approval

Administrative Permit Case Number WADMIN26-0005

The project approved under Administrative Permit Case Number WADMIN26-0005 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 4, 2026. 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.

Washoe County Conditions of Approval

- 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 – Julee Olander, Planner, 775-328-3627,
jolander@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.

Washoe County Engineering and Capital Projects

2. The following conditions are requirements of the Engineering Division, which shall be responsible for determining compliance with these conditions.

Contact Name – Mitchell Fink, P.E., 775-328-2050, mfink@washoecounty.gov

- a. The proposed traffic control plan has signage in the NDOT right-of-way requiring an NDOT encroachment permit. Provide a copy of the approved permit to Washoe County Engineering.

Northern Nevada public Health (NNPH)

3. The following condition is a requirement of NNPH, which shall be responsible for determining compliance with this condition. The District Board of Health has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

Contact Name – Kristen deBraga, REHS, 775-328-2434, debraga@nnph.org

Washoe County Conditions of Approval

- a. A list of all food and beverage vendors will need to be provided to NNPH to ensure all have health permits to operate. Any food trucks/trailers must have an active health permit with NNPH. Any vendors handling food or beverage outside of a truck will likely need a temporary food permit. The application states that vendor registration begins mid-May. Please send vendor list to healthspecialevents@nnph.org at least 2 weeks prior to event date.
- b. Solid waste generated by the event must be hauled by Waste Management.

North Lake Tahoe Fire Protection District (NLTFPD)

2. The following condition is a requirement of the NLTFPD which shall be responsible for determining compliance with this condition.

Contact Name – John James, Fire Marshall, 775-831-0351x8131, jjames@nlfpd.us

- a. The applicant before the event shall obtain the required permit from NLTFPD.
 - https://www.nlfpd.org/images/OUTDOOR_TEMP_ACTIVITY_PERMIT.pdf

*** End of Conditions ***

From: [Program, EMS](#)
To: [Olander, Julee](#)
Cc: [Program, EMS](#); [John James](#)
Subject: FW: Board of Adjustment Application For Your Review - Incline Village Community Fair
Date: Monday, April 27, 2026 3:39:21 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Memo to Reviewing Agencies.docx](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Good Afternoon,

The EMS Program has reviewed the Agency Review for Outdoor Event – Incline Village Community Faire 2026, Outdoor Community Event License Application. 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.

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

Thank you,



April Miller
Sr. Office Specialist
Population Health Division

O: [775-326-6049](tel:775-326-6049)
1001 E Ninth St. Bldg. B Reno, NV 89512

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

[Click here to take our customer satisfaction survey](#)

From: Albarran, Adriana <AAlbarran@washoecounty.gov>
Sent: Tuesday, April 21, 2026 2:32 PM
To: Albarran, Adriana <AAlbarran@washoecounty.gov>
Subject: Board of Adjustment Application For Your Review

Good afternoon,

Please read the attached memo for further information on the on the Incline Village

Community Fair event application, recently submitted to the Washoe County Community Services Department. A link to the application is below.

Agency Comments and Conditions Due – May 1, 2026

Please remember to send any agency review responses/comments directly to the Planner for the case, Julee Olander, Jolander@washoecounty.gov rather than replying to me.

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[https://www.washoecounty.gov/csd/planning\\_and\\_development/applications/files-planning-development/comm\\_dist\\_one/2026/Files/InclineVillageCommunityFaire\\_2026\\_app.pdf](https://www.washoecounty.gov/csd/planning_and_development/applications/files-planning-development/comm_dist_one/2026/Files/InclineVillageCommunityFaire_2026_app.pdf)

Thank you,

*Adriana*



**Adriana Albarran**

**Senior Office Specialist, Planning & Building Division |  
Community Services Department**

[aalbarran@washoecounty.gov](mailto:aalbarran@washoecounty.gov) | Direct Line: 775.328.2721

My working hours: Monday-Friday 7:00am to 4:00pm

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto: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](#)



DATE: April 28, 2026

TO: Julee Olander, Planner, Planning and Building Division  
FROM: Mitchell Fink, P.E., Engineering and Capital Projects Division

SUBJECT: Outdoor Community Event License Application – Incline Village  
Community Fair  
APN 127-010-07

## GENERAL PROJECT DISCUSSION

Washoe County Engineering staff have reviewed the above-mentioned application prepared by Incline Village General Improvement District. The Engineering and Capital Projects Division recommends approval with the following condition.

1. The proposed traffic control plan has signage in the NDOT right-of-way requiring an NDOT encroachment permit. Provide a copy of the approved permit to Washoe County Engineering.

**From:** [John James](#)  
**To:** [Olander, Julee](#)  
**Subject:** RE: Board of Adjustment Application For Your Review  
**Date:** Friday, April 24, 2026 2:46:09 PM  
**Attachments:** [image011.png](#)  
[image012.png](#)  
[image013.png](#)  
[image014.png](#)  
[image015.png](#)

**This Message Is From an External Sender**

This message came from outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.

[Report Suspicious](#)

Per the adopted Fire Code, an operational permit(s) must be issued prior to the event or operation. To obtain a permit, please review the applications below. Applications will provide some guidance on what to include with the application.

Applications and included documents can be submitted [PLANS@NLTFPD.NET](mailto:PLANS@NLTFPD.NET).

Below is a list of applications:

- General Operational Permit
- Outdoor Assembly Event
- Mobile Food Truck Operation
- Interior Exhibition and/or Trade Show
- Pyrotechnic Display
- Cold Spark Pyrotechnic Display
- Hot Work
- Outdoor Burning



**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](mailto:jjames@nltpd.net)

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



**From:** Albarran, Adriana <[AAlbarran@washoecounty.gov](mailto:AAlbarran@washoecounty.gov)>

**Sent:** Tuesday, April 21, 2026 2:32 PM

**To:** Albarran, Adriana <[AAlbarran@washoecounty.gov](mailto:AAlbarran@washoecounty.gov)>

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Good afternoon,

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**Agency Comments and Conditions Due – May 1, 2026**

Please remember to send any agency review responses/comments directly to the Planner for the case, Julee Olander, [Jolander@washoecounty.gov](mailto:Jolander@washoecounty.gov) rather than replying to me.

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https://www.washoecounty.gov/csd/planning_and_development/applications/files-planning-development/comm_dist_one/2026/Files/InclineVillageCommunityFaire_2026_app.pdf

Thank you,

Adriana



Adriana Albarran

**Senior Office Specialist, Planning & Building Division |
Community Services Department**

aalbarran@washoecounty.gov | Direct Line: 775.328.2721

My working hours: Monday-Friday 7:00am to 4:00pm

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](#)

Date	4-21-26
Attention	Julee Olander
Re	Outdoor Festival
APN	127-010-07
Service Address	893 Southwood Blvd
Owner	Incline Village Community Fair Adia India Rodriguez Van Peborgh

Event Information	
Name of Event:	<u>Incline Village Community Fair</u>
Date(s) of Event:	<u>July 3, 2020</u> Hours of operation: <u>11:00am - 3:00pm</u>
Location of Event:	<u>960 Lakeshore Blvd., Incline Village, NV</u>
Assessor Parcel Number(s):	<u>127 - 010 - 07</u>
Description of Event:	<u>A free outdoor event where local businesses and philanthropic nonprofit organizations provide information, fellowship, and community bonding.</u>
Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: <u>Adia India Rodriguez van Peborgh</u>	
Will an admission fee be charged for your event?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If yes, amount and type of fee(s):	_____
When will fee be collected?	<input type="checkbox"/> Pre-sales <input type="checkbox"/> At entrance
Approximate number of participants and other persons:	<u>00</u>
Approximate number of customers and spectators:	<u>1,500</u>
Approximate maximum number of persons on any one day of the event:	_____
Will food and/or beverages be served?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (all food and beverage vendors must have the appropriate Washoe County Health District permits)
Will alcoholic beverages be served?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (all intoxicating liquor vendors must be individually licensed with Washoe County Business License)
Will there be live music?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Outdoor Community Event Application</i> <i>page 5</i> <i>February 2026</i>	

IVGID Comments: This request has been approved by IVGID General Manager Robert W Harrison and Susan A Herron Director of Administrative Services.

