



Board of Adjustment Staff Report

Meeting Date: June 6, 2019

Agenda Item: 8C

ADMINISTRATIVE CASE NUMBER: WADMIN19-0010 (Community Pancake Breakfast)

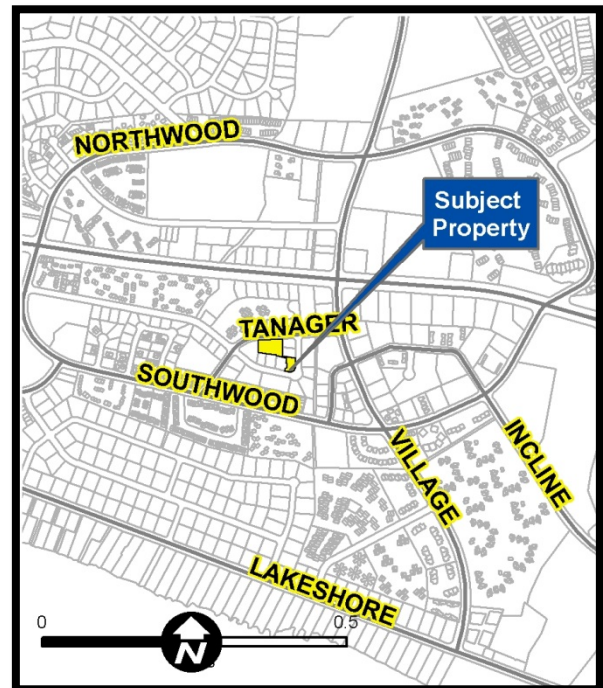
BRIEF SUMMARY OF REQUEST: An administrative permit and approval of an outdoor community event business license application for the Community Pancake Breakfast

STAFF PLANNER: Planner's Name: Julee Olander
Phone Number: 775.328.3627
E-mail: jolander@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion of 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 July 5th. The proposed outdoor community event will be held between the hours of 8 a.m. to 10 a.m. The event organizer estimates 850 to 950 people will attend the event.

Applicant/Property Owner:	North Lake Tahoe Fire Protection District
Location:	875 Tanager Street
APN:	132-223-14
Parcel Size:	37,284 sq. ft.
Master Plan:	Commercial
Regulatory Zone:	General Commercial (GC)
Area Plan:	Tahoe
Citizen Advisory Board:	Incline Village/Crystal Bay
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	1 – Commissioner Berkbigler



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, subject to the conditions contained as Exhibit A in the staff report, Administrative Permit Case Number WADMIN19-0010 for North Lake Tahoe Fire Protection District, an administrative permit under WCC Section 110.310.20 and a temporary business license under WCC 25.272 for the North Lake Tahoe Fire Protection District Community Pancake Breakfast , an Outdoor Community Event.

(Motion with Findings on Page 6)

