



Board of Adjustment Staff Report

Meeting Date: June 2, 2022

Agenda Item: 8C

ADMINISTRATIVE CASE NUMBER: WADMIN22-0009 (Community Pancake Breakfast)

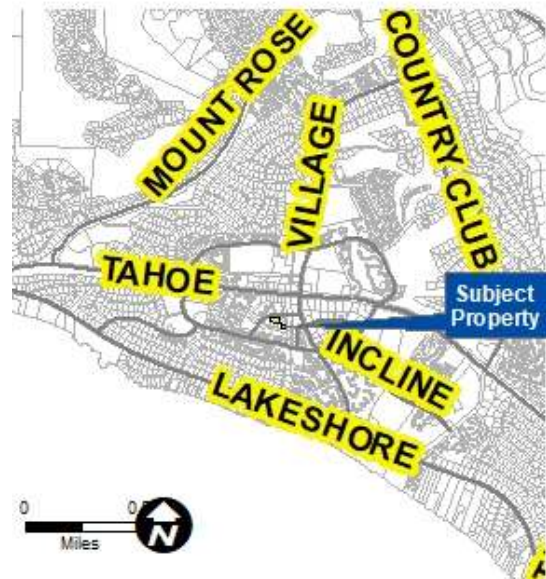
BRIEF SUMMARY OF REQUEST: An administrative permit and an outdoor community event business license application for the Community Pancake Breakfast

STAFF PLANNER: Julee Olander, Planner
Phone Number: 775.328.3627
E-mail: jolander@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit and outdoor community event business license, with conditions, for the Community Pancake Breakfast, to be held at the North Lake Tahoe Fire Protection District Station in Incline Village on Saturday, July 2nd. The proposed outdoor community event will be held between the hours of 8 a.m. to 10 a.m. The event organizer estimates a maximum of 500 people will attend the event.

Applicant / Property Owner:	North Lake Tahoe Fire Protection District (NLTFPD)
Location:	875 Tanager
APN:	132-223-14
Parcel Size:	37,284 SF
Master Plan:	Incline Village Commercial
Regulatory Zone:	Tahoe Incline Village Commercial (TA_IVC)
Area Plan:	Tahoe
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	1 – Commissioner Hill



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN22-0009 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25

(Motion with Findings on Page 6)

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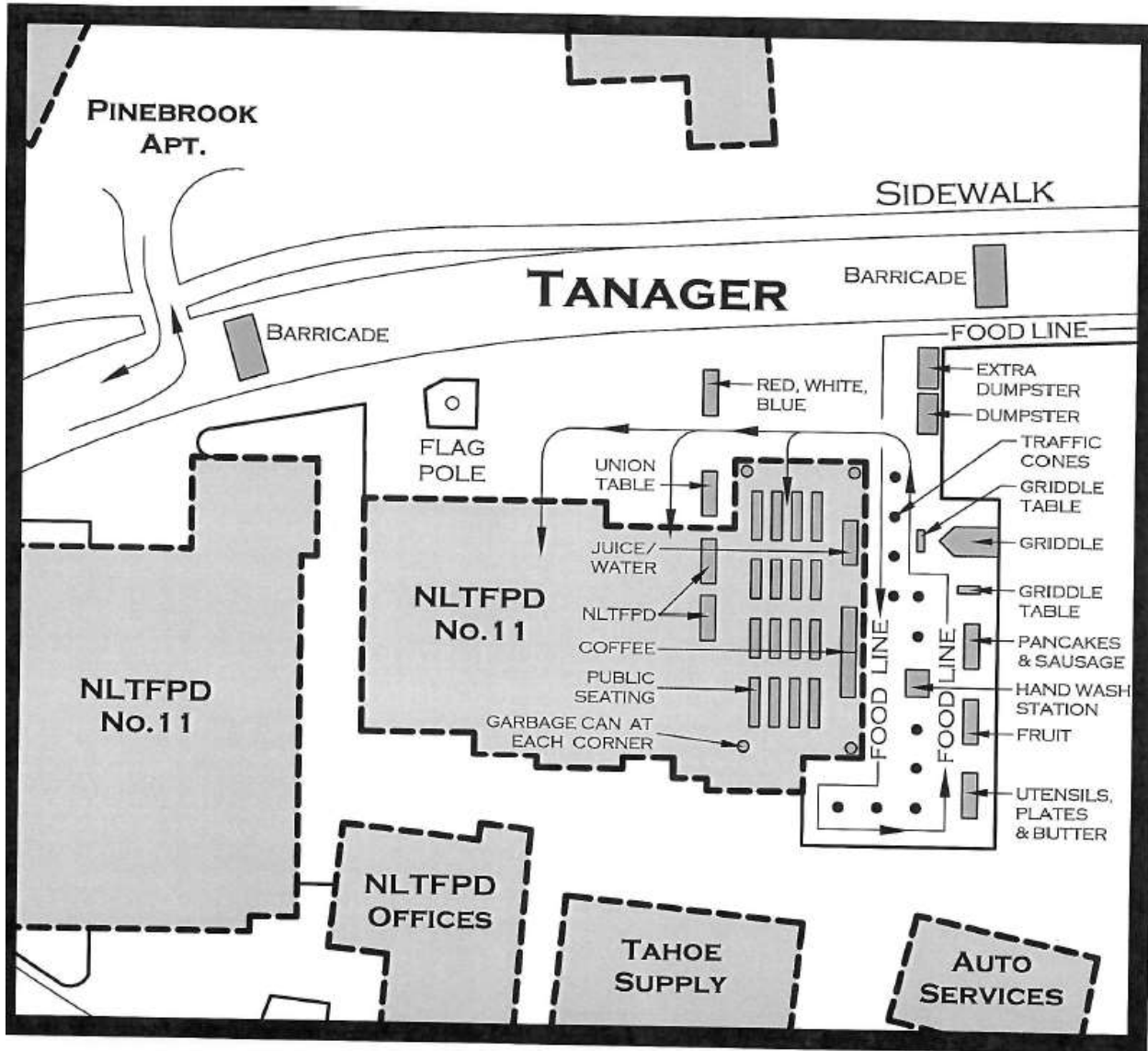
Project Application Exhibit D