This Application approval has full support of the Incline Village General Improvement District.

From: [deBraga, Kristen](#)
To: [Olander, Julee](#)
Subject: RE: Board of Adjustment Application For Your Review/IVGID Community Fair 7/3/26
Date: Wednesday, May 6, 2026 8:20:42 AM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)

Hi Julee,

Sorry my comments are late for this one.

NNPH will need a list of all food and beverage vendors to ensure all have health permits to operate. Any food trucks/trailers must have an active health permit with NNPH. Any vendors handling food or beverage outside of a truck will likely need a temporary food permit. The application states that vendor registration begins mid-May. Please send vendor list to healthspecialevents@nnph.org at least 2 weeks prior to event date.

Number of existing plumbed restrooms indicated on application appears to be sufficient.

Solid waste generated by the event must be hauled by Waste Management.

Thank you,



Kristen deBraga, REHS
Senior Environmental Health Specialist
Environmental Health Services

O: [775-328-2434](tel:775-328-2434)M: [775-900-7230](tel:775-900-7230)
1001 E Ninth St. Bldg. B Reno, NV 89512

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

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Thank you,

*Adriana*



**Adriana Albarran**

**Senior Office Specialist, Planning & Building Division |  
Community Services Department**

[aalbarran@washoecounty.gov](mailto:aalbarran@washoecounty.gov) | Direct Line: 775.328.2721

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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](#)

**From:** [Ertell, Doreen](#)  
**To:** [Olander, Julee](#)  
**Subject:** FW: Board of Adjustment Application For Your Review  
**Date:** Wednesday, April 22, 2026 10:26:41 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[Memo to Reviewing Agencies.docx](#)

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Approved.



*Doreen Ertell*

**Risk Management**

[dertell@washoecounty.gov](mailto: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: 6:00am to 3:00pm; Tuesday-Thursday: 6:30am to 3:30pm;**

**Friday: 6:30am to 10:30am**

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**From:** Albarran, Adriana <AAlbarran@washoecounty.gov>

**Sent:** Tuesday, April 21, 2026 2:32 PM

**To:** Albarran, Adriana <AAlbarran@washoecounty.gov>

**Subject:** Board of Adjustment Application For Your Review

Good afternoon,

Please read the attached memo for further information on the on the Incline Village Community Fair event application, recently submitted to the Washoe County Community Services Department. A link to the application is below.