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Exhibits Contents

Conditions of Approval Exhibit A

Citizen Advisory Board Minutes Exhibit B

Agency Review Letters Exhibit C

Noticing Map Exhibit D

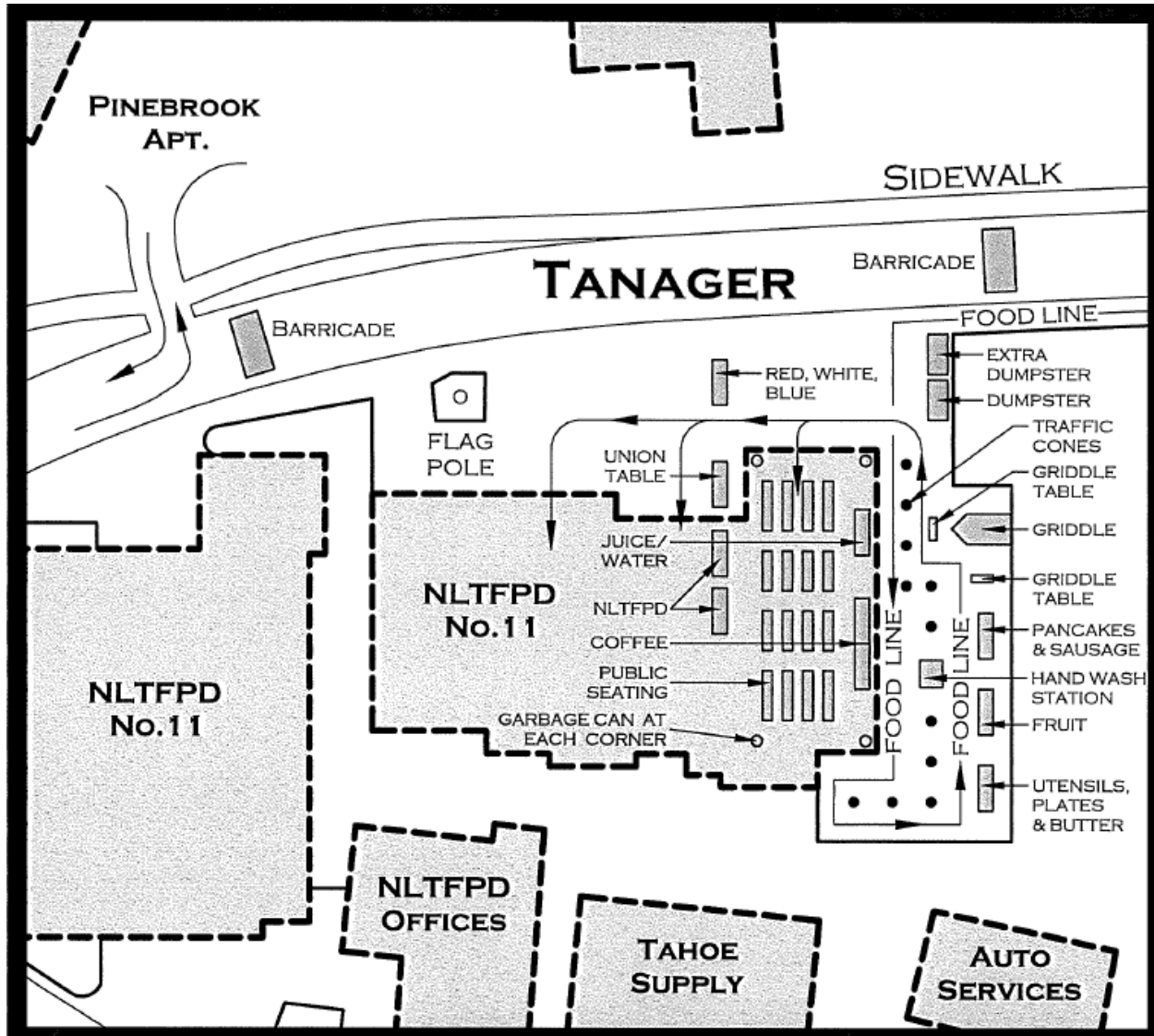
Project Application Exhibit E

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 WADMIN19-0010 is attached to this staff report and will be included with the Action Order, if approved.

The subject property is designated as General Commercial (GC). Based on the applicant's estimated maximum number of attendees on the day of the event (800-950), the event qualifies as an "outdoor community event" under Washoe County Code (WCC) Section 25.272, which is allowed in the GC 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 Map

Project Evaluation

The North Lake Tahoe Fire Protection District (NLTFPD) is requesting to have an outdoor community event. 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 800 to 950 people will attend the breakfast. 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. The Washoe County Sheriff’s Office will provide two vehicles and two deputies to assist NLTFPD with road closures on Tanager Street between Oriole and Enterprise from 7:30 a.m. to 10:30 a.m.

Incline Village/Crystal Bay Citizen Advisory Board (IVCB CAB)

The proposed event was heard at the regularly scheduled May 6, 2019 Incline Village/Crystal Bay Citizens Advisory Board. The Board voted to approve the event unanimously and the CAB minutes are attached (See Exhibit B).

Reviewing Agencies

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

- Washoe County Community Services Department
 - Planning and Development Division
 - Engineering and Capital Projects Division
- Washoe County Health District
 - Environmental Health Services Division
 - Emergency Medical Services Program
- Washoe County Risk Management
- Incline Village Sheriff
- North Lake Tahoe Fire Protection District
- Incline Village General Improvement District

Agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application (see Exhibits A & C).

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.

1. **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.

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

Staff Comment: The applicant has addressed the applicable requirements for providing temporary power, sanitation, water, and parking for the temporary one-day event.

3. **Site Suitability.** That the site is physically suitable for pancake breakfast within a temporary tent structure located on the beach adjacent to Lake Tahoe 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.

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

Staff Comment: 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.

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

Staff Comment: There 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

Those agencies which reviewed the application recommended conditions in support of approval of the project or provided no comments. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN19-0010 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 WADMIN19-0010 for the North Lake Tahoe Fire Protection District, and an Outdoor Community Event Business License application and associated license conditions, for the Community Pancake Breakfast, having made the four findings in accordance with Washoe County Development Code Section 110.808.25, I further move to authorize the Director of the Planning and Building Division to issue the business license when all pre-event conditions have been satisfied.

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

Appeal Process

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

Applicant/Owner: North Lake Tahoe Fire Protection District
866 Oriole Way
Incline Village, NV 89451
Email: mregan@nlffpd.net



Conditions of Approval

Administrative Permit Case Number WADMIN19-0010

The project approved under Administrative Permit Case Number WADMIN19-0010 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment/ on June 6, 2019. 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.

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, 775.328.3726, jolander@washoecounty.us

Pre-event Conditions:

- a. 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.
- b. All event catering businesses shall obtain appropriate Washoe County business license.

During-event Conditions:

- c. The applicant shall demonstrate substantial conformance to the plans approved as part of this Administrative Permit and outdoor community event business license.
- d. 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.
- e. Hours of Operation: The event shall take place July 5th 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 4th between the hours of 12 p.m. and 5 p.m. and clean up shall take place following the event.
- f. 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 condition is a requirement of the Engineering and Capital Projects, which shall be responsible for determining compliance with these conditions.

Contact Name – Mitch Fink, 775.328.2050, mfink@washoecounty.us

Pre-event Condition:

A site map showing the road closure detour route with the location of the detour signs and the location of road closed ahead signs on Tanager St. shall be provided to Engineering and Capital Projects for review and approval 30 days prior to the event. All signs shall be crashworthy.

Fire Protection (North Lake Tahoe Fire Protection District)

3. The following condition is a requirement of the North Lake Tahoe Fire Protection District, which shall be responsible for determining compliance with these conditions.

Contact Name – Mark Regan, 775-461-6200, mregan@nlrfpd.net

Pre-event condition:

The North Lake Tahoe Fire Protection District (NLTFPD) requires that a NLTFPD event permit is obtained.

*** End of Conditions ***



Incline Village Crystal Bay Citizens Advisory Board

DRAFT: Approval of these draft minutes, or any changes to the draft minutes, will be reflected in writing in the next meeting minutes and/or in the minutes of any future meeting where changes to these minutes are approved by the CAB.