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 WADMIN22-0009 is attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe Incline Village Commercial (TA_IVC). Based on the applicant's estimated maximum number of 500 attendees on the day of the event, the event qualifies as an "outdoor community event" under Washoe County Code (WCC) Section 25.272, which is allowed in the TA_IVC 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. The approval of the administrative permit will also include approval of the associated outdoor community event business license.



Site Plan

Project Evaluation

The North Lake Tahoe Fire Protection District (NLTFPD) is requesting to have an outdoor community event on July 2, 2022. The event, a pancake breakfast, has been held for the past 20 years and is open to the community. The Community Pancake Breakfast is held at the main fire station at 875 Tanager Street. It is an opportunity for NLTFPD to say “thank you” for allowing the Fire District to provide public safety to the community. It is estimated that a maximum of 500 people will attend the breakfast, with 25 people helping with the event. The breakfast is from 8 a.m. to 10 a.m. with pancakes, sausage, fresh fruit, coffee, and juice served. The food is prepared and served inside the fire station. Program and service information about the fire district will be available. Also, the Fire District personnel will provide tours, to the public, of the station and fire engine apparatus. Parking will be available on the surrounding streets and the NLTFPD parking lots. Tanager Street will be barricaded in front of the station.

Tahoe Area Plan

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

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
TA.R3	Manage community events	Yes	yes

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
Washoe County Building & Safety	X	X	X	Rosa Landis, rlandis@washovounty.gov
Washoe County Engineering & Capital Projects	X	X		Mitch Fink, MFink@washoecounty.gov
Washoe County Planning & Building Director	X	X		
Washoe County Risk Management	X			
Washoe County Traffic	X	X	X	Mitch Fink, MFink@washoecounty.gov
WCHD EMS	X	X		Sabrina Brasuell, sbrasuell@washocounty.gov
WCHD Environmental Health	X	X	X	James English, jenglish@washoecounty.gov
Regional Transportation Commission (All Apps)	X			
Washoe-Storey Conservation District (All Apps)	X			
IVGID	X	X		Tim Buxton, Tim_Buxton@ivgid.org
North Lake Tahoe FPD	X	X		Jennifer Donohue, jdonohue@nltfpd.net

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 event of this nature in the Tahoe Area Plan and annual temporary events are encouraged in town centers.