Agency Comments and Conditions Due – May 1, 2026

Please remember to send any agency review responses/comments directly to the Planner for the case, Julee Olander, [Jolander@washoecounty.gov](mailto:Jolander@washoecounty.gov) rather than replying to me.

~~~~~

https://www.washoecounty.gov/csd/planning_and_development/applications/files-planning-development/comm_dist_one/2026/Files/InclineVillageCommunityFaire_2026_app.pdf

Thank you,

Adriana



Adriana Albarran

**Senior Office Specialist, Planning & Building Division |
Community Services Department**

aalbarran@washoecounty.gov | Direct Line: 775.328.2721

My working hours: Monday-Friday 7:00am to 4:00pm

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](#)

From: [Burke, Cody M](#)
To: [Olander, Julee](#)
Subject: Agency Review Incline Village Community Fair Event
Date: Tuesday, April 21, 2026 3:00:02 PM
Attachments: [Outlook-psi5wyjh.png](#)

Good afternoon,

Washoe County Roads & Stormwater has no concerns regarding the Incline Village Community Fair Event.

Thank you,



Cody Burke
CSD - Roads & Stormwater Supervisor
cmurke@washoecounty.gov | Cell: 775.300.1985
625 Mt Rose HWY, Incline Village, NV 89451

Public Notice

Washoe County Code requires that public notification for an administrative permit must 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. A notice setting forth the time, place, purpose of hearing, a description of the request and the land involved was sent within a 500-foot radius of the subject property. A total of 118 separate property owners were noticed a minimum of 10 days prior to the public hearing date.



April 8, 2026

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

Attention of Planning Department

SUBJECT: Outdoor Community Event License Application – Incline Village
Community Fair – July 3, 2026

To Whom It May Concern:

The attached license application is being submitted by IVGID and based on discussions that occurred in April of 2024, with Washoe County representatives, this application is submitted as an agency-to-agency process such that no fees of any kind would be charged for this application. Once again, on behalf of IVGID, we greatly appreciate this kindness and continued cooperation between agencies.

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: Recreation Operations Manager
File





OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

Community Services Department
Planning and Building
1001 E. Ninth St., Bldg. A
Reno, NV 89512-2845

Telephone: 775.328.3733

OUTDOOR COMMUNITY EVENT LICENSE GENERAL PROCEDURES

Definition: "Outdoor community event" means an assembly of more than 100 and less than 1,000 persons on any one day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance over 100 and less than 1,000 persons on any one day the event. There is a \$50.00 nonrefundable application fee. Applications will be returned if the application fee is not included. Three paper copies of the application and one electronic pdf file (memory stick or DVD) must be turned in at least **90 days** before the event. The application must include all required forms.
2. **APPLICATION DEADLINE.** All applications must be submitted at least **90 days** in advance of the event.
3. **LICENSING/PERMIT REQUIREMENTS.** An outdoor community event license is required on any public or private lands in the unincorporated area of Washoe County except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands. All events must meet land use/regulatory zone requirements before the license will be issued. For information on land use/regulatory zone requirements, call (775) 328-6100 with the parcel number(s) of the event. There are special application processes, depending on the size of the event:
 - a. *Events with between 100 and 299 people on any one day of the event.* These events require an outdoor community event license only. The Director of the Planning and Development Division shall approve, approve with conditions, or deny the license.
 - b. *Events with between 300 and 999 people on any one day of the event.* These events shall obtain both an outdoor community event license and an administrative permit. This application shall suffice for the outdoor community event license application and the administrative permit application. No additional fees are required for filing the administrative permit application. The Board of Adjustment shall approve, approve with conditions, or deny the license and permit.
4. **FEES.** The license fee for an outdoor community event is \$350.00 per day plus any booth fees if applicable. If the event is a carnival, circus or tent show the daily license fee is \$300, to a maximum amount of \$4,200, plus booth fees if applicable.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 30
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 45
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

5. **INVESTIGATION.** The sheriff's office shall conduct a criminal history background check of the applicants (to include partners and corporate officers). Fingerprint impressions may be taken and submitted to the Nevada central repository for criminal history records and the Federal Bureau of Investigation. Fingerprint impressions will be taken after the application is turned in and deemed complete.
6. **CONDITIONS.** All conditions imposed by the Director or the Board of Adjustment for the outdoor community event license and/or the administrative permit must be met before the license will be issued.
7. **APPROVALS.** The application will be reviewed by the appropriate agencies. The application will be approved by the Director of the Planning and Development Division or the Board of Adjustment.
8. **ISSUANCE OF LICENSE.** The outdoor community event license will be issued after all fees have been paid and all necessary approvals have been received. The event license must be displayed prominently at the event and must be available for inspection. This license is valid only for the event authorized and not for any other event.

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

N/A Fees – check(s) made payable to “Washoe County”

Application fee

_____ \$50 non-refundable application fee

Daily fee(s)

_____ \$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

_____ \$300 daily fee (maximum of \$4200) plus appropriate booth fees

_____ Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:

Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

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)

Submission Materials (continued)

- X Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- Vendor list - will be provided as soon as it's available
- N/A Statement of Assets
- N/A Statement of Liabilities
- X 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
- X Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 04/01/2020

Applicant Information

Applicant's name: Incline Village General Improvement District

Mailing address: _____

Phone: _____

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

Event Information

Name of Event: Incline Village Community Fair

Date(s) of Event: July 3, 2020 Hours of operation: 11:00 am - 3:00 pm

Location of Event: 960 Lakeshore Blvd., Incline Village, NV

Assessor Parcel Number(s): 127 - 010 - 07

Description of Event: A free outdoor event where local businesses and philanthropic nonprofit organizations provide information, fellowship, and community bonding.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Adia India Rodriguez van Peborgh

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

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

When will fee be collected? Pre-sales At entrance

Approximate number of participants and other persons: 20

Approximate number of customers and spectators: 500

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

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: NPAIP Policy number: #NPAIP20252026

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

Address of Insurer: [REDACTED]
Street City State Zip code

Limits of liability: \$300,000,000

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.

This event has been held annually at this location. IVGID permitted with Washoe County Planning 2022-2025

Vendor List

(attach additional sheets if needed)

Name of Vendor

Type of service or product

Registration for vendors begins mid-May.
A list of all businesses, agencies, and non-profits will be provided at that time.

OUTDOOR COMMUNITY EVENT STATEMENT OF ASSETS

As of _____, 20____

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

Current Assets

Cash on hand _____	\$	
Cash in safe deposit box _____	\$	
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)		
_____	\$	
_____	\$	
_____	\$	
Investments, other than stocks and bonds		
_____	\$	
_____	\$	
_____	\$	

Fixed assets

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

Other assets

Automobiles and other personal property		
_____	\$	
_____	\$	
_____	\$	

Total Assets \$

Print Name	Signature	Date