Minutes of the Incline Village Crystal Bay Citizens Advisory Board meeting held at Incline Village General Improvement District, 893 Southwood Blvd, Incline Village, NV 89451 on May 6, 2019, 5:30 P.M.

1. *CALL TO ORDER/ PLEDGE OF ALLEGIANCE – Pete Todoroff called the meeting to order at 5:30 P.M.

2. *ROLL CALL/DETERMINATION OF A QUORUM - Pete Todoroff, Tom Cardinale, Gerry Eick, Judy Miller, Gene Brockman. A quorum was determined.

Absent: Kevin Lyons (excused), Mike Sullivan (not excused).

3. *PUBLIC COMMENT –

Wayne Ford handed out a letter written to the State Board of Architecture regarding liability and the responsible party. The County has been ignoring the requirement per NRS. These are permits that need documentation of who is doing the work. Architects and designers must stamp and sign them. Licensing requires it for accountability issue. He said we have worked hard for our licenses. To allow out of state architects to have the same status isn't right. They need to get their license here. It's undermining the NV licensed people.

Andy Chapman, CEO of the Incline Village Visitors Bureau, and member of the Fireworks Coalition. He said there will be fireworks this year for the 4th of July holiday. There is contradictory information out there that claims there won't be any fireworks this year. The coalition has worked together to make it happen. We have a permit application in place. It will be heard at May 28 by Board of County Commissioners.

4. APPROVAL OF AGENDA FOR THE MEETING OF MAY 6, 2019 – Gene Brockman moved to approve the agenda. Pete Todoroff seconded the motion to approve the agenda for **MAY 6, 2019**. Motion carried unanimously.

5. APPROVAL OF THE MINUTES FOR THE MEETING OF APRIL 1, 2019 – Gerry Eick moved to approve the minutes of **APRIL 1, 2019**. Gene Brockman seconded the motion to approve the minutes. Motion carried unanimously.

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

6.B. - Administrative Permit Case Number WADMIN19-0010 (Community Pancake Breakfast) - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license, for a pancake breakfast at the North Lake Tahoe Fire Protect District Station, at 875 Tanager Street, on July 5, 2019 from 8:00 a.m. to 10:00 a.m. **(for Possible Action)**

- **Applicant/Property Owner:** North Lake Tahoe Fire Protection District
- **Location:** 875 Tanager Street, Incline Village
- **Assessor's Parcel Number:** 132-223-14
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

Pete Todoroff wanted to know why this event is now coming before this board. Gerry Eick said it's a new requirement to permit events with attendance more than 250 people.

Julee Olander, Washoe County Planner, said these events have been broken up into individual events versus when RWTB was considered one big event. She explained the process for the each event. Julee complimented IVGID staff and firework coalition on complete applications.

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0010 (Community Pancake Breakfast). The motion was seconded by Tom Cardinale. The motion carried unanimously.

6.C. Administrative Permit Case Number WADMIN19-0011 (Veterans Breakfast)- Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event, for a pancake breakfast will occur at Aspen Grove on July 4, 2019 from 8:00 a.m. to 12:00 a.m. **(for Possible Action)**

- **Applicant/Property Owner:** Incline Village/Crystal Bay Veterans Club/IVGID
- **Location:** 960 Lake Shore Drive, Incline Village
- **Assessor's Parcel Number:** 127-010-07
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0011 (Veterans Breakfast). The motion to recommend approval was seconded by Judy Miller. The motion carried unanimously.

6.D. Administrative Permit Case Number WADMIN19-0012 (Beer & Brats) - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license an Outdoor Community Event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event would occur at Aspen Grove on July 3, 2019 from 4:00 p.m. to 7:00 p.m. **(for Possible Action)**

- **Applicant/Property Owner:** Incline Tahoe Foundation/IVGID
- **Location:** 960 Lake Shore Drive, Incline Village
- **Assessor's Parcel Number:** 127-010-07
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0012 (Beer & Brats). Judy Miller seconded the motion to recommend approval. Motion carries unanimously.

ADJOURNMENT – meeting adjourned at 6:31 p.m.

Number of CAB members present: 5

Number of Public Present: 22

Presence of Elected Officials: 0

Number of staff present: 2

Submitted By: Misty Moga

From: [Dayton, Brittany](#)
To: [Olander, Julee](#)
Cc: [Mark Regan](#); [Lawson, Jacqueline](#)
Subject: RE: July 4th Outdoor Community events
Date: Monday, April 22, 2019 10:54:54 AM
Attachments: [image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)

Good morning Julee,

Given the information provided in the application, these events do not meet the requirements to have EMS coverage at the events. Please let me know if you have any questions.

Thanks,
Brittany

Brittany Dayton, MPA

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



From: Olander, Julee
Sent: Friday, April 19, 2019 4:49 PM
To: Barboza, Sandra; Dayton, Brittany; English, James; Ertell, Doreen; Fink, Mitchell; Florey, Nicholas J; Holly, Dan; Mark Regan; Rubio, Wesley S; Winquest, Indra
Cc: Tone, Sarah
Subject: July 4th Outdoor Community events

Ok, we have received the last of the event applications for the July 4th for Incline Village, The Duck Races and Veteran events, which I have attached . These are not reviewed by a board, but and reviewed by the Director of Planning and Building because of the number of attendees. I need conditions by 5/8- which is the same date that the events going to the BOA are due. You will be receiving 3 events on Monday that will go to the BOA- the community pancake breakfast, the veterans pancake breakfast and Beer and Brats. You should have received the fireworks application already and I need those comments by Monday 4/22. The turnaround is the quickest on the fireworks because it's going to BCC on May 28th. Let me know if you are having any problems or think that you will have any problems getting your conditions to me by 4/22 for the fireworks or by 5/8 for the other events.