- (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 temporary power, sanitation, water, and parking for the temporary one-day event. Conditions of approval provide further requirements for traffic management in the area.

- (c) Site Suitability. That the site is physically suitable for a one -day community pancake breakfast within the North Lake Tahoe Fire Station and for the intensity of such a development.

Staff Comment: The event has been held at this location on previous occasions and temporary improvements have been planned to make the site suitable for the temporary, one-day, event.

- (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 as this is a temporary one-day event. Therefore, there will be no significant impact to the public health, safety or welfare; the event is unlikely to be injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

- (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 WADMIN22-0009 is being recommended for approval with conditions.

Motion

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN22-0009 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;
- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
- (c) Site Suitability. That the site is physically suitable for an one- day community pancake breakfast within the North Lake Tahoe Fire Station 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/Owner: North Lake Tahoe Fire Protection District
jdonohue@nltpd.net
trancourt@nltpd.net



Conditions of Approval

Administrative Permit Case Number WADMIN22-0009

The project approved under Administrative Permit Case Number WADMIN22-0009 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 2, 2022. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

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

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

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District.**

Any conditions set by the Health District must be appealed to the District Board of Health.

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

Washoe County Planning and Building Division

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

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.**

Pre-event Conditions:

- b. The applicant will provide the Planning and Building Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an Outdoor Event permit.
- c. All event catering businesses shall obtain appropriate Washoe County business license.

During-event Conditions:

- d. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit and outdoor community event business license.
- e. An outdoor community event license for the Community Pancake Breakfast shall be issued prior to commencing the event. The license shall be prominently displayed at the event site.
- f. **Hours of Operation:** The event shall take place July 2nd between the hours of 8 a.m. and 10 a.m. Event set-up activities shall take place the day before the event on July 2th between the hours of 12 p.m. and 5 p.m. and clean up shall take place following the event.
- g. **Restroom Facilities:** Restrooms must be open and available to the public during the entire time of the event. Additional hand wash facilities shall be provided on site to augment the existing permanent facilities and shall be removed when the event ends.

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 – Mitchel Fink, P.E., 775. 328-2050, mfink@washoecounty.gov

- a. Provide a traffic control plan showing the road closure and detour route for the event to Engineering and Capital Projects for review and approval. All traffic control devices shall meet MUTCD requirements.

Washoe County Health District

3. The following condition is a requirement of the Health District, 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 – James English, 775.328.2434, jenglish@washoecounty.gov

- a. WCHD will require the applicant to meet all of the special event and temporary food regulations as outlined by the Regulations of the Washoe County District Board of Health Governing Food Establishments, including but not limited to pulling temporary food permits and paying applicable fees.
- c. The applicant shall submit temporary food permit applications at least two weeks in advance of the event. Applications can be submitted electronically to HealthEHS@washoecounty.gov.

Washoe County Building Division

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

Contact Name – Rosa Landis, 775.328.2034, rlandis@washoecounty.gov

- a. Any tents or temporary structures associated with this event must comply with the 2018 International Building Code and Washoe County Chapter 100.

*** End of Conditions ***

From: [Landis, Rosa](#)
To: [Olander, Julee](#)
Subject: April Agency Review - Memorandum II, Item 3
Date: Monday, April 25, 2022 2:16:29 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Good afternoon Julee,

I have reviewed item 3 for the Building Division and here are my comments:

Item 3

- Any tents or temporary structures associated with this event must comply with the 2018 International Building Code and Washoe County Chapter 100.

Please let me know if you have any questions or need any additional information.

Thank you,



Rosa Landis

ICC Certified Plans Examiner | Community Services Department

RLandis@washoecounty.gov | Direct Line: 775.328.2034

In-Office Hours: Mon & Tues, 7:30 am – 4:30pm

Visit us online: www.washoecounty.us/csd

For Building call: 775.328.2020

Building Email: building@washoecounty.gov

1001 E. 9th Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?

☆ [Submit a Nomination](#) ☆

**** Please notify the Permit Technician you have been working with or building@washoecounty.us when you have uploaded corrections, revisions, or ANY new document. ****

From: [Program, EMS](#)
To: [Olander, Julee](#)
Cc: [Program, EMS](#); [Jennifer Donohue](#)
Subject: FW: April Agency Review Memo II
Date: Thursday, April 21, 2022 7:48:58 AM
Attachments: [Outlook-5ktczocx.png](#)
[Outlook-shwvdoda.png](#)
[Outlook-ol5jizyw.png](#)
[Outlook-nmei4suz.png](#)
[Outlook-ohkmubn1.png](#)
[April Agency Review Memo II.pdf](#)

Good morning,

In reviewing the application for the Community Pancake Breakfast, the event does not meet the requirements to have EMS coverage at the event.

