



Board of Adjustment Staff Report

Meeting Date: July 1, 2021

Agenda Item: 9A

ADMINISTRATIVE CASE NUMBER: WADMIN21-0007 (Community Pancake Breakfast)

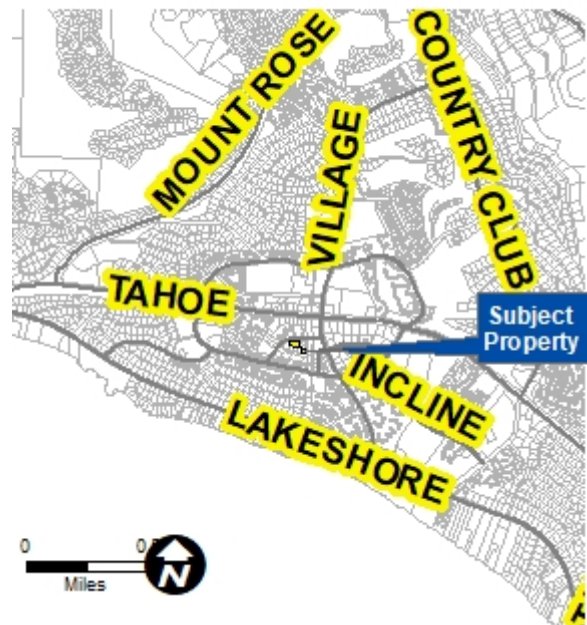
BRIEF SUMMARY OF REQUEST: For an administrative permit and an outdoor community event business license application for the Community Pancake Breakfast

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

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit and outdoor community event business license, with conditions, for the Community Pancake Breakfast, to be held at the North Lake Tahoe Fire Protection District Station in Incline Village on Saturday, July 2nd. The proposed outdoor community event will be held between the hours of 8 a.m. to 10 a.m. The event organizer estimates a maximum of 750 people will attend the event.

Applicant Property Owner: North Lake Tahoe Fire Protection District
Location: 875 Tanager
APN: 132-223-14
Parcel Size: 37,284 SF
Master Plan: Tourist/Mix Use
Regulatory Zone: Incline Village Commercial
Area Plan: Tahoe
Citizen Advisory Board: Incline Village/Crystal Bay
Development Code: Authorized in Article 808, Administrative Permits
Commission District: 1 – Commissioner Hill



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN21-0007 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

(Motion with Findings on Page 6)

Staff Report Contents

Administrative Permit Definition 3
Site Plan 4
Project Evaluation 4
Incline Village/Crystal Bay Citizen Advisory Board (IVCB CAB) 5
Reviewing Agencies 5
Staff Comment on Required Findings 5
Recommendation 6
Motion 6
Appeal Process 6