Thank you,

|



Julee Olander

Planner | Community Services Department- Planning & Building Division

jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133

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



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WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Engineering and Capital Projects

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

INTEROFFICE MEMORANDUM

DATE: May 6, 2019

TO: Julee Olander, Planner, Planning and Building Division

FROM: Mitchell Fink, Engineering and Capital Projects Division

SUBJECT: **WADMIN19-0010**
APN 132-223-14
COMMUNITY PANCAKE BREAKFAST

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: Mitch Fink, (775) 328-2050

1. A site map showing the road closure detour route with the location of the detour signs and the location of road closed ahead signs on Tanager St. shall be provided to Engineering and Capital Projects for review and approval 30 days prior to the event. All signs shall be crashworthy.

MF/krk



INTEGRITY



**EFFECTIVE
COMMUNICATION**



**QUALITY
PUBLIC SERVICE**

From: [Mark Regan](#)
To: [Olander, Julee](#)
Subject: Re: July 4th events
Date: Tuesday, May 07, 2019 9:43:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

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

Yes they do

Mark Regan
Fire Marshal
NLTFPD
775-461-6200

On May 7, 2019, at 4:13 PM, Olander, Julee <JOlander@washoecounty.us> wrote:

Mark,

Do the smaller events i.e. pancake breakfast, Beer & Brats, duck races, Veterans tribute etc. - need permits from the fire district?

Thanks

<image001.png>

Julee Olander

Planner | Community Services Department- Planning & Building Division

jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133

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

[<image002.png>](#) [<image003.png>](#) [<image004.png>](#) [<image005.png>](#)

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Date	4-23-19
Attention	Julee Olander
Re	Administrative Permit Case Number WADMIN19-0010
APN	132-223-14
Service Address	875 Tanager
Owner	North Lake Tahoe Fire Protection District

Administrative Permit Case Number WADMIN19-0010 (Community Pancake Breakfast) – For possible action, hearing, and discussion to approve an Administrative Permit to approve an Outdoor Community Event business license, for a pancake breakfast at the North Lake Tahoe Fire Protect District Station, at 875 Tanager Street, on July 5, 2019 from 8:00 a.m. to 10:00 a.m.

- Applicant/Property Owner: North Lake Tahoe Fire Protect District
- Location: 875 Tanager Street
- Assessor's Parcel Number: 132-223-14
- Parcel Size: 37,284 sq. ft.
- Master Plan Category: Commercial
- Regulatory Zone: General Commercial (GC)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkbigler
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3627
- E-mail: jolander@washoecounty.us

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

From: [Florey, Nicholas J](#)
To: [Olander, Julee](#)
Cc: [Fagan, Donna](#); [Rubio, Wesley S](#); [English, James](#)
Subject: July Events
Date: Thursday, April 25, 2019 12:54:11 PM
Attachments: [image003.gif](#)
[image004.gif](#)
[image002.jpg](#)

Julee,

EHS approves of the plans submitted.

Requirements for the following events have been met and no additional conditions are applicable:

Beer & Brats – Obtained temporary food permit (H19-0096VEN)

Veterans Breakfast – Obtained temporary food permit (H19-0098VEN)

Community Pancake Breakfast – Obtained temporary food permit (H19-0066VEN)

Veterans Events (Luncheon & Tribute) – Obtained temporary food permit for Veterans Luncheon on July 3rd (H19-0097VEN)

-please note the Veterans Tribute portion of the event will not require permitting from this agency because it is open to Veterans only and capped at 100 attendees (per the application).

Please see the EHS requirements for the following event:

Classical Tahoe – A temporary food permit must be obtained at least 7 days prior to the first event where food service is being conducted at event location.

Please let me know if you have any additional questions or concerns regarding EHS requirements.
Thanks.

Nicholas Florey, REHS, BS

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



From: [Ertell, Doreen](#)
To: [Olander, Julee](#)
Subject: RE: April Agency Review Memo III
Date: Monday, May 06, 2019 8:35:52 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

That was looks good; they provided a copy of their insurance.



Doreen Ertell
Risk Management
dertell@washoecounty.us | Office: 775.328-2660
1001 E. Ninth St., Building D
Reno, NV 89512

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From: Olander, Julee
Sent: Monday, May 6, 2019 8:27 AM
To: Ertell, Doreen
Subject: RE: April Agency Review Memo III

Thank you – how about the Community breakfast at the fire station?



Julee Olander
Planner | Community Services Department- Planning & Building Division
jolander@washoecounty.us | Office: 775.328.3627 | Fax: 775.328.6133
1001 E. Ninth St., Bldg A., Reno, NV 89512

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From: Ertell, Doreen
Sent: Friday, May 03, 2019 5:20 PM
To: Fagan, Donna
Cc: Olander, Julee
Subject: FW: April Agency Review Memo III

Hi Donna and Julie,
I apologize for the lateness of this replay.

#3 Veterans Breakfast: Incline Village/Crystal Bay Veterans Club needs to provide evidence of insurance.

#4 Beer & Brats: Incline Tahoe Foundation needs to provide evidence of insurance.

Thank you.



Doreen Ertell

Risk Management

dertell@washoecounty.us | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



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From: Fagan, Donna
Sent: Monday, April 22, 2019 1:05 PM
To: Ertell, Doreen
Subject: April Agency Review Memo III

Doreen,

Please find the attached Agency Review Memo with a case received this month by CSD, Planning and Building.

You've been asked to review items #1, #2, #3, and #4. Click on the highlighted item descriptions for a link to the application.