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OUTDOOR COMMUNITY EVENT 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 _____ \$ _____
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)
 _____ \$ _____
 _____ \$ _____

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

Total Liabilities \$ _____

Contingent liabilities (describe)

 Print Name

 Signature

 Date

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

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

Name in full: Adia India Rodriguez van Peborgh
First Middle Last

List ALL other names you have been known by: _____

Residence address: _____
Street City State Zip Code

Residence phone: _____ Business phone: 775 298 9882

Name of your present business or employer: INGID

Business address: _____
Street City State Zip Code

Type of business: Government Parks & Rec Position: Recreation Operations Manager

How long engaged in this business: 5 yrs

Date of birth: 12/03/1998 Age: 27 Place of birth: South Lake Tahoe

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

Dates From and To	City	State
	<u>Kings Beach</u>	<u>CA</u>

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.

Adia van Peborgh
Printed name of applicant

Adia chd
Signature of applicant

4/01/2020
Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

(List the names and addresses of any person contributing, investing or
having an expected financial interest greater than \$500 in producing the event)
(attach additional sheets if needed)

Name

Address

N/A

ANCILLARY SERVICES OR ACTIVITIES LIST

(List the names and addresses of any person expected to provide, for consideration,
services or activities ancillary to or in conjunction with the event)
(attach additional sheets if needed)

Name

Address

N/A

**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.

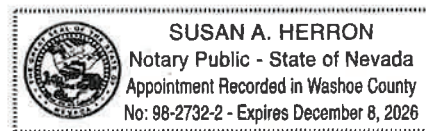
IN WITNESS WHEREOF, I have executed this release at Incline Village, NV on the 8th day of April, 2026.

Robert W. Harrison
Printed name of applicant

Robert W. Harrison
Signature of applicant

Subscribed and sworn to before me this 8th day of April, 2026

Susan A. Herron
Notary Public in and for said county and state



My commission expires: 12-8-2026

**OUTDOOR COMMUNITY EVENT
(Outdoor Festivals)
WASHOE COUNTY CODE CHAPTERS 25 & 110**

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 25

25.013 Definitions. (extract, definitions for Outdoor Festivals only)

14. "Outdoor community event" means an assembly of more than 100 and less than 1000 persons on any 1 day of the event gathered together for any purpose, at any location, other than a permanent building or permanent installation that has been constructed for and will accommodate the number of persons gathered therein.

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

25.263 Definitions. As used in sections 25.263 to 25.305, inclusive:

1. The terms "outdoor community event" and "outdoor festival" have the meanings ascribed to them in section 25.013.

2. "Carnival" means a traveling business providing commercial entertainment consisting of sideshows, concessions, rides, games of chance, and other amusements. When held outdoors, a carnival is a type of outdoor festival or outdoor community event.

3. "Circus" means a traveling business providing commercial performances by acrobats, trained animals, clowns, jugglers, and others within a tent or arena. When held outdoors or in a tent, a circus is a type of outdoor festival or outdoor community event.

4. "Tent show" means a traveling business providing music, lectures, or entertainment in a tent, and is a type of outdoor festival or outdoor community event.

[§4, Ord. No. 1099; A. Ord. No. 1138]

25.265 License required for certain outdoor events. In addition to complying with the general provisions of this chapter, a person must secure a license in accordance with sections 25.263 to 25.305, inclusive, to operate or conduct:

1. An outdoor festival including, without limitation, an outdoor circus, carnival, or other outdoor entertainment event for 1000 or more persons on any one (1) day of the event for which an outdoor festival license is required pursuant to sections 110.310.15 and 110.310.20 inclusive.

2. An outdoor community event. The license is in addition to any administrative permit granted pursuant to section 110.310.15.

[§5, Ord. No. 1099; A. Ord. Nos. 1138, 1260]

25.267 License valid for one event only. A license issued under sections 25.263 to 25.305 is valid only for the event authorized and not for any other event.

[§6, Ord. No. 1099]

25.269 Applicability. A person must secure a license under section 25.283 to conduct or operate any outdoor event listed in section 25.265 proposed to take place on public or private lands in the unincorporated area of Washoe County, except for lands managed by the Washoe County Parks Department and state, trust, tribal, and federal lands.

[§7, Ord. No. 1099]

25.271 Unlawful acts. It is unlawful for any licensee, employee, agent or person associated with a licensee to:

1. Unless authorized to do so by Washoe County, conduct, operate, participate in, or provide supplies or services to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to conduct, operate, participate in, or provide supplies or services to such an event for which a license has been suspended or revoked.
 2. Except for advance ticket sales by mail or similar means, to sell tickets or admit persons to an event for which a license is required under section 25.265 for which a license has not been issued, or to continue to sell tickets or admit persons to such an event for which a license has been suspended or revoked.
 3. Operate, conduct, or carry on an event for which a license is required under section 25.265 in such a manner as to create a nuisance.
 4. Allow any person on the premises of an event for which a license has been issued under section 25.283 to cause or create a disturbance in, around or near any place of the event by offensive or disorderly conduct.
 5. Knowingly allow any person to sell, consume or be in possession of intoxicating liquor while in a place of an event for which a license has been issued under section 25.283, except where such sale, consumption or possession is expressly authorized under chapters 25 and 30 and the laws of the State of Nevada.
 6. Knowingly allow any person in, around, or near an event for which a license has been issued under section 25.283 to use, sell, or be in possession of any controlled substance or dangerous drug.
- [§8, Ord. No. 1099]

25.272 Outdoor community events; license required; application; fees; approval or denial; revocation; unlawful acts.

1. The provisions of this section and the provisions of sections 25.010 to 25.445, inclusive, apply to an application for a license to hold an outdoor community event.
 2. No outdoor community event shall be held or conducted unless the sponsor has first obtained a business license pursuant to this section. An outdoor community event with more than 300 and less than 1000 persons on any one (1) day of the event shall also obtain an administrative permit pursuant to section 110.310.20.
 3. Application for a license to conduct an outdoor community event shall be made to the license division on forms designated by the license division and shall be accompanied by a nonrefundable application fee of \$50 and any other business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn. The application shall require the same information required under section 25.273. For those events requiring an administrative permit pursuant to section 2, the license application shall suffice for the administrative permit application and no additional fees are required for filing the administrative permit application.
 4. The director of community development or the board of adjustment shall approve or deny the application. Grounds for denial are the same as those set forth in section 25.281 and notice thereof shall be made in accordance with section 25.279. Approval may include the imposition by the license division of any condition set forth in sections 25.289 to 25.305, inclusive.
 5. The license may be suspended or revoked in the manner provided in section 25.287.
 6. The acts declared unlawful in section 25.271 shall also be unlawful if done during or in conjunction with an outdoor community event.
- [§165, Ord. No. 1138]

25.273 Application and fee.

1. An application to conduct an event for which a license is required under section 25.265 must be made in writing to the license division on forms provided by the division. The license division must receive a complete application at least 90 days prior to commencement of the event. No application shall be processed until the application is deemed complete by the license division. Except as provided in subsection 4, the license application must be accompanied by:

(a) A nonrefundable application fee of \$1,000 for a license required pursuant to subsection 1 of section 25.265, and