Exhibits Contents

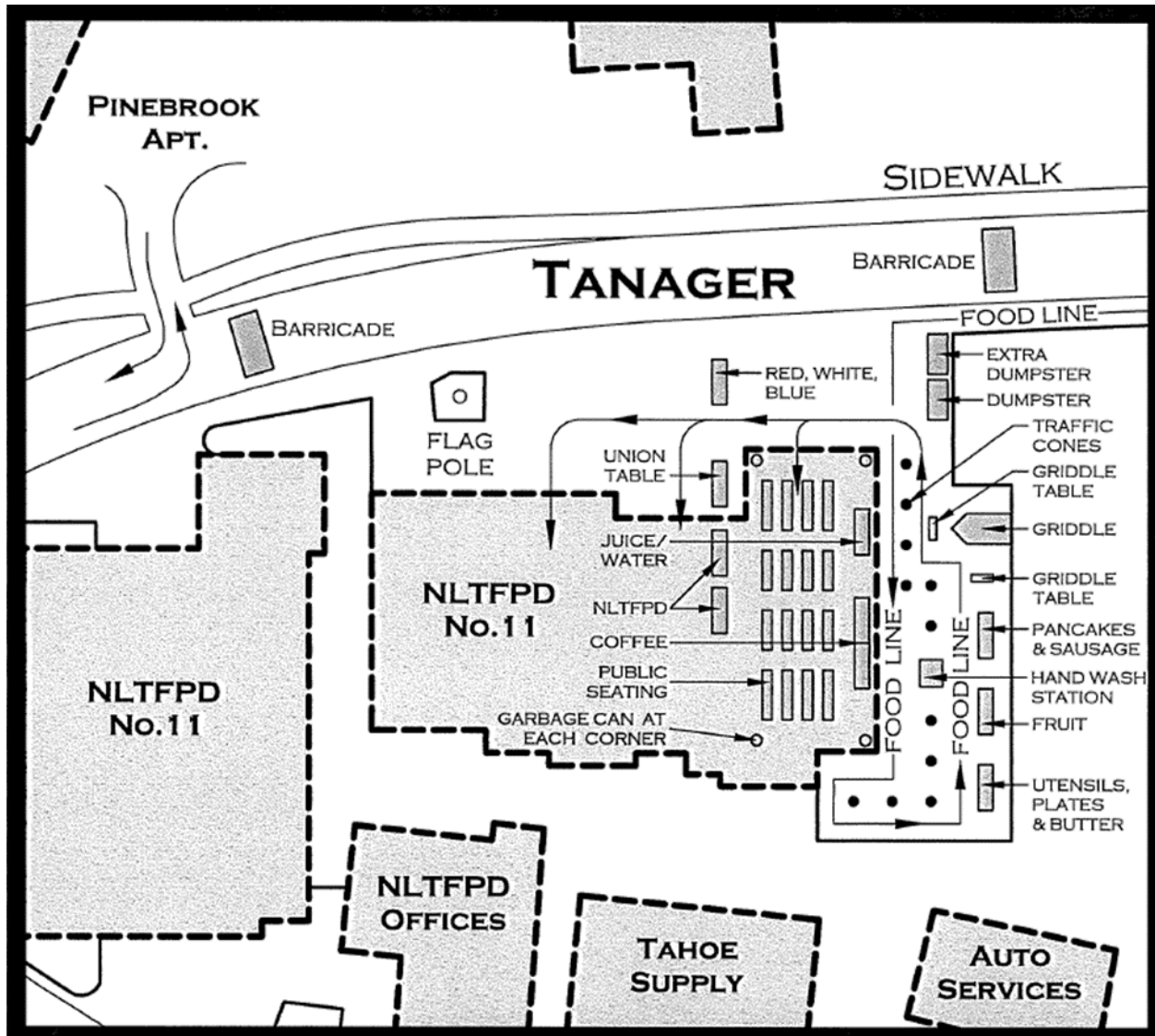
Conditions of Approval Exhibit A
Agency Review Letters Exhibit B
Noticing Map Exhibit C
Project Application Exhibit D

Administrative Permit Definition

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

The conditions of approval for Administrative Permit Case Number WADMIN21-0007 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 750 attendees on the day of the event, the event qualifies as an "outdoor community event" under Washoe County Code (WCC) Section 25.272, which is allowed in the 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 Plan

Project Evaluation

The North Lake Tahoe Fire Protection District (NLTFPD) is requesting to have an outdoor community event on July 2, 2021. The event, a pancake breakfast, has been held for the past 20 years and is open to the community. The Community Pancake Breakfast is held at the main fire station at 875 Tanager Street. It is an opportunity for NLTFPD to say “thank you” for allowing the Fire District to provide public safety to the community. It is estimated that a maximum of 750 people will attend the breakfast, with 25 people helping with the event. The breakfast is from 8 a.m. to 10 a.m. with pancakes, sausage, fresh fruit, coffee, and juice served. The food is prepared and served inside the fire station. Program and service information about the fire district will be available. Also, the Fire District personnel will provide tours, to the public, of the station and fire engine apparatus. Parking will be available on the surrounding streets and the NLTFPD parking lots. Tanager Street will be barricaded in front of the station. 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)

Administrative permits are not required by Washoe County Code to be presented at a citizen advisory board meeting.

Reviewing Agencies

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

Agency	Sent to Review	Responded	Provided Conditions	Contact
Nevada Dept of Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washoe County Engineering	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Mitchell Fink, mfink@washoecounty.us
Washoe County Sherriff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washoe County Building & Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WCHD – Environment Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
WCHD- EMS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
North Lake Tahoe Fire Protection District	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
RTC Washoe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Washoe Storey Conservation District	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Washoe County Fiscal Compliance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Washoe County Risk Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Incline Village GID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tahoe Transportation District	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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

Staff Comment on Required Findings

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

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 the North Lak Tahoe Fire Station and for the intensity of such a development.

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

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 WADMIN21-0007 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 WADMIN21-0007 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

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 within the North Lak Tahoe Fire Station 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;
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.