Please send any comments or conditions to the planner for that item.

Thank you,
Donna



Donna Fagan

Planning and Building Division | Community Services Department

dfagan@washoecounty.us | Office: 775.328.3616

1001 E. 9th Street, Reno, NV 89521



From: [Mark Regan](#)
To: [Tia Rancourt](#); [Tone, Sarah](#); [Olander, Julee](#)
Subject: Fwd: Pancake Breakfast
Date: Monday, April 15, 2019 11:12:25 AM

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

For our permit

Mark Regan
Fire Marshal
NLTFPD
775-461-6200

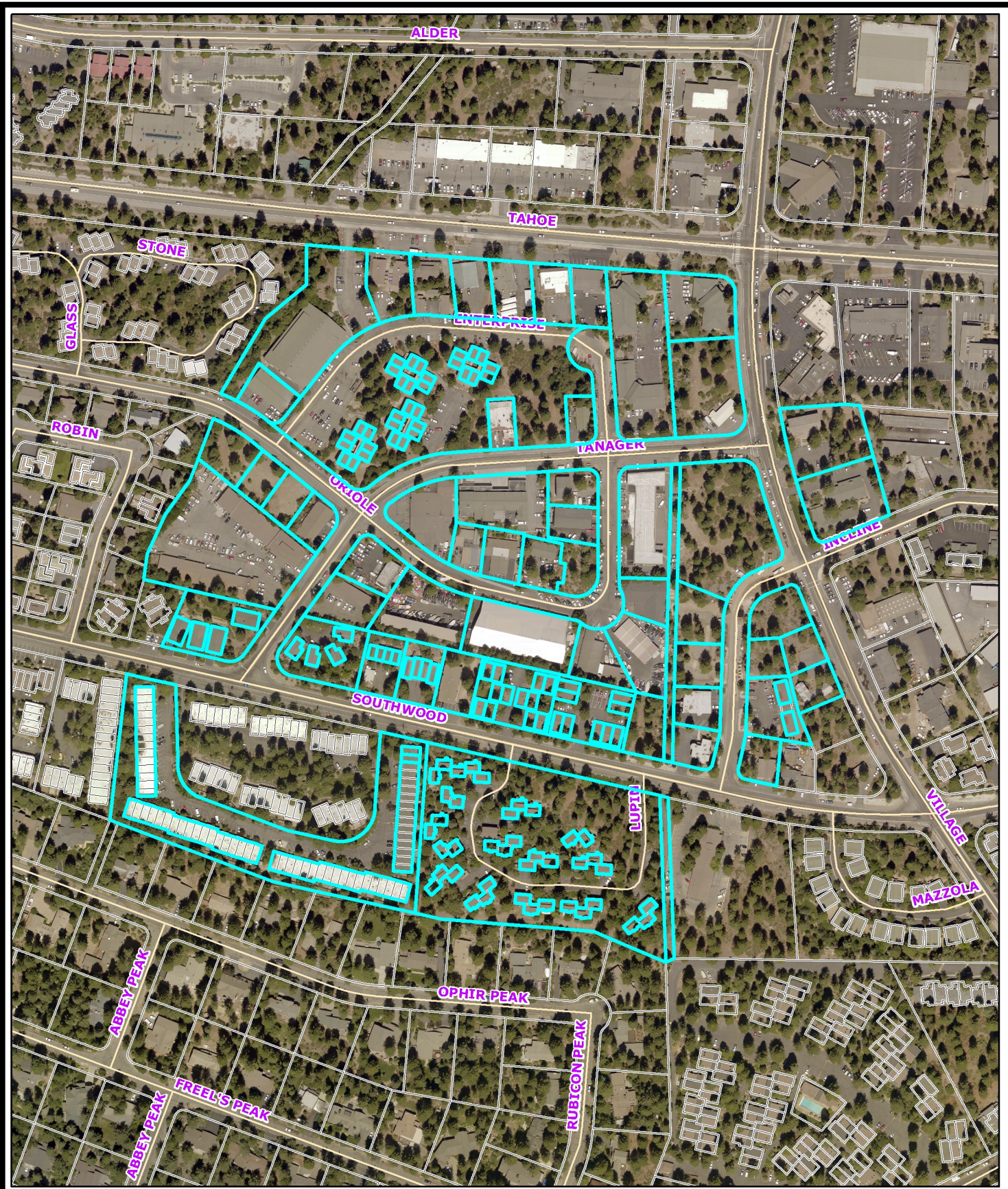
Begin forwarded message:

From: "Barboza, Sandra" <SBarboza@washoecounty.us>
Date: April 15, 2019 at 1:51:33 PM EDT
To: Mark Regan <mregan@nltpd.net>
Subject: Pancake Breakfast

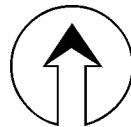
The Washoe County Sheriff's Office will provide two vehicles and two deputies to assist NLTFPD with road closures and security at the Free Pancake Breakfast Event being held on July 5, 2019.

Tanager will be closed between Oriole and Enterprise from approximately 0730-1030 hours.