(b) Any business license fees as set forth in this chapter, which may be refunded in accordance with this chapter if the application is denied or withdrawn.

2. The application shall contain:

(a) The name, age, residence and mailing address of the person making the application. If the applicant is a partnership, the application must include the names and addresses of the partners, and the partners must join in the application as individual licensees. If the applicant is a corporation, the application must include a certified copy of the articles of incorporation and the names and addresses of the president, vice president, secretary and treasurer thereof, and these officers must join in the application as individual licensees.

(b) A statement of the nature and purpose of the proposed event.

(c) The address and assessor's parcel number or numbers of the place where the proposed event is to be conducted, operated, or carried on. The application must include proof of ownership of the place where the event is to be conducted or a statement signed by the owner indicating his consent for the site to be used for the proposed event.

(d) The date or dates and the hours during which the event is to be conducted.

(e) An estimate of the number of customers, spectators, participants and other persons expected to attend the event for each day it is conducted.

(f) The names and addresses of anyone contributing, investing or having an expected financial interest greater than \$500 in producing the event.

(g) The name and address of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the festival.

(h) If other than the applicant, the name of a designated event representative who must be on the site of the event during the course of the event and who has authority to bind the applicant.

(i) An event plan in accordance with section 25.275.

(j) A statement covering the history of all similar events conducted, operated, or promoted by the applicant in any location including, at a minimum, event names, types, dates, locations, and permits issued.

3. After the application is submitted with required fees and deemed complete by the license division, the license division must:

(a) Transmit one copy of the application and a copy of the receipt for the application fee to the county clerk; and

(b) Promptly give notice of the application to the sheriff, the district health officer, and other local, regional, state, and federal officers as appropriate, with a request for written recommendations related to their official functions as to the granting of a license and the conditions thereof. The license division may establish a deadline by which recommendations must be received.

4. Upon written application from any executive officer of any local post or unit of any national organization of ex-servicemen, acting in his official capacity, a license shall be issued without charge for a tent show or circus for not to exceed 2 weeks in any calendar year, if the local post or unit is to participate in such show or the proceeds thereof.

[§9, Ord. No. 1099; A. Ord. No. 1138]

25.275 Event plans. Each application submitted under section 25.273 must include fifteen copies of an event plan which must include:

1. A detailed explanation of the applicant's plans to provide security, fire protection, water supply, water facilities, sanitation facilities, medical facilities, medical services, vehicle parking, vehicle access, traffic control and, if the event will operate after dark or if persons will remain overnight, illumination and camping facilities.

2. Provisions and a cost estimate for cleaning up the premises and removing rubbish after the event.

3. A site plan showing the arrangement of all facilities, including those for egress, ingress, parking, and camping.

[§10, Ord. No. 1099]

25.276 Investigation.

1. Upon receiving the notice of the application as provided for in subsection 3(b) of section 25.273, the sheriff shall conduct a criminal history background check of the applicants in accordance with section 25.023 to determine whether cause for denial exists. The reasonable costs of the investigation shall be the responsibility of the applicant and shall be paid to the sheriff in advance.

2. The sheriff shall also conduct an investigation of the history of similar events operated, conducted, or promoted by the applicant to determine the truthfulness of the facts submitted by the applicant and to determine whether those events would have met the standards for outdoor festivals set forth in sections 25.263 to 25.305, inclusive.

3. For a second or subsequent application by an applicant, and provided that the applicant, owner, officer and/or director have not changed, the license division or the sheriff may waive the requirements of subsection 2 of this section and modify the requirements of subsection 1 of this section as follows:

(a) At the discretion of the Sheriff, a criminal history records check need not be processed in accordance with section 25.023, but the Sheriff shall review local police records including, without limitation, warrants and warrants to determine whether cause for denial exists.

[§168, Ord. No. 1138; A. Ord. No. 1383]

25.277 Review procedures: Events for 1,000 or more persons. After an application for an event listed in subsection 1 of section 25.265 is submitted with required fees and deemed complete by the license division:

1. The license division must consult with the county clerk and set the application for public hearing at a regular meeting of the board to occur not more than 30 days after the application is deemed complete.

2. At least 10 days in advance of the hearing, the license division must give notice of the public hearing to the applicant and to affected property owners in the manner set forth in section 110.810.25 for special use permits.

3. Based upon the testimony of witnesses, the evidence presented at the hearing, and the report of the license division, the board must approve the issuance of a license with conditions or deny the application. The board may continue a decision on the application to its next regularly scheduled meeting.

4. If the board denies the application, the license division shall mail written notice of denial to the applicant within 5 working days of the denial. The notice must include a statement of the reasons the application was denied.

[§11, Ord. No. 1099; A. Ord. No. 1138]

25.279 Review procedures: Events for more than 100 but less than 1,000 persons. After an application for an event listed in subsection 2 of section 25.265 is submitted with required fees and deemed complete by the license division, the license division must review the application, following substantially the same procedures set forth in sections 110.808.30 to 110.808.45, inclusive, for administrative permits. The director of community development or, where applicable, the board of adjustment must approve the issuance of a license with conditions or deny the application.

[§12, Ord. No. 1099; A. Ord. No. 1138]

25.281 Grounds for denial. The board, the board of adjustment or the director of community development may deny issuance of a license for any of the following reasons:

1. The proposed event will be conducted in a manner or location not meeting the health, zoning, fire, building or safety standards established by Washoe County or state law.

2. The applicant has knowingly made a false, misleading, or fraudulent statement of material fact in the application for a license or in any other document required pursuant to sections 25.263 to 25.305, inclusive.

3. The applicant or any person connected or associated with the applicant as partner, director, officer, associate or manager, or having a financial interest as described in subsection 2(f) of section 25.273 has previously conducted or been interested in the type of event for which a license is being applied for which resulted in the creation of a public or private nuisance.

4. The applicant or any person associated with the applicant as a partner, director, or officer has been convicted within the past ten (10) years of any of the following crimes:

- (a) Involving the presentation, exhibition or performance of an obscene production, motion picture or place, or of selling obscene matter;
- (b) Involving lewd conduct;
- (c) Involving the use of force and violence upon the person of another;
- (d) Involving misconduct with children; or
- (e) Involving illegal use of controlled substances or dangerous drugs.

5. The applicant or any person associated with the applicant as a partner, director, or officer has a history of conducting similar events that would not meet the standards established in sections 25.263 to 25.305, inclusive.

[§13, Ord. No. 1099; A. Ord. No. 1138]

25.283 Issuance of license, posting, fee.

1. To make a determination that the conditions of license approval have been met, the license division must receive from the applicant proof of compliance with each condition imposed under section 25.277 or 25.279. Such proof must:

- (a) Include executed contracts or agreements with all providers of required services and facilities, or other evidence approved by the director of community development;
- (b) Where the sheriff, district health officer, director of community development, fire chief, or other officer has determined the condition, include the written approval or acknowledgement of that person; and
- (c) Be received by the license division at least 5 working days prior to commencement of the event.

2. Upon a determination by the license division that the conditions of license approval have been met, and that all applicable fees and deposits have been paid, the license division must issue a license specifying the name and address of the licensee, the kind of festival licensed, and the dates and hours for which operation is authorized. The licensee must post the license in a conspicuous place upon the premises where the event is conducted.

3. The board hereby delegates to the director of community development the authority to determine whether an applicant has met the conditions of license approval. The applicant or his agent may appeal a decision of the director under this subsection in substantially the same manner as set forth in section 110.808.45 for administrative permits.

[§14, Ord. No. 1099]

25.285 Revocation of license: Cause. The board may revoke or further condition any license issued pursuant to section 25.283 when any of the following causes exists:

- 1. The licensee fails to pay to the license division any of the fees or deposits required under sections 25.263 to 25.305, inclusive.
- 2. The licensee, his employee or agent fails to fulfill any of the conditions of approval or to maintain required facilities pursuant to sections 25.263 to 25.305, inclusive, or to comply with any provision of any contract for police protection or other services.
- 3. The licensee allows the event to be conducted in a manner that violates any law or regulation established by Washoe County or the State of Nevada.
- 4. The licensee allows the festival to be conducted in a disorderly manner or knowingly allows any person to remain on the premises of the event while under the influence of intoxicating liquor or any controlled substance or dangerous drug.
- 5. The licensee, his employee or agent is convicted of any of the offenses enumerated under subsection 4 of section 25.281.
- 6. The licensee fails to provide the required number of facilities or personnel by reason of admitting persons in excess of the number estimated in the application.

[§15, Ord. No. 1099]

25.287 Suspension and revocation of outdoor community event or outdoor festival license: Procedures.

1. Whenever the continued operation of the event constitutes an imminent threat to the public health or safety, a license issued under section 25.283 is subject to immediate suspension by the license division, sheriff, chief of the responsible fire protection agency, or district health officer as set forth in this section.

A license issued under section 25.283 is also subject to immediate suspension by the license division or sheriff when any of the causes listed in section 25.285 exist.

2. Any person may file with the license division, sheriff, chief of the responsible fire protection agency, or district health officer a petition for suspension or revocation of the license of any licensee.

3. Whether initiated by petition or otherwise, the procedures for suspension and revocation shall be those set forth in sections 25.0380 through 25.0387, inclusive, except as follows:

(a) The causes for revocation are set forth in 25.285; and

(b) The license division may modify the time schedules set forth in subsections 4 and 6 of section 25.0381 if the event is scheduled to commence before the hearing would be held, or request a special hearing pursuant to NRS 244.090 if the event has not commenced and reasonable notice is possible. [§16, Ord. No. 1099; A. Ord. No. 1138, 1336]

25.289 Licensing conditions: Generally.

1. For an event for which a license is required under section 25.265, the board, the board of zoning adjustment, or the director of community development must establish conditions that must be met prior to the issuance of a license.

2. Conditions imposed under subsection 1 of this section shall be imposed pursuant to Washoe County's general police power as necessary under all the circumstances for the protection of the health, welfare, safety and property of local residents and persons attending festivals in the county, and may include, without limitation, the conditions specified in sections 25.291 to 25.305, inclusive.

3. The licensee must meet conditions imposed under this section at the licensee's expense. [§17, Ord. No. 1099; A. Ord. No. 1138]

25.291 Licensing conditions: Police protection. A licensee must employ sheriff's deputies or other police protection, to include private security firms or agencies, as necessary for the public health, safety, and welfare. The sheriff shall determine the numbers and types of officers or security personnel necessary to preserve order and protect persons and property in and around the place of the festival. [§18, Ord. No. 1099]

25.293 Licensing conditions: Food, water, sanitation, garbage disposal, and medical services.

1. A licensee must provide on the premises of the festival as necessary for the public health, safety, and welfare:

(a) An ample supply of potable water for drinking and sanitation purposes;

(b) A minimum supply of water meeting federal government standards;

(c) Except as provided in subsection 3 of this section, flush-type water closets, lavatories and drinking facilities, and related sewage and drainage systems;

(d) Food concessions or facilities to feed adequately the number of persons expected to attend, considering the event's location, expected attendance, access to and capacity of existing facilities, and distance from public eating places or like establishments;

(e) Sanitation facilities for the sole use of employees of the food concessions or operations;

(f) Trash receptacles;

(g) Removal of trash and refuse;

(h) Emergency medical treatment facilities; doctors, nurses, and other aides needed to staff such facilities; and medical supplies, drugs, ambulances and other equipment, considering the expected attendance, expected ages of attendees, duration of planned events, possibility of exposure to inclement weather and outdoor elements, and availability of other facilities; and

(i) Traffic lanes and other adequate space designated and kept open for access and travel of ambulances, helicopters, and other emergency vehicles to transport patients or staff to appropriate treatment facilities.

2. The district health officer shall determine the types, amounts, numbers, locations, and required quality of supplies, facilities, and services required under subsection 1 of this section.

3. Where flush-type water closets cannot be made available for the persons in attendance, the district health officer may allow the use of portable chemical toilets, which shall be emptied and recharged as necessary pursuant to procedures established by the district health officer. [§19, Ord. No. 1099]

25.295 Licensing conditions: Access, traffic, parking, camping, and illumination.

1. A licensee must provide on the premises of the festival as necessary to protect the public health, safety, and welfare:

- (a) Adequate parking space for persons attending by motor vehicle;
- (b) Adequate ingress and egress to festival premises and parking areas, including necessary roads, driveways, and entranceways to insure the orderly flow of traffic into the premises from a road that is part of or connects with a state or county highway;
- (c) An adequate access way for fire equipment, ambulances, and other emergency vehicles;
- (d) Traffic guards under the employ of the licensee to insure orderly traffic movement and relieve traffic congestion in the vicinity of the event;
- (e) Camping facilities and overnight areas, if necessary, that meet all applicable county and state requirements; and
- (f) Electric illumination of occupied areas, if a licensee will conduct an event after dark or allow persons to remain on the premises after dark.

2. For the purposes of this section, "adequate parking space for persons attending by motor vehicle" means a separate parking space for every two persons expected to attend by motor vehicle, individually and clearly marked, and not less than 12 feet wide and 20 feet long.

3. The director of community development shall consult with the director of public works and the county building officer, and shall determine the necessary parking, ingress, egress, access, traffic, camping, overnight, and illumination facilities and services required under subsection 1 of this section.

[§20, Ord. No. 1099]

25.297 Licensing conditions: Hours of operation. A license issued under section 25.283 must include as a condition the dates and hours of event operation approved by the board, the board of adjustment, or the director of community development.