Appeal Process

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

Applicant/Property Owner: North Lake Tahoe Fire Protection District
Email: jdonohue@nlfpd.net
trancourt@nlfpd.net



Conditions of Approval

Administrative Permit Case Number WADMIN21-0007

The project approved under Administrative Permit Case Number WADMIN21-0007 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on July 1, 2021. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

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

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

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.**

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

Washoe County Planning and Building Division

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

Contact Name – Julee Olander, Planner, 775.328.3627, jolander@washoecounty.us

- a. **The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.**

Pre-event Conditions:

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

During-event Conditions:

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

Washoe County Engineering and Capital Projects

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

Contact Name – Mitchel Fink, P.E., 775. 328-2050, mfink@washoecounty.us

- a. 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.

Washoe County Health District

3. The following condition is a requirement of the Health District, which shall be responsible for determining compliance with this condition. The District Board of Health has jurisdiction over

all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

Contact Name – David Kelly, 775.328.2434 dkelly@washoecounty.us

- a. All food vendors are required to obtain a special event food permit from EHS at least 7 days in advance of event. Contact EHS for more information.

Fire Protection (North Lake Tahoe Fire Protection District)

4. 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 – Jennifer Donohue, 775-461-6200, jdonohue@nlrfpd.net

Pre-event Condition:

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

*** End of Conditions ***



WASHOE COUNTY

COMMUNITY SERVICES DEPARTMENT

Engineering and Capital Projects

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

DATE: May 21, 2021

TO: Julee Olander, Planner, Planning and Building Division

FROM: Walter West, Engineering and Capital Projects Division

**SUBJECT: Community Pancake Breakfast WADMIN21-0007
APN 132-223-14**

GENERAL PROJECT DISCUSSION

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

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

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

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.



INTEGRITY



EFFECTIVE
COMMUNICATION



QUALITY
PUBLIC SERVICE

**WADMIN21-0007
EXHIBIT B**

From: [Hunter, Julie D.](#)
To: [Olander, Julee](#)
Cc: [Lawson, Jacqueline](#); [Program, EMS](#)
Subject: Administrative Permit Case Number WADMIN21-0007 (Community Pancake Breakfast)
Date: Tuesday, May 25, 2021 9:40:49 AM
Attachments: [Agency Review Memo II.pdf](#)
[image001.png](#)

Good morning Julee,

The EMS Oversight Program has reviewed Administrative Permit Case Number WADMIN21-0007 (Community Pancake Breakfast), and does not currently have any questions, comments, or concerns regarding this outdoor community event application.

Please let me know if you have any questions.

Thank you,
Julie

Julie D Hunter, M.S.

EMS Coordinator | Division of Epidemiology and Public Health Preparedness | Washoe County Health District
jdhunter@washoecounty.us | O: (775) 326-6043 C: (775) 343-2143 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512



From: [Hoekstra, Jennifer](#)
To: [Olander, Julee](#)
Subject: Fw: Agency Review Memo II
Date: Monday, May 17, 2021 4:49:45 PM
Attachments: [Agency Review Memo II.pdf](#)
[image001.png](#)
[Outlook-pleyw5dj.png](#)
[Outlook-2i1dz35w.png](#)
[Outlook-gs1ul5et.png](#)
[Outlook-nw3dfh1g.png](#)
[Outlook-0m0bqtkf.png](#)

Julee,

I've been asked to review this. I don't see any issues.

Thank you,



Jennifer Hoekstra

Fiscal Compliance Officer | Community Services Department

jhoekstra@washoecounty.us | Office: 775.328.2045

1001 E. 9th St., Reno, NV 89512



From: Fagan, Donna <DFagan@washoecounty.us>
Sent: Monday, May 17, 2021 4:38 PM
To: Hoekstra, Jennifer <JHoekstra@washoecounty.us>
Subject: Agency Review Memo II

Jen,

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

You've been asked to review item #1. Click on the highlighted item description for a link to the application.

Please send any questions, 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

Email: planning@washoecounty.us

From: [Jennifer Donohue](#)
To: [Olander, Julee](#)
Subject: NLTFPD Review of WADMIN21-0007 (Community Pancake Breakfast)
Date: Friday, May 21, 2021 12:14:51 PM

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

Greetings Julee,
If appropriate to comment, NLTFPD has no conditions/comments for WADMIN21-0007.