Sandra Barboza, Lieutenant
Washoe County Sheriff's Office
Patrol Division
Incline Village, NV
Office: 775-832-4114
Cell: 775-357-3508
Sbarboza@washoecounty.us



North Lake Tahoe Community Pancake Breakfast
Noticing Map



0 250
Feet

Community Services
Department



1001 E Ninth St
Reno, Nevada 89503

OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

1001 EAST 9TH STREET, BUILDING A

P.O. BOX 11130

RENO, NEVADA 89520-0027

(775) 328-3733

www.washoecounty.us

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

~~Typeset~~ 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

Illuminating the premises (if applicable)

Camping (if applicable)

Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition

Certified copies of articles of incorporation filed in Nevada (if applicable)

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)

- Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- Vendor list
- Statement of Assets
- Statement of Liabilities
- Personal history of all applicants (to include corporate officers and partners)
- Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

~~Type 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:

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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

Illuminating the premises (if applicable)

Camping (if applicable)

Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition

Certified copies of articles of incorporation filed in Nevada (if applicable)

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)

- _____ Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- _____ Vendor list
- _____ Statement of Assets
- _____ Statement of Liabilities
- _____ Personal history of all applicants (to include corporate officers and partners)
- _____ Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- _____ Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- _____ Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 4/16/2019

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: 775-831-0351ext0 (Business) _____ (Home) _____ (Cell)

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

Is the applicant a(n): Corporation Partnership Individual

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

Name	Address	Title
------	---------	-------

Event Information

Name of Event: Community Pancake Breakfast

Date(s) of Event: Friday July 5, 2019 Hours of operation: 0800 - 1000

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

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: 800

Approximate maximum number of persons on any one day of the event: 950 per ticket

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 Public Agency 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, Suite 102 Carson City NV 89701
Street City State Zip code

Limits of liability: 10,000,000

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.

North Lake Tahoe Fire Protection District has been hosting the Community Pancake Breakfast for
over 20 years, starting with our 40th anniversary in 1999. We also host various public education
forums on different topics such as Emergency Preparedness, Fuels Mitigation and Defensible Space
and so on. These events usually take place during the week in the evenings or during the day on
the weekends.

Vendor List

(attach additional sheets if needed)

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

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of March 31, 2019

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

Current Assets

Cash on hand	_____	\$ <u>227,808</u>
Cash in safe deposit box	_____	\$ _____
Cash in	UMPQUA _____ Location of Box	\$ <u>4,403,657</u>
Cash in	LGIP _____ Name, Bank and Branch	\$ <u>7,422,629</u>
Accounts and notes receivable (describe nature of receivable and when due)	_____	
Due from other governments	_____	\$ <u>288,132</u>
_____	_____	\$ _____
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

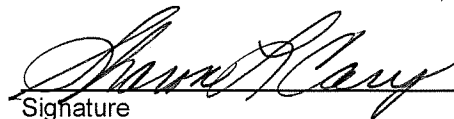
Real estate (Give location, description and fair value of each parcel)		
875 Tanager St, Incline Village, NV; 863 Tanager St, Incline Village, NV;	_____	\$ <u>11,426,273</u>
866 Oriole Way, Incline Village, NV; 219 Enterprise, Incline Village, NV; 14 Cal	_____	\$ _____
Neva Dr, Crystal Bay, NV; 965 Mt. Rose Hwy, Incline Village NV	_____	\$ _____

Other assets

Automobiles and other personal property		
Equipment	_____	\$ <u>7,857,454</u>
_____	_____	\$ _____
_____	_____	\$ _____

Total Assets \$ 31,625,953

Sharon Cary _____
Print Name


Signature

4-16-2019
Date

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 \$ 248,748

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 \$ 2,167,000

PINNACLE \$ 630,000

Other liabilities

Pension Liability \$ 7,385,981

_____ \$ _____

_____ \$ _____

Total Liabilities \$ 10,431,729

Contingent liabilities (describe)

Sharon Cary
Print Name

 9-14-2019
Signature Date

**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 16th day of April, 2019.

Sharon Cary

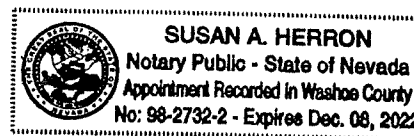
Printed name of applicant

Sharon Cary
Signature of applicant

Subscribed and sworn to before me this 16th day of April, 2019

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

My commission expires: Dec. 8, 2022



**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.

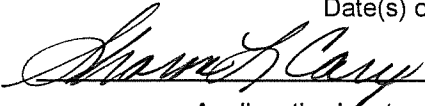
APPLICANT shall maintain coverage and limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased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

<u>NLTFPD Community Pancake Breakfast</u>	<u>7-5-2019</u>
Name of Event	Date(s) of Event
<u>Sharon Cary</u>	
Applicant's name (printed)	Applicant's signature
Date: <u>4-14-2019</u>	