[§21, Ord. No. 1099]

25.299 Licensing conditions: Fire protection.

1. A licensee must provide adequate fire protection, first aid equipment, and fire extinguishing equipment to protect the public health, safety, and welfare. If the event is to be conducted in a hazardous area as determined by the chief or chiefs of the responsible fire protection agency or agencies, considering all relevant factors, including without limitation the event location and nature, the nature of the surrounding area, and probable weather conditions, a licensee must employ fire guards and must remove flammable vegetation and other fire hazards.

2. The chief or chiefs of the responsible fire protection agency or agencies:

- (a) Shall determine the necessary numbers and types of equipment and personnel required under subsection 1 of this section;
- (b) May determine that an event is proposed in a hazardous fire area;
- (c) Shall approve the suitability of fire guards required to be employed by the licensee; and
- (d) Shall determine the manner and quantity of flammable vegetation and other fire hazards that must be removed.

[§22, Ord. No. 1099]

25.301 Licensing conditions: Financial ability to meet conditions. A licensee must provide proof of the financial ability of the applicants to meet the conditions of the license.

[§23, Ord. No. 1099]

25.303 Licensing conditions: Indemnification and insurance.

1. A licensee must indemnify, hold harmless, and defend the county, its agents, officers, servants and employees and the board, and any other public agencies involved, and their agents, officers, servants and employees, from and against any and all losses, injuries, or damages of any nature whatsoever arising out of, or in any way connected with such event, except such losses, injuries, or damages arising out of the sole negligence of the county or any other public agency involved.

2. A licensee must purchase and provide evidence of insurance coverage in an amount based on the liability exposure or potential losses created by the event.

3. The county risk manager shall determine the form, amount and type of evidence of insurance coverage required under subsection 2 of this section.

[§24, Ord. No. 1099]

25.305 Licensing conditions: Performance security.

1. A licensee must post a performance security in the form of surety bond, letter of credit, certificate of deposit, cash bond in favor of the county, or other instrument approved by the district attorney. The amount of the security shall be adequate to cover the costs of fulfilling specified conditions of license approval including, without limitation, the costs of removing debris, trash or other waste from, in and around the premises of the event.

2. As soon as practicable after completion of the event for which a license is issued under section 25.283, the license division shall inspect the event site and determine whether conditions of approval for which the licensee posted a performance security have been fulfilled.

3. If the license division determines that the conditions of license approval for which the licensee posted a performance security have been fulfilled, the division must promptly cause the release of the security. If the license division determines that the conditions of approval for which the licensee posted a performance security have not been fulfilled, the license division shall recommend to the district attorney that the security be forfeited and used to achieve compliance.

4. The license division shall determine the type and amount of performance security required under subsection 1 of this section.

[§25, Ord. No. 1099; A Ord. No. 1275]

EXTRACT FROM WASHOE COUNTY CODE CHAPTER 110

Section 110.310.15 Allowed Temporary Uses and Structures. Temporary uses and structures shall be subject to all the regulations as would be applied to a permanent principal or accessory use located in the same regulatory zone, except as otherwise provided by the regulations of this article. The following temporary uses and structures shall be allowed as specified by the provisions of this section and Chapter 25 of the Washoe County Code. The duration and frequency of temporary uses is established in this section and Chapter 25 of Washoe County Code. The Director of Community Development may impose additional restrictions on the frequency and duration of a temporary use.

(a) through (c) omitted

(d) **Circuses, Carnivals and Other Outdoor Entertainment Events.** Excluding activities and events occurring in a permanent entertainment facility, the temporary provision of games, eating and drinking facilities, live entertainment, animal exhibitions, or other similar activities in a tent or other temporary structure. Section 110.310.20, Circuses, Carnivals or Other Outdoor Entertainment Events, provides additional regulations.

(e) through (o) omitted

Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events. A circus, carnival or other outdoor entertainment event may be permitted in all regulatory zones for a period not to exceed ten (10) days. Adequate parking and restroom facilities shall be provided for the expected attendance. An event that will have a combination of between three hundred (300) and nine hundred ninety-nine (999) participants and spectators on any one (1) day of the event shall obtain an administrative permit prior to the event. An administrative permit or outdoor festival license shall not be required for events held at or in facilities designed for such events. These facilities include auditoriums, convention facilities, stadiums and parks, but does not extend to ancillary support areas, such as parking lots, if the event is to be held on or in those ancillary support facilities. An event that will have a combination of more than one thousand (1,000) participants and spectators on any one (1) day of the event shall obtain an outdoor festival license as specified in Chapter 25 of the Washoe County Code, instead of an administrative permit.

INCLINE VILLAGE COMMUNITY FAIR
Hosted by the Incline Village General Improvement District

EVENT OVERVIEW

Event: Incline Village Community Fair
Date: July 3, 2026
Time: 11:00 am to 3:00 pm
Location: Village Green, 960 Lakeshore Blvd, Incline Village, NV 89451

Event Assignments:

Event Organizer, Volunteer & Event Coordination: Julie Malkin-Manning

- [REDACTED]
- [REDACTED]

IVGID Event Supervisor & Emergency Contact: Adia van Peborgh

- [REDACTED]
- [REDACTED]

Safety & Emergency Contact: Curtis Trujillo

IVGID Food & Beverage (Alcohol & Food Sales): Evan Carsman

SUMMARY

The Incline Village Community Fair is a free event and open to all! Approximately 1,500 attendees will enjoy table presentations from local businesses and philanthropic nonprofit organizations providing information, fellowship, community building, and comradery. Each agency will host family friendly games and giveaways. Ingress and egress to and from the Fair is informal as the event is a walk-about on an open field. Natural and manmade traffic boundaries exist at the north and south end of the Village Green with natural stream boundaries existing along the east and west boarders of the Village Green. Please refer to Figure 1 – for the event layout and Figure 2 – for an aerial view of the Village Green.

TRAFFIC & PARKING

Traffic will not be impacted by the Incline Village Community Fair. In addition to street parking, attendees have 294 additional spots for parking within the Village Green & Aspen Grove Parking Lot (Figure 3), the Overflow Parking Lot (Figure 4), and the Recreation & Tennis Center Parking Lots (Figure 5).

FIRE EXTINGUISHERS

Three NLTFPD approved ABC Fire Extinguishers will be strategically located on the Village Green at the event. Additionally, there is a permanent extinguisher inside the Parks Department’s storage facility located at the southeast side of the Village Green behind the restrooms. There are two ABC, and one K fire Extinguishers located at the Aspen Grove Community Center. Please refer to Figure 6.

SECURITY & COMMUNICATION

IVGID Ambassadors, Parks & Recreation Staff, and Community Volunteers will be present throughout the event. Many IVGID Ambassadors and Parks & Recreation Staff are trained in

Crowd Management, CPR, AED and Basic First Aid. Cell phone communication will be used for internal communication by staff and volunteers. A speaker system will be used for external communication.

MEDICAL AID

Staff and volunteers are instructed to call 911 in the event of a medical emergency. A portable AED and First Aid table will be onsite at the Village Green. An additional AED and a First Aid Kit are located inside the Aspen Grove Community Center.

RESTROOMS

Two (2) Restrooms, consisting of 1 Male and 1 Female, are located in the Aspen Grove Community Center. Three Restrooms are available on the southeast side of the Village Green, consisting of 1 gender neutral/family restroom, 3 male, and 3 female stalls.

WATER STATIONS