Have a great weekend,
Regards,
Jen



Jennifer Donohue
Fire Marshal

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



Date	5-18-21
Attention	Julee Olander Planner
Re	Administrative Permit Case Number WADMIN21-0007
APN	132-223-14
Service Address	875 Tanager
Owner	North Lake Tahoe Fire Protection District

Administrative Permit Case Number WADMIN21-0007 (Community Pancake Breakfast) – For hearing, discussion and possible action to approve an administrative permit for an Outdoor Community Event business license, for a pancake breakfast at the North Lake Tahoe Fire Protect District Station, at 875 Tanager Street, on July 3, 2021 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 Hill
- 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.



Washoe-Storey Conservation District

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

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

May 26, 2021

Washoe County Community Services Department

C/O Julee Olander, Planner

1001 E Ninth Street, Bldg. A

Reno, NV 89512

R: WADMIN21-0007 Community Pancake Breakfast

Dear Julee,

In reviewing the administrative permit to approve an outdoor community event business license application, the Conservation District has the following comment.

We recommend as a condition of approval; the applicant cleanup activities of garbage material are extended to the area of the Auto Services, Tahoe Supply and all the NLTFPD facilities.

Thank you for the opportunity to review the project that may have impacts on our natural resources.

Sincerely,

Shaffer-Tyler

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

June 3, 2021

Washoe County Community Services
Planning and Development Division
PO Box 11130
Reno, NV 89520-0027

RE: 875 Tanager St; 123-223-14
Administrative Permit; WADMIN21-0007

Dear Washoe County Staff:

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

- a) All food vendors are required to obtain a special event food permit from EHS at least 7 days in advance of event. Contact EHS for more information.

If you have any questions or would like clarification regarding the foregoing, please contact David Kelly regarding all EHS comments.

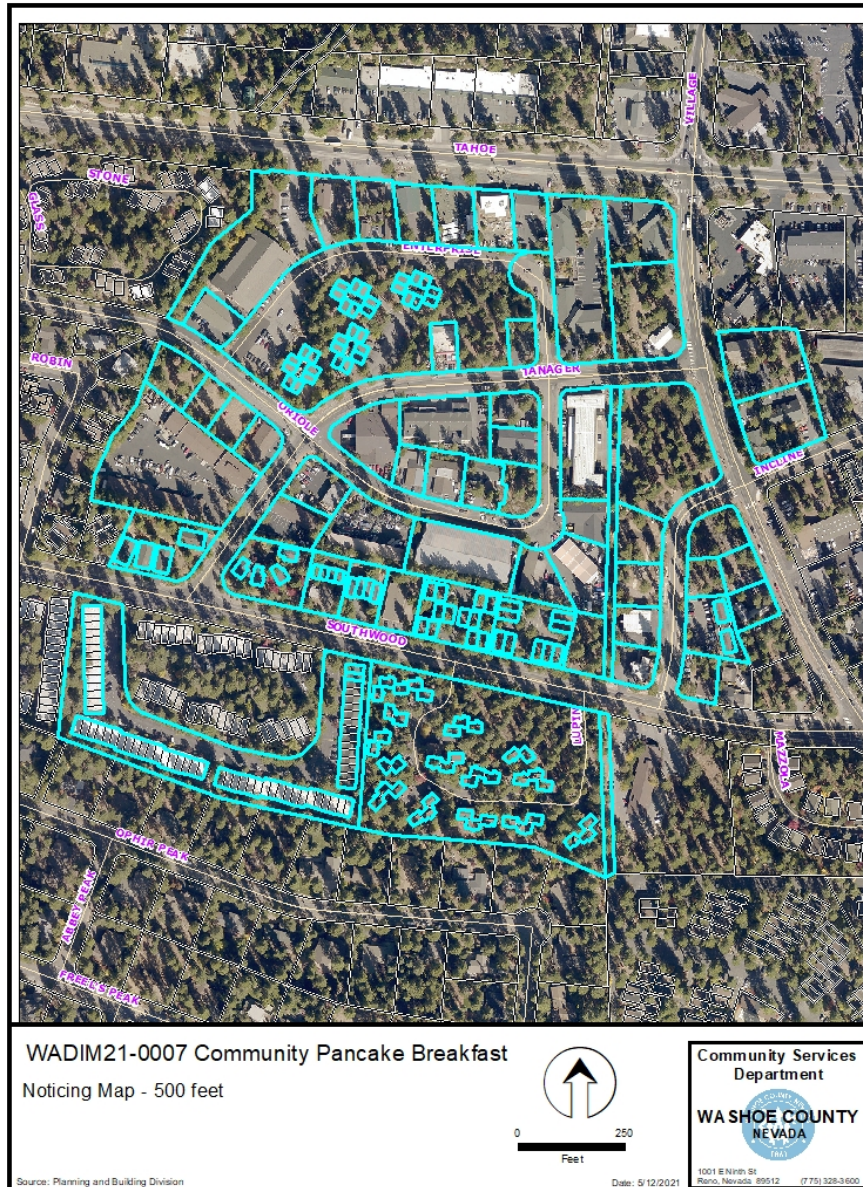
Sincerely,



David Kelly
EHS Supervisor
Environmental Health Services
Washoe County Health District