**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.

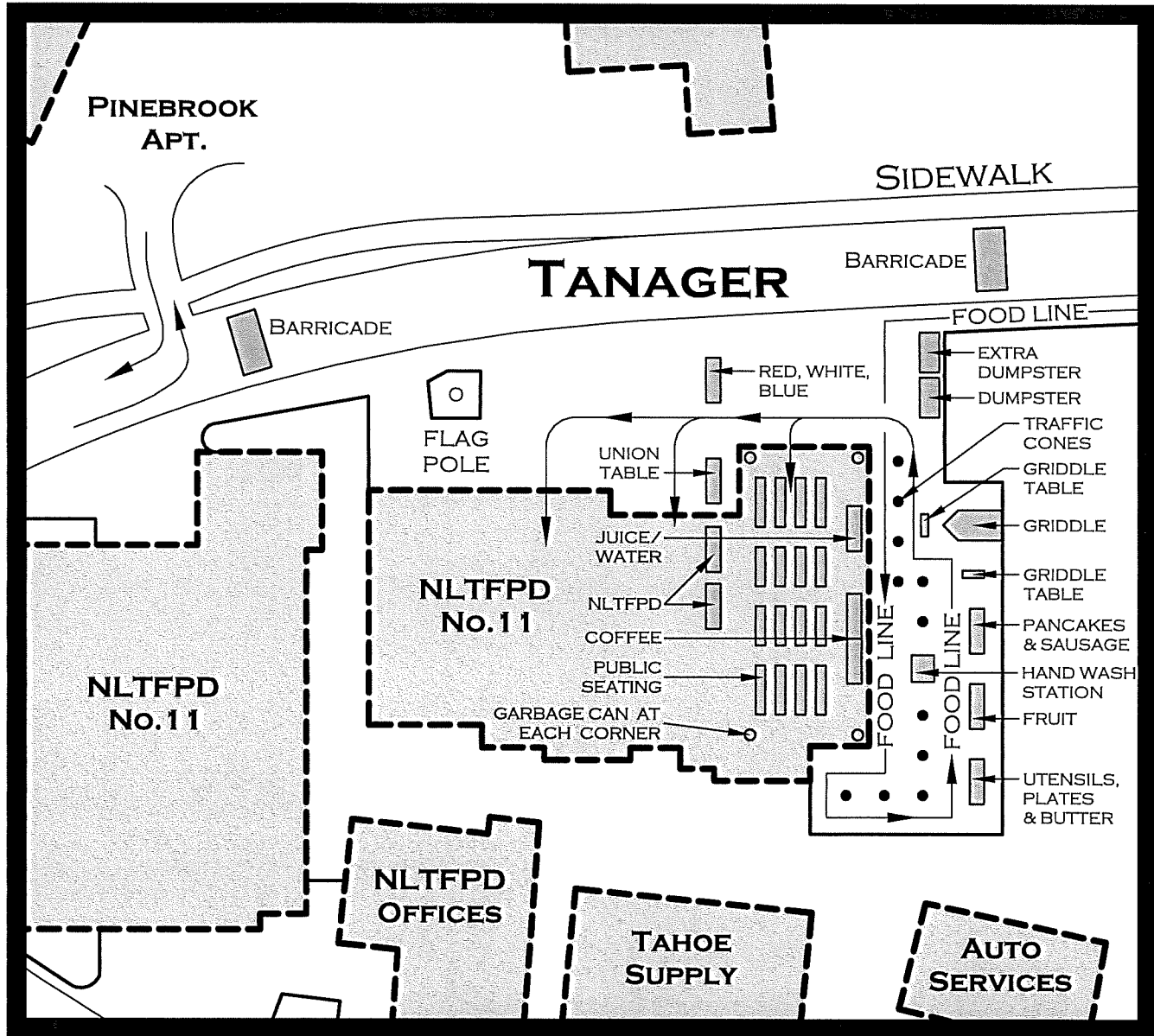
(a) through (c) omitted

(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

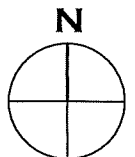
Section 110.310.20 Circuses, Carnivals or Other Outdoor Entertainment Events. A circus, carnival or other outdoor entertainment event may be permitted in all regulatory zones for a period not to exceed ten (10) days. Adequate parking and restroom facilities shall be provided for the expected attendance. 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.

PANCAKE BREAKFAST



NO SCALE

April 9, 2019



WADMIN19-0010
EXHIBIT E

COMMUNITY PANCAKE BREAKFAST SAFETY PLAN 2019:

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 w/WC dispatch and WCSO using WC 800 system.

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

Tia Rancourt

From: Mark Regan
Sent: Monday, April 15, 2019 11:12 AM
To: Tia Rancourt; Sara Tone; Julee Olander
Subject: Fwd: Pancake Breakfast

For our permit

Mark Regan
Fire Marshal
NLTFPD
775-461-6200

Begin forwarded message:

From: "Barboza, Sandra" <SBarboza@washoecounty.us>
Date: April 15, 2019 at 1:51:33 PM EDT
To: Mark Regan <mregan@nltfpd.net>
Subject: Pancake Breakfast

The Washoe County Sheriff's Office will provide two vehicles and two deputies to assist NLTFPD with road closures and security at the Free Pancake Breakfast Event being held on July 5, 2019.

Tanager will be closed between Oriole and Enterprise from approximately 0730-1030 hours.

Sandra Barboza, Lieutenant
Washoe County Sheriff's Office
Patrol Division
Incline Village, NV
Office: 775-832-4114
Cell: 775-357-3508
Sbarboza@washoecounty.us

Community Pancake Breakfast Friday, July 5, 2019

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: Friday, July 5th, 2019 0800 - 1000

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

Attendance Projections: 800-1000

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

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

Office Use Only

Fee Paid _____
Late Fee Paid _____
Date Paid _____
Cash/CC/Check _____
Receipt No. _____
Nonprofit Tax ID # _____

APPLICATION FOR TEMPORARY FOOD PERMIT

PAYMENT AND APPLICATION MUST BE SUBMITTED NO LESS THAN 7 DAYS PRIOR TO START OF EVENT
IN ORDER TO AVOID A LATE FEE EQUAL TO THE PERMIT FEE (not to exceed \$100)

1. Event: Community Pancake Breakfast Event Location: 875 Tanager Street Incline Village NV 89451
2. Date(s) of Event - Start: July 5 2019 End: July 5 2019 Start Time: 0800 End Time: 1000 (for weekly/non-consecutive events, list dates below)

List up to 14 dates of recurring, non-consecutive events (e.g., Farmer's Markets, weekly events)				Permit Number:			
Date #1:		Date #5:		Date #9:		Date #13:	
Date #2:		Date #6:		Date #10:		Date #14:	
Date #3:		Date #7:		Date #11:			
Date #4:		Date #8:		Date #12:			