A permanent drinking fountain with a refillable water bottle station and pet bowl are located outside of the Restrooms located at the southeast side of the Village Green. IVGID's Waste Not team will also provide a portable water station for the event.

EMERGENCY EVACUATION

Leading up to the event staff will monitor the weather through NOAA. Should extreme weather be imminent, event cancellation determination will be made within 24 hours prior to the event.

In the event of an unexpected storm or another unpredictable emergency, participants who walked to the event will be directed to shelter in place in the Aspen Grove Community Center. Participants who drove to the event will be advised to shelter in their vehicles.

Should it be determined that the emergency requires evacuation from the event location, the Incline Village Recreation Center Gymnasium, 980 Incline way, Incline Village, NV 89451 will become the emergency shelter. Staff and Volunteers will lead the participants to the Recreation Center by traveling along the east and west pathways along the Village Green. They will cross Incline Way and access the Recreation Center on the east side of the Rec Center, via the access road.

INSURANCE

Please note that IVGID is self-insured through Nevada Pool Pact. The Certificate of Insurance included in this packet is scheduled to expire on June 30, 2026. A new COI will be provided by IVGID on July 1, 2026. Please refer to Figure 7.

CLEANUP

At the end of the event cleanup, will be conducted by staff and volunteers.

Figure 1 - Event Overview

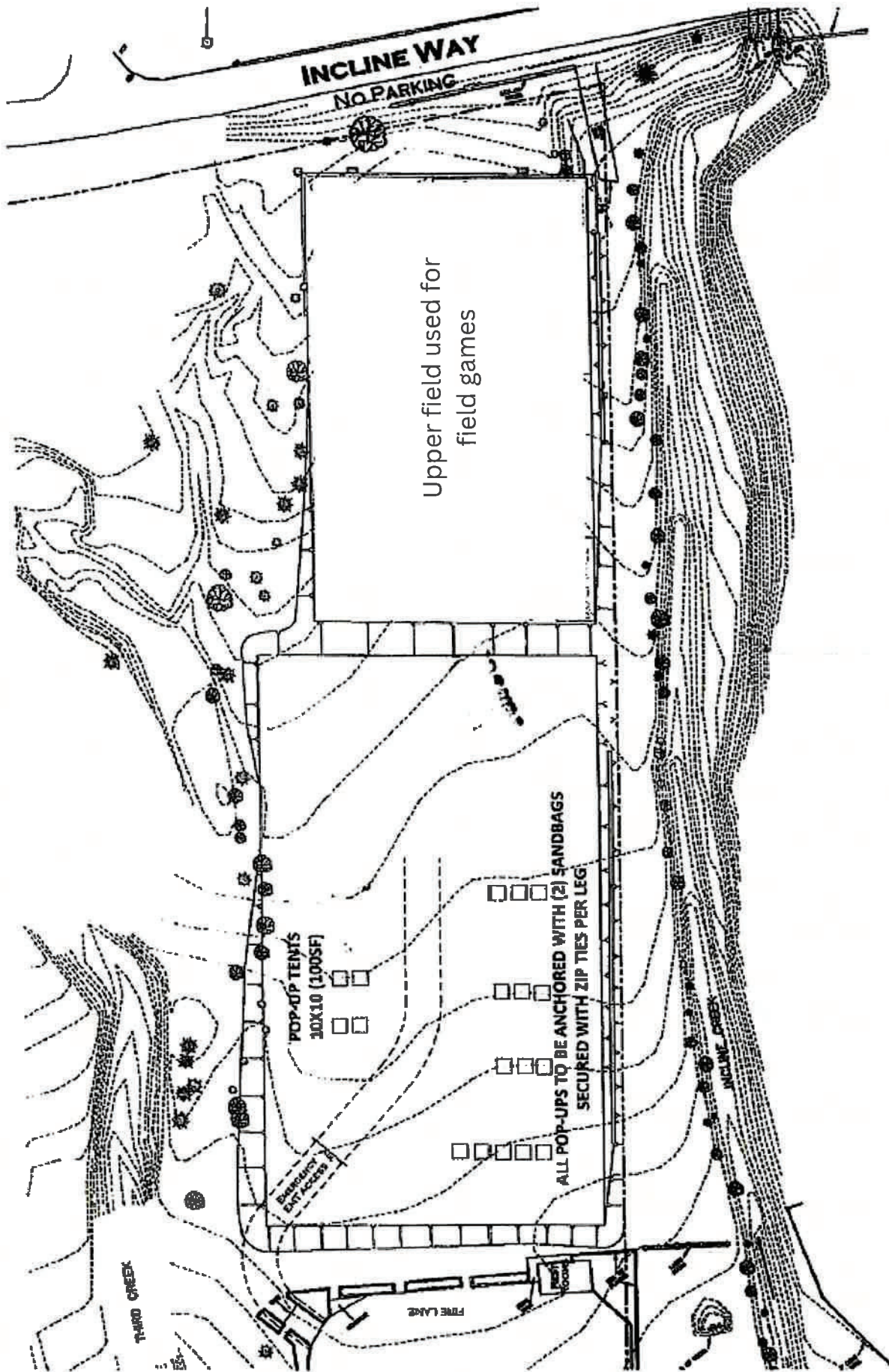


Figure 2 – Village Green Aerial View



Figure 3 – Village Green Parking Lot



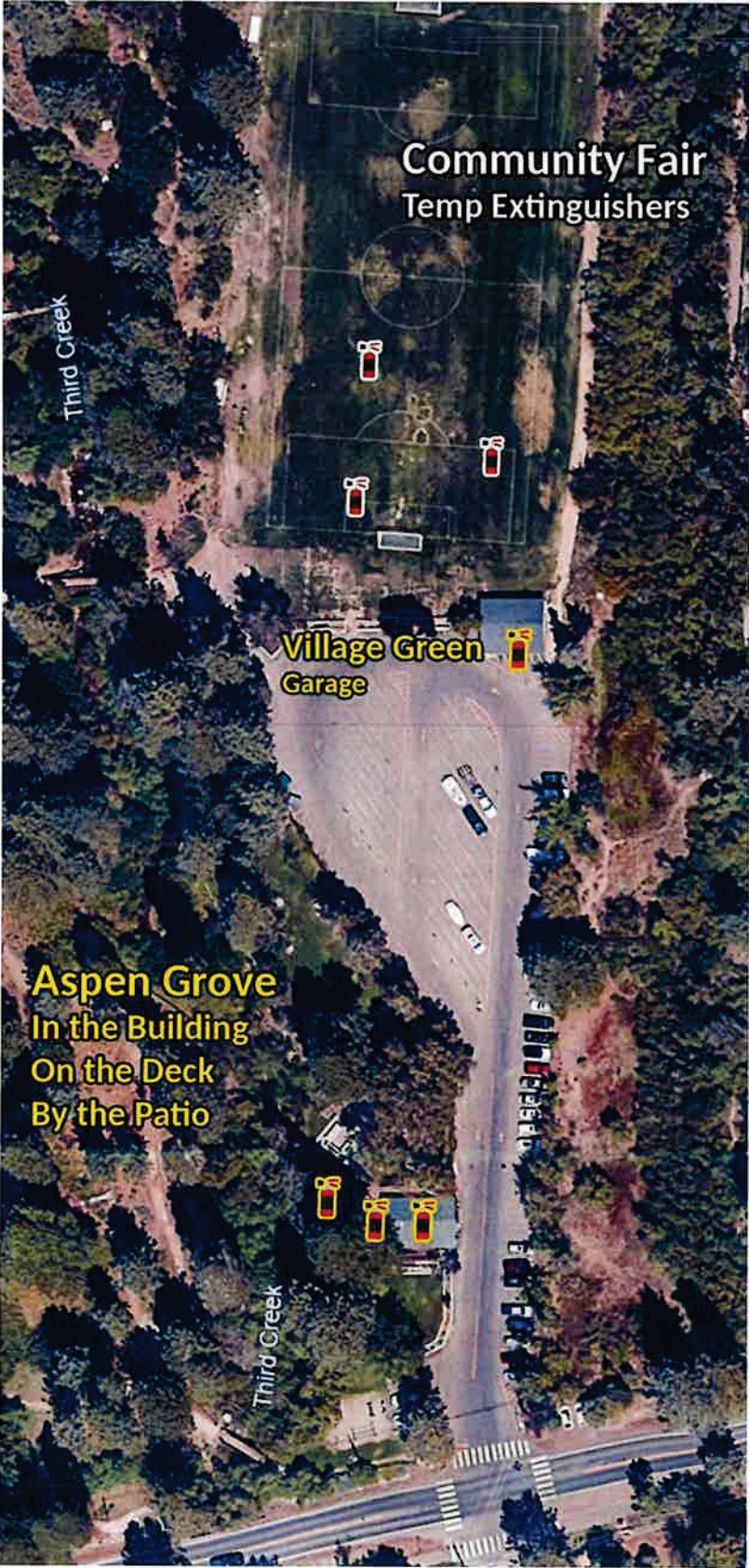
Figure 4 – Overflow Parking Lot



Figure 5 – Recreation Center & Tennis Center Parking Lots



Figure 6 – Temporary Fire Extinguisher Map



NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

Incline Village General Improvement District

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, 2025, expiring July 1, 2026.

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: # NPAIP20252026

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
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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.

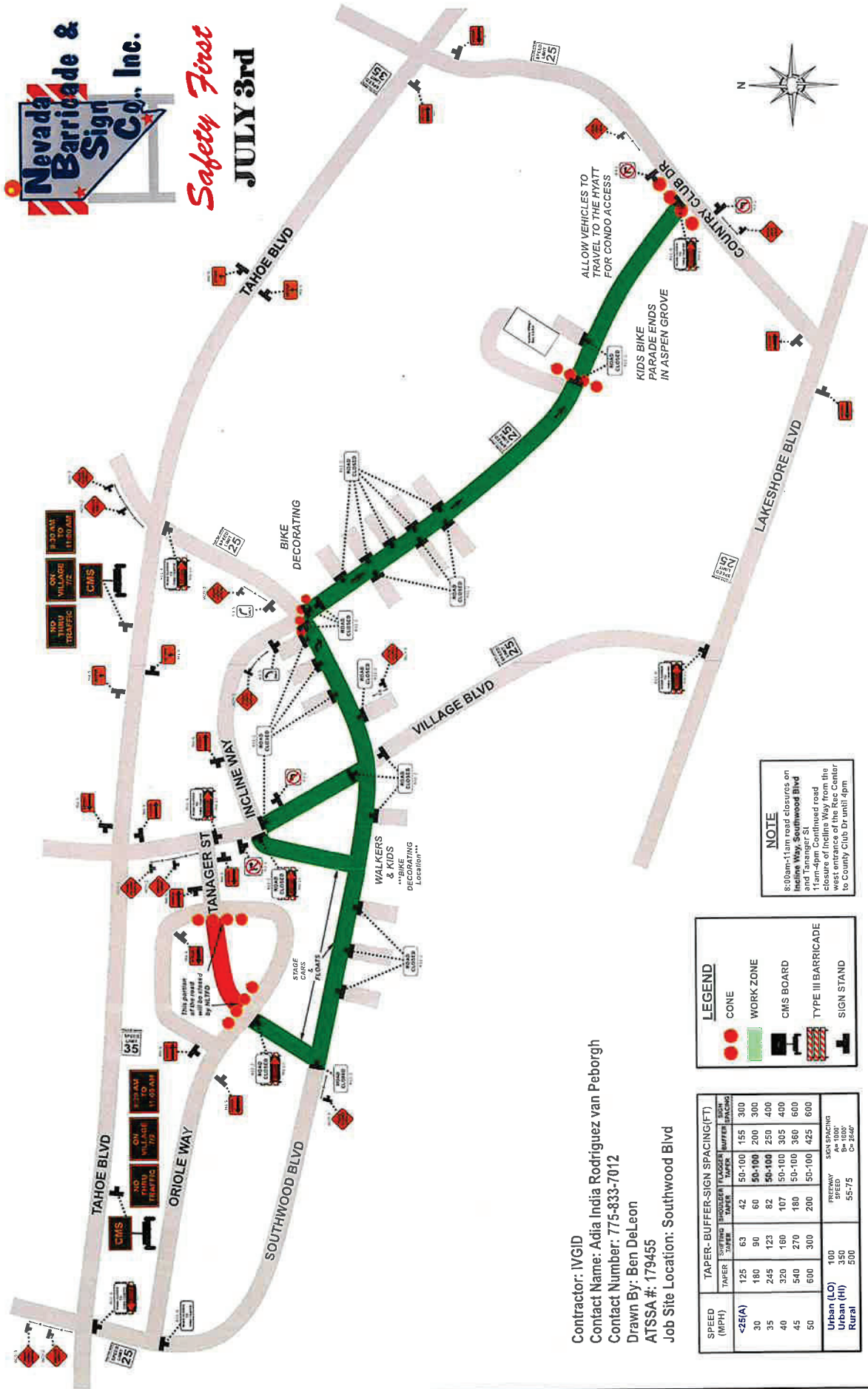
This certificate is not a contract of insurance and does not bind NPAIP as such. The coverages provided will be governed by the terms and conditions of NPAIP Coverage Form and by the Interlocal Cooperative Agreement and Bylaws of NPAIP; and all claims, questions or disputes will be settled by reference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


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



Safety First

JULY 3rd



NOTE
 8:00am-11am road closures on Incline Way, Southwood Blvd
 11am-4pm Continued road closure of Incline Way from the west entrance of the Rec Center to County Club Dr until 4pm

LEGEND

- CONE
- WORK ZONE
- CMS BOARD
- TYPE III BARRICADE
- SIGN STAND

SPEED (MPH)	TAPER-BUFFER-SIGN SPACING (FT)			
	TAPER	SUPPORT BUFFER	FLAGGER TAPER	FLAGGER BUFFER SIGN SPACING
<25(A)	125	63	42	50-100 155 300
30	180	90	60	50-100 200 300
35	245	123	82	50-100 250 400
40	320	160	107	50-100 305 400
45	540	270	180	50-100 360 600
50	600	300	200	50-100 425 600
Urban (LO)	100			SIGN SPACING
Urban (HI)	350			A-1000'
Rural	500			B-1500'
				C-2500'

Contractor: IVGID
 Contact Name: Adia India Rodriguez van Peborgh
 Contact Number: 775-833-7012
 Drawn By: Ben DeLeon
 ATSSA #: 179455
 Job Site Location: Southwood Blvd



North Lake Tahoe Fire Protection District

866 Oriole Way, Incline Village, NV 89451
775-831-0351

General Operational Permit

This is a North Lake Tahoe Fire Protection District (NLTFPD) permit for a special operation and/or event, following the adopted Fire Code, Wildland Urban Interface Code, Nevada Administrative Code and Nevada Revised Statute 477, as allowed by Nevada Revised Statute 474, and following all applicable National Fire Protection Association standards. All required fire inspections will be listed below. To schedule a required fire inspection, please go online at nltpd.org/inspections. For further information or questions, please reach out to the Fire Inspector.

Operation Information

Project Description	Effective Date Range	Permit Address
Community fair for July 3rd events.	07/03/2026 - 07/03/2026	960 LAKESHORE BLVD.
Vendor Contact Name	Vendor Primary Phone Number	Permit Number
Adia Van Peborgh	[REDACTED]	NLTFN-2026-0000021

Required Fire Inspections

Preoperational site meeting	Operational Site Inspection
Required	Required
Permit Conditions	
As provided in attachment. See "Fire Conditions".	

Issued permits shall be kept on the premise designated therein at all times and shall be readily available for inspection. Documents approved by the fire code official are approved with the intent that such construction and operational documents comply in all respects with the adopted Fire Code and Wildland Urban Interface Code. Review and approval by the fire code official shall not relieve the applicant of the responsibility of compliance with this code. Work shall be installed and operated in accordance with the District approved documents. Any changes made during construction or operation that are not in compliance with the District approved documents shall be resubmitted for approval as an amended set of documents, per the adopted Fire Code. The fire code official is authorized to revoke a permit issued during any of the conditions listed under the adopted Fire Code.

Department Contact

Jeffrey Smith



Vendor Contact

Incline Village General
Improvement District
Adia Van Peborgh



Permit Contact

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NORTH LAKE TAHOE FIRE PROTECTION DISTRICT

866 Oriole Way – Incline Village, NV 89451-9439
(775) 831-0351 Fax (775) 831-2072 www.nltfpd.net
John James – Fire Marshal

Fire Conditions for July 3rd (2026) Community Fair at 960 Lakeshore Blvd:

1. A separate Operational Permit is required for mobile food trucks that produce smoke or grease laden vapors.
2. Equipment and devices generating heat, sparks, or open flames are not allowed for use, unless specifically permitted within the Operational Permit.
3. Ignition sources (like BBQs or generators) need to be separated from combustible vegetation and materials by at least 30-ft (IWUIC Annex A).
4. A separate Operational Permit is required for any temporary cooking, burning, or heating.
5. Fire access shall be maintained. Fire lanes shall remain unobstructed.
6. Fire building access shall be maintained.
7. Fire protection equipment shall not be obstructed at any capacity, including fire hydrants, fire sprinklers, fire alarms, fire extinguishing equipment, etc.
8. Fire hydrants shall remain clear from the street.
9. Fire protection systems shall not be tampered with.
10. Fire protection systems shall be maintained and serviced prior and at time of event.
11. Tents and canopies shall be separated by at least 12' for a fire break.
12. Cooking is prohibited in tents, canopies or membrane structures unless specifically approved on the Operational Permit.
13. Tents shall be separated by at least 20' between lot lines and structures.
14. A weather monitoring person shall be designated to monitor local weather reports, forecasts, and conditions. Such person shall be responsible for initiating weather-related mitigation activities, ordering event suspension or cancellation, and providing an evacuation signal.
15. An Operational Permit is required to operate any tent or membrane structure at 400 sq ft or greater if enclosed and 700 sq ft if open on all sides.
16. Certified crowd managers are required for events with 1,000 persons or greater.

17. Fire extinguishers shall be provided throughout event area and shall be within 75' reach.
18. Fire extinguishers shall be mounted by an approved means.
19. Fire extinguishers shall be annually serviced by a licensed technician.
20. Conditions that constitute an electrical shock or fire hazard shall be abated.
21. Open electrical is prohibited.
22. The ampacity of an extension cord shall not be exceeded.
23. Extension cords shall be grounded.
24. Extension cords shall be UL listed and labeled.
25. Unless approved, power taps and current taps shall be directly connected into a permanent receptacle.
26. If the Fire District has specifically approved the use of a generator, a fire extinguisher shall be provided with 15' of generator.

Fire Inspector Smith



Certificate of Achievement

This is to certify that

Adia R. Van Peborgh

has completed the course

Crowd Management Training

Crowd Manager Training 2024



HbpYhgSBIV

Date Issued: October 23, 2024

Certificate is valid for two years from date issued.

Certificate of Achievement

This is to certify that

Kristen Ferrall

has completed the course

Crowd Management Training

Crowd Manager Training 2026



9fuMIQZZU0
Date Issued: January 17, 2026
Certificate is valid for two years from date issued.