NLTFPD Fire Marshal Jennifer Donohue has been CC'd for visibility.

Thank you,

Sabrina.

Sabrina Brasuell

EMS Coordinator | Epidemiology and Public Health Preparedness
Washoe County Health District
sbrasuell@washoecounty.gov | Cell: (775) 830-7118 | Office: (775) 326-6043
1001 E. Ninth St., Bldg. B. Reno, NV 89512

From: Albarran, Adriana <AAlbarran@washoecounty.gov>
Sent: Friday, April 15, 2022 3:42 PM
To: Rosa, Genine <GRosa@washoecounty.gov>; Restori, Joshua <JRestori@washoecounty.gov>; Program, EMS <EMSProgram@washoecounty.gov>; Rubio, Wesley S <WRubio@washoecounty.gov>; English, James <JEnglish@washoecounty.gov>; Kelly, David A <DAKelly@washoecounty.gov>
Cc: EHS Plan Review <EHSPlanReview@washoecounty.gov>
Subject: April Agency Review Memo II

Good afternoon,

Please find the attached [Agency Review Memo II](#) with cases received in April by the Washoe County Community Services Department, Planning and Building Division.

You've been asked to review the following applications:

- Genine / Joshua - Item 2, 6-7
- Jim / Wes / David - All Items
- EMS - Item 1-5, 7-8
-

The item descriptions and links to the applications are provided in the memo. *Comments are due by April 26, 2022 for BOA and May 3, 2022 for PMRC.*

Please remember to send any agency review responses/comments directly to the Planner for the case, rather than replying to me.

Regards,



Adriana Albarran

Office Support Specialist, Planning & Building Division | Community Services Department

aalbarran@washoecounty.gov | Direct Line: 775.328.2721

My working hours: Monday-Friday 8:00am to 4:30pm

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](#)



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Engineering and Capital Projects

1001 EAST 9TH STREET
RENO, NEVADA 89512
PHONE (775) 328-3600
FAX (775) 328.3699

DATE: April 26, 2022
TO: Julee Olander, Planner, Planning and Building Division
FROM: Robert Wimer, P.E., Engineering and Capital Projects Division
SUBJECT: **Community Pancake Breakfast WADMIN22-0009**
APN 132-223-14

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with the following conditions.

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

Contact Information: Mitchell Fink, P.E. (775) 328-2050

Provide a traffic control plan showing the road closure and detour route for the event to Engineering and Capital Projects for review and approval. All traffic control devices shall meet MUTCD requirements.



From: [Jennifer Donohue](#)
To: [Olander, Julee](#)
Subject: NLTFPD Review of WADMIN22-0009
Date: Tuesday, April 19, 2022 12:08:42 PM

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

Greetings,
NLTFPD has no comment/ condition as this is our event.

Regards,



Jennifer Donohue
Fire Marshal

Office: [775.831.0351](tel:775.831.0351) x8127 | Cell: [775.434.4555](tel:775.434.4555)
Email: jdonohue@nltpd.net
[866 Oriole Way | Incline Village | NV 89451](#)



Date	4-15-22
Attention	Julee Olander
Re	WADMIN22-0009
APN	132-223-14
Service Address	875 Tanager
Owner	North Lake Tahoe Protection District

Administrative Permit Case Number WADMIN22-0009 (Community Pancake Breakfast) - For hearing, discussion, and possible action to approve an administrative permit for an Outdoor Community Event business license; for a pancake breakfast at the North Lake Tahoe Fire Protection District Station, at 875 Tanager Street, on July 2, 2022 from 8:00 a.m. to 10:00 a.m.

Applicant / Property Owner: North Lake Tahoe Fire Protection District
Location: 875 Tanager Street
APN: 132-223-14
Parcel Size: 37,284 sq
Master Plan: Tahoe
Regulatory Zone: TA_IVC
Area Plan: Tahoe
Development Code: Authorized in Article 808, Administrative Permits
Commission District: 1 – Commissioner Hill
Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division
Phone: 775-328-3627
E-mail: jolander@washoecounty.gov

IVGID Comments: No Impact to the Incline Village General Improvement District.