Public Notice

Washoe County Code requires that public notification of an Administrative Permit be mailed to a minimum of 30 separate property owners within a minimum 500 foot radius of the subject property a minimum of 10 days prior to the public hearing date. This proposal was noticed within a 500-foot radius of the subject property, noticing 32 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

Administrative Permit Case Number WADMIN210-0007

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 4-6-2021

Applicant Information

Applicant's name: North Lake Tahoe Fire Protection District

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

Phone: 775-831-0351 ext 0 (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: Saturday July 3, 2021 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: 250

Approximate maximum number of persons on any one day of the event: 750

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
STATEMENT OF ASSETS**

As of March 31st, 2021
 (Describe fully and indicate assets pledged) NPA
 (If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand _____	\$ <u>250</u>
Cash in safe deposit box _____	\$ _____
Cash in <u>UMPQUA</u> _____	\$ <u>1,061,772</u>
Cash in <u>LGIP</u> _____	\$ <u>11,706,874</u>
Accounts and notes receivable (describe nature of receivable and when due)	\$ _____
_____	\$ _____
_____	\$ _____
Other current assets	\$ _____
_____	\$ _____
_____	\$ _____

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)	\$ _____
_____	\$ _____
_____	\$ _____
Investments, other than stocks and bonds	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Fixed assets

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

Other assets

Automobiles and other personal property	
Equipment _____	\$ <u>9,293,236</u>
_____	\$ _____
_____	\$ _____

Total Assets \$ 33,488,405

Sharon Cary _____
 Print Name

 4/21/2021
 Signature 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 \$ 274,120

Liability for Federal Income Tax (delinquent) \$ _____

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

Provisions for other current taxes \$ _____

Liability for other delinquent taxes \$ _____

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

Capitol One JP MORGAN CHASE \$ 3,495,000

Pinnacle _____ \$ _____

Other liabilities

Pension Liability \$ 6,299,007

_____ \$ _____

_____ \$ _____

Total Liabilities \$ 10,068,127

Contingent liabilities (describe)

Sharon Cary
Print Name

 4/2/2002
Signature Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

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

Name

Address

ANCILLARY SERVICES OR ACTIVITIES LIST

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

Name

Address

**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.

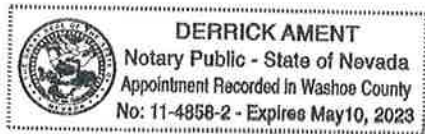
IN WITNESS WHEREOF, I have executed this release at _____ on the
30th day of April, 2021.

Sharon Cary
Printed name of applicant

Sharon Cary
Signature of applicant

State of Nevada
County of Washoe
Subscribed and sworn to before me this 30 day of April, 2021