3. Business Name / Foodservice Represented: North Lake Tahoe Fire Protection District
4. Event Coordinator: Tia Rancourt Coordinator #: (775) 813-8106
5. Coordinator Address: 866 Oriole Way City / State / Zip: Incline Village NV 89451
6. Applicant's Name: North Lake Tahoe Fire Protection District Work #: (775) 831-0351 Home #: ()
7. Applicant's Address: 875 Tanager Street City / State / Zip: Incline Village NV 89451
8. Person(s) In Charge at Foodservice Site: Tia Rancourt Contact #: (775) 813-8106
9. E-mail Address of Person(s) In Charge: trancourt@nlfpd.net
10. Location of Advance Preparation: 875 Tanager Street Time Prep Begins: 0800 Time Prep Ends: 1000

11. List food item(s) to be served: ONLY food(s) listed below are allowed to be served at the event	OFF SITE PREP	ON SITE PREP	COOKING PROCEDURES	HOLDING Hot / Cold	SERVING Hot / Cold
<u>pancakes</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>cook on gas griddle</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>sausage</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<u>heat on gas griddle</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
<u>mixed fruit</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<u>on ice</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
<u>juice boxes, bottled water</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<u>on ice</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
<u>coffee</u>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<u>serve from cambrio</u>	<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C

12. DESCRIBE: Cold Holding Equip: large Hot Cooking Equip: gas griddle
Hot Holding Equip: serve asap Reheating Equip: n/a
13. How food will be transported to foodservice site: n/a
Length of transportation time to event: n/a How food will be kept hot or cold: serve asap off griddle
14. Stem type food thermometer or thermocouple available (0-220°F): YES or NO
15. Source of drinkable (potable) water: fire station Type of wastewater disposal: SEWER or HOLDING TANK
16. Type of Handwashing Facilities: (choose one) PLUMBED SINK or GRAVITY FLOW CONTAINER
(as a minimum-2 gallons water in an insulated container with a hands free spigot, a covered bucket for wastewater, pump soap container and paper towels are required)
17. Utensil Washing: PLUMBED 3-COMPARTMENT SINK or ADEQUATE SUPPLY OF CLEAN UTENSILS FOR DAILY OPERATION
18. Garbage Disposal: COVERED CANS or DUMPSTERS
19. Restroom Facilities: PORTABLE TOILETS or INDOOR TOILETS

I hereby consent to inspection by the WASHOE COUNTY HEALTH DISTRICT and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with local temporary foodservice requirements stated in SECTION 170 of the Regulations of THE WASHOE COUNTY DISTRICT BOARD OF HEALTH GOVERNING FOOD ESTABLISHMENTS.

APPLICANT'S SIGNATURE: [Signature] DATE: 4/10/2019

ORIGINAL | HEALTH DISTRICT YELLOW | FIELD COPY PINK | APPLICANT

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

WASHOE COUNTY HEALTH DISTRICT
ENVIRONMENTAL HEALTH SERVICES
1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520
Telephone (775) 328-2434 | Fax (775) 328-6176
www.washoecounty.us/health

RECEIPT OF PAYMENT

Date: 04/10/2019

Receipt # 625689

Cashier ID: JSALIM

Application Type: Food Vendor

Payee: PHONE - TIA

LicensePermit #	Invoice #	Description/Address	Amount
H19-0066VEN	463892	NORTH LAKE TAHOE FIRE PROTECTION DISTRICT - COMMUNITY PANCAKE BREAKFAST	
	1 Day Event		\$170.00
		WASHOE Total	\$170.00
		Total Amount	\$170.00

Date	Method	Reference #	Confirm No. / Invoice #	Amount Paid
4/10/19	Credit Card PHONE - TIA	652169	463892	\$170.00

Payment Total	\$170.00
----------------------	-----------------

BALANCE DUE
\$0.00

THANK YOU FOR YOUR BUSINESS

1001 East Ninth Street, Reno, Nevada 89512
www.washoecounty.us

WADMIN19-0010
EXHIBIT E

NEVADA PUBLIC AGENCY INSURANCE POOL
CERTIFICATE OF PARTICIPATION
issued to

North Lake Tahoe Fire Protection 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, 2018 expiring June 30, 2019.

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: # NPAIP201819

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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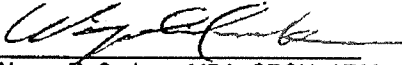
Cyber Security Event

Per Cyber Security Event	\$ 3,000,000 per event \$ 3,000,000 annual aggregate
Sublimit for Privacy Response Expense	\$ 500,000

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

Participating member's Maintenance Deductible of \$1,000 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

**PUBLIC AGENCY COMPENSATION TRUST
CERTIFICATE OF PARTICIPATION
Issued to**

North Lake Tahoe Fire Protection District

The Public Agency Compensation Trust (hereinafter PACT) certifies that the above mentioned entity is a participating member of the PACT for the period beginning July 1, 2018 through June 30, 2019.

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, Bylaws and the Joint and Several Liability Agreement of PACT.

The following policies have been issued by PACT:


Public Agency Compensation Trust Coverage Form #PACT20182019

Limits of liability afforded to PACT members, subject to the application for coverage, are as follows:

Workers Compensation each accident or disease	\$ Statutory
Employers Liability each accident or disease	\$2,000,000

PACT is hereby responsible for processing claims and paying benefits under Chapters 616A, 616B, 616C, 616D and 617 of NRS for employees of members of this association injured in industrial accidents or contracting occupational diseases occurring on or after 12:01 A.M. (Pacific Standard Time) as of the effective date of this certificate.

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



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