Washoe-Storey Conservation District

Bret Tyler Chairmen
Jim Shaffer Treasurer
Cathy Canfield Storey app
Jean Herman Washoe app

1365 Corporate Blvd.
Reno NV 89502
775 857-8500 ext. 131
nevadaconservation.com

April 25, 2022

Washoe County Community Services Department

C/O Julee Olander, Planner

1001 E Ninth Street, Bldg. A

Reno, NV 89512

R: WADMIN22-0009 Community Pancake Breakfast

Dear Julee,

In reviewing the permit for an Outdoor Community Event, the Conservation District has no comments.

Thank you for providing us the opportunity to review the project that may have impacts on our natural resources and if there are any questions call us at (775) 750-8272.

Sincerely,

Jim Shaffer



WASHOE COUNTY
COMMUNITY SERVICES
INTEGRITY COMMUNICATION SERVICE

1001 E. 9th Street,
Reno NV 89512
Phone: (775) 328-3600
Fax: (775) 328-3699

April 27, 2022

TO: Julee Olander, Planner, CSD, Planning & Development Division
FROM: Timber Weiss, Licensed Engineer, CSD
SUBJECT: Administrative Permit Case Number WADMIN22-0009 (Community Pancake Breakfast)

Project description:

For hearing, discussion and possible action to approve an administrative permit for an Outdoor Community Event business license; for a pancake breakfast at the North Lake Tahoe Fire Protection District Station, at 875 Tanager Street, on July 2, 2022 from 8:00 a.m. to 10:00 a.m.

Location: 875 Tanager Street. Assessor's Parcel Number:
132-223-14.

The Community Services Department (CSD) recommends approval of this project with the following Water Rights comments and/or conditions:

Comments:

This parcel is within IVGID service area and currently receives municipal water service from IVGID. The applicant shall conform with the requirements of IVGID in regards to water rights and water service.

Conditions:

There are no conditions of approval for this permit.

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

April 27, 2022

Washoe County Community Services
Planning and Development Division

RE: Community Pancake Breakfast; APN 132-223-14
Administrative Permit; WADMIN22-0009

Dear Washoe County Staff:

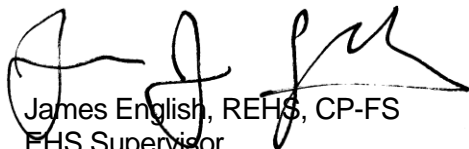
The following conditions are requirements of the Washoe County Health District, Environmental Health Services Division (WCHD), which shall be responsible for determining compliance with these conditions.

Contact Name – James English - jenglish@washoecounty.us

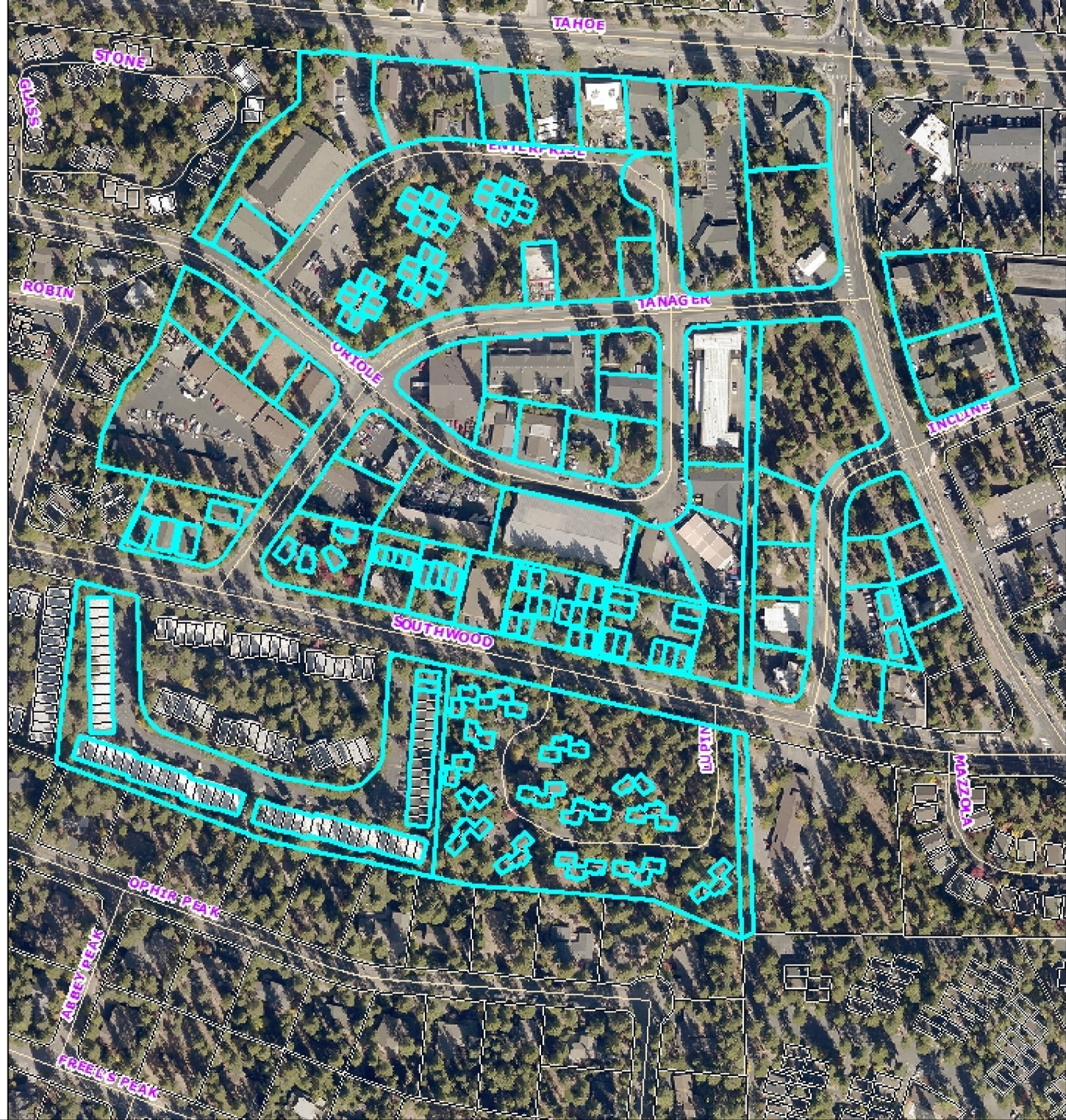
- a) Condition #1: WCHD has reviewed the referenced application and note the event is the annual pancake breakfast hosted by the North Lake Tahoe Fire Protection District.
- b) Condition #2: WCHD will require the applicant to meet all of the special event and temporary food regulations as outlined by the Regulations of the Washoe County District Board of Health Governing Food Establishments, including but not limited to pulling temporary food permits and paying applicable fees.
- c) Condition #3: Submit temporary food permit applications at least two weeks in advance of the event. Applications can be submitted electronically to HealthEHS@washoecounty.gov.

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

Sincerely,



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



OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 4-4-2022

Applicant Information

Applicant's name: North Lake Tahoe Fire Protection District

Mailing address: 866 Oriole Way Incline Village NV 89451
Street or PO Box City State Zip code

Phone: 775-831-0351 (Business) _____ (Home) _____ (Cell)

Email: _____

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: Community Pancake Breakfast

Date(s) of Event: Saturday July 2, 2022 Hours of operation: 0800 - 1000

Location of Event: 875 Tanager Street

Assessor Parcel Number(s): 132-223-14

Description of Event: Community Pancake Breakfast - serving pancakes, sausage, fruit, coffee at the main fire station located at 875 Tanager Street, Incline Village, NV 89451

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Tia Rancourt

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: 25

Approximate number of customers and spectators: 500

Approximate maximum number of persons on any one day of the event: 500

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: Nevada Insurance Pool Policy number: NPAIP201819

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

Address of Insurer: 201 South Roop Street, Suit 102 Carson City NV 89701
Street City State Zip code

Limits of liability: _____

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.

North Lake Tahoe Fire Protection District has been hosting the annual Community Pancake Breakfast for over 20 years starting with our 40th anniversary in 1999. We also host various public education events on different topics such as emergency preparedness, defensible space and fuels mitigation.

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Bonanza Product</u>	<u>blueberries, strawberries</u>
<u>US Foods</u>	<u>sausage, pancake mix</u>
<u>ECG Products</u>	<u>compostable paper and cutlery products</u>
<u>Model Dairy</u>	<u>whip cream</u>

OUTDOOR COMMUNITY EVENT STATEMENT OF ASSETS

As of March 31, _____, 2022
 (Describe fully and indicate assets pledged)
 (If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand _____	\$ <u>250</u>
Cash in safe deposit box _____	\$ _____
Cash in <u>Umpqua</u> <u>Incline Village</u> _____ <small style="margin-left: 150px;">Location of Box</small>	\$ <u>2,044,178</u>
Cash in <u>LGIP</u> _____ <small style="margin-left: 100px;">Name, Bank and Branch</small>	\$ <u>9,721,411</u>
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) <u>875 Tanager St, Incline Village, NV; 863 Tanager St, Incline Village, NV;</u>	\$ <u>11,426,273</u>
<u>866 Oriole Way, Incline Village, NV; 219 Enterprise Way, Incline Village, NV; 14 Cal Neva Dr, Crystal Bay, NV; 965 Mt Rose Hwy, Incline Village, NV</u>	\$ _____
_____	\$ _____

Other assets

Automobiles and other personal property Equipment _____	\$ <u>9,945,434</u>
_____	\$ _____
_____	\$ _____

Total Assets	\$ <u>33,137,546</u>
---------------------------	----------------------

Sharon Cary _____
 Print Name


 Signature

4/5/2022
 Date

OUTDOOR COMMUNITY EVENT STATEMENT OF LIABILITIES

As of March 31, _____, 2022

(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)
Capitol One JP Morgan Chase _____ \$ 2,382,000
_____ \$ _____

Other liabilities
Pension liability _____ \$ 5,765,548
Pay back to the Taxpayers of Incline Village/Crystal Bay _____ \$ 5,765,719
_____ \$ _____
Total Liabilities \$ 13,913,267

Contingent liabilities (describe)

Sharon Cary
Print Name _____

 4/5/2022
Signature Date

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

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

INDEMNIFICATION & HOLD HARMLESS

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

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

INSURANCE REQUIREMENTS

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

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

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

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

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

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

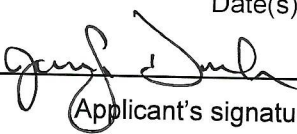
Community Pancake Breakfast

July 2, 2022

Name of Event

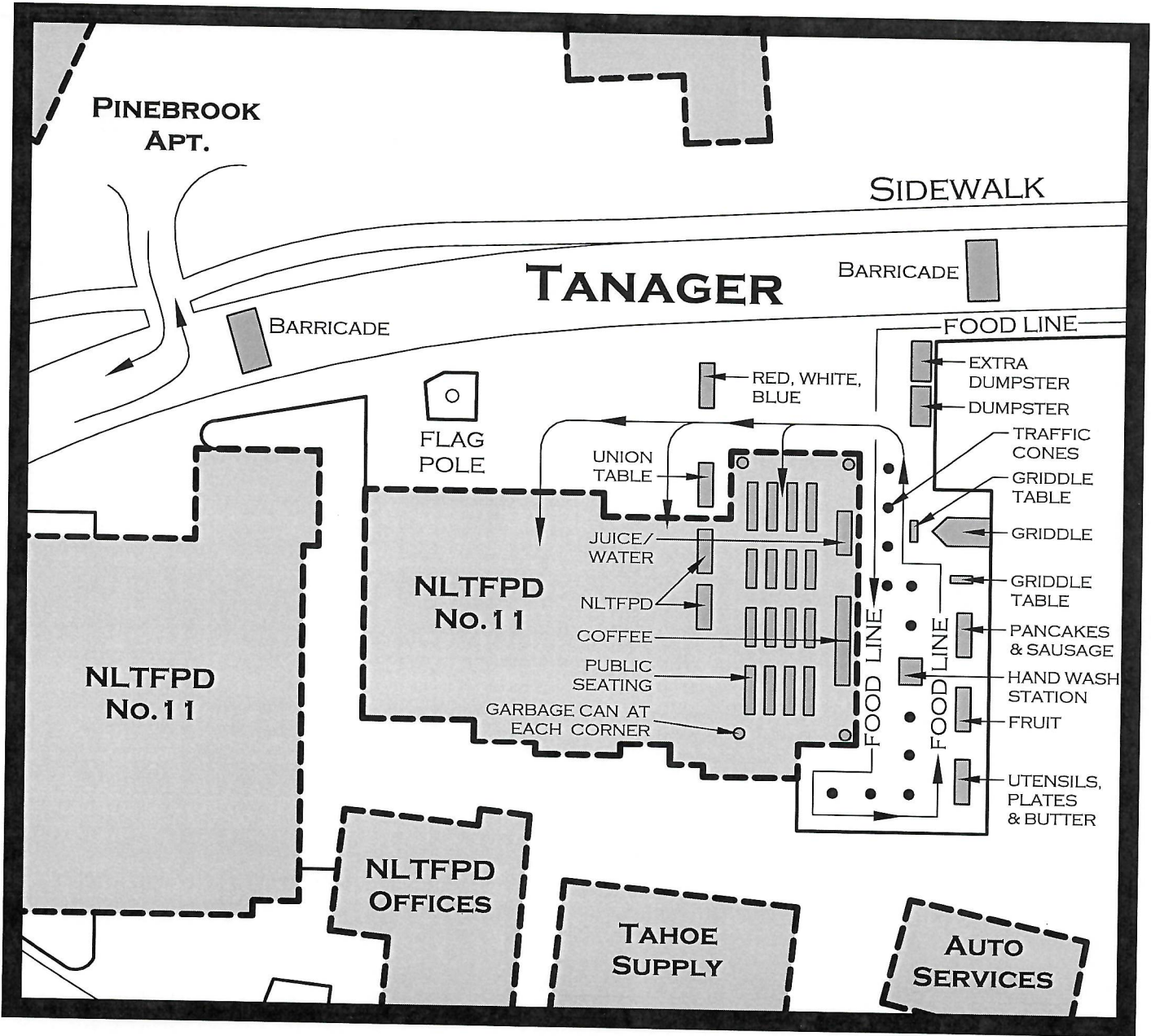
Date(s) of Event

Tia Rancourt / Jennifer Donohue
Applicant's name (printed)


Applicant's signature

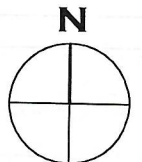
Date: April 4, 2022

PANCAKE BREAKFAST



NO SCALE

April 4 2022



COMMUNITY PANCAKE BREAKFAST SAFETY PLAN 2022:

Ingress/Egress: There will be street parking on surrounding streets near the fire station on Tanager, Enterprise and Oriole as well as our 866 Oriole, 219 Enterprise and Incline Station 863 Tanager parking lots. We also have parking space available across the street at the Starbucks Plaza.

Security: Cones will block off event for traffic safety marking off event area in front of the fire station and we will have staff directing foot traffic during the event from 8a – 10a. Most attendees walk from other areas in town to the fire station.

Communications: direct communications with Grass Valley Emergency Command Center.

Medical standby will be provided at the event by NLTFPD with paramedics and EMTs.

Community Pancake Breakfast Saturday, July 2, 2022

Introduction:

For over 20 years the North Lake Tahoe Fire Protection District has hosted a Community Pancake Breakfast at the main fire station located at 875 Tanager Street. Starting in 1999, the District's 40th anniversary of serving the community, it has been the Fire District's flagship event to say 'thank you' for allowing us to provide public safety services to the communities of Incline Village & Crystal Bay, Nevada.

Event Overview:

A pancake breakfast complete with pancakes, sausage, fresh fruit, coffee, and juice. The food is cooked and served just outside of the main fire station and attendees sit inside the fire station apparatus floor area to enjoy their breakfast and mingle with community members. Tables are set up providing information about Fire District programs and services and families are welcome to take part in station and fire engine apparatus tours with Fire District personnel.

Date/Time of the Event: Saturday, July 2, 2022 0800 - 1000

Location of Event: Main Fire Station, 875 Tanager Street, Incline Village, NV 89451

Attendance Projections: 500 over the 2 hour over the entirety of the event

SITE MAP & PARKING, TRAFFIC, SECURITY AND SAFETY PLAN – see attached map

Marketing: social media, press release, Veteran's Community Sign board in town