[Signature]
Notary Public in and for said county and state



My commission expires: May 10, 2023

**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.

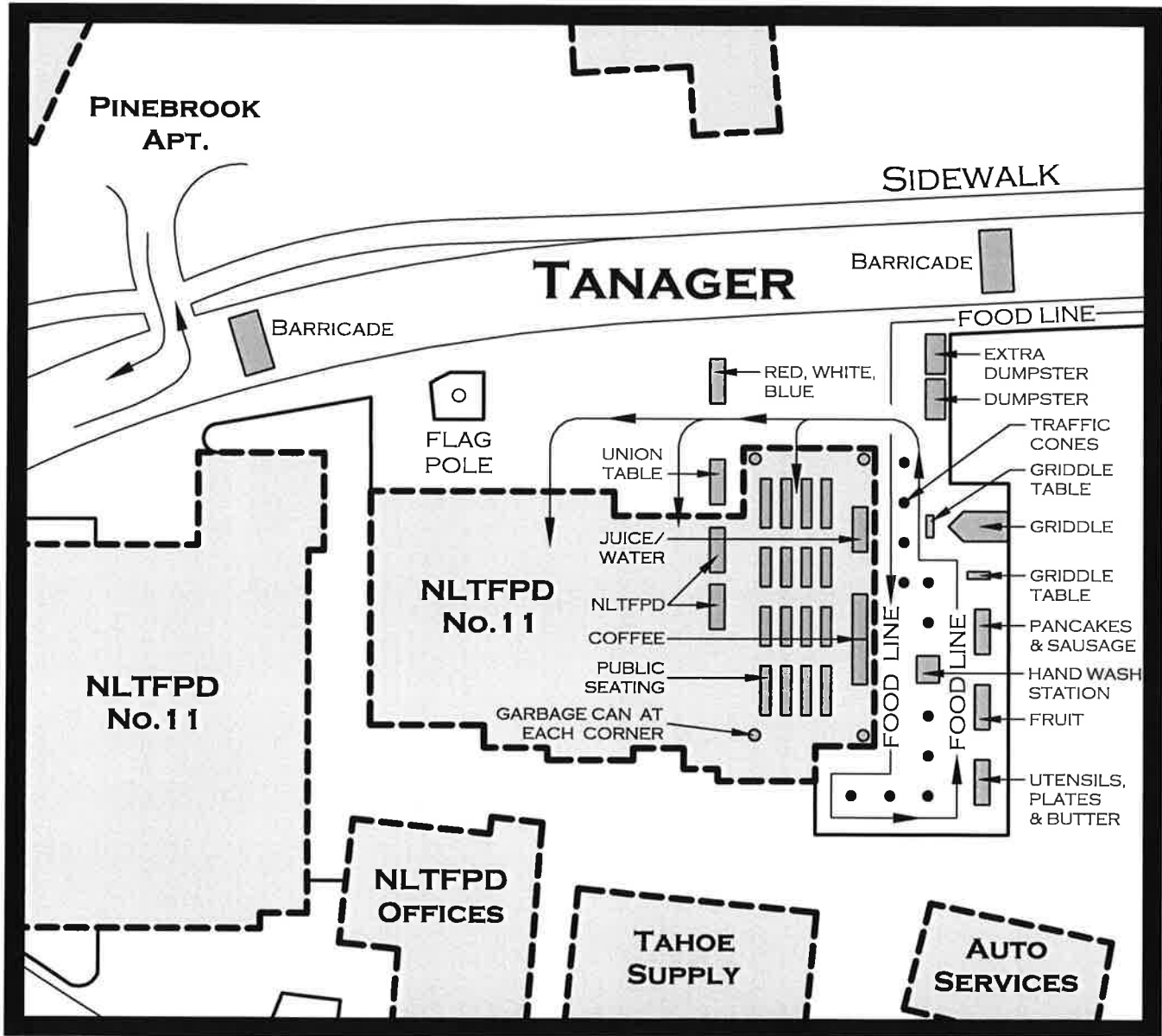
NOTE: A certificate of insurance complying with the provisions stated above is not required with the outdoor community business license application, but must be furnished prior to the issuance of the license.

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

<u>Community Pancake Breakfast</u>	<u>Saturday July 3, 2021</u>
Name of Event	Date(s) of Event
<u>Tia Rancourt</u>	
Applicant's name (printed)	Applicant's signature

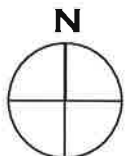
Date: April 6, 2021

PANCAKE BREAKFAST



NO SCALE

April 9 2021



WADMIN21-0007
EXHIBIT D

Community Pancake Breakfast Saturday, July 3, 2021

Introduction:

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

Event Overview:

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

Date/Time of the Event: Saturday, July 3rd, 2021 0800 - 1000

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

Attendance Projections: 200-500 over the 2 hour over the entirety of the event

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

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

COMMUNITY PANCAKE BREAKFAST SAFETY PLAN 2021:

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

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

Communications: direct communications with Grass Valley Emergency Command Center.

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

Fee Paid _____
Late Fee Paid _____
Date Paid _____
Cash/CC/Check _____
Receipt No. _____
Permit # _____

APPLICATION FOR TEMPORARY FOOD PERMIT

PAYMENT AND APPLICATION MUST BE SUBMITTED NO LESS THAN 7 BUSINESS DAYS (Monday-Friday) 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 3 2021 End: July 3, 2021 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)							
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 #: () 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@nltfpd.net
10. Location of Advance Preparation: 875 Tanager Street Incline Village, NV 89451 Time Prep Begins: 0800 Time Prep Ends: 1000

11. List food item(s) to be served: <small>ONLY food(s) listed below are allowed to be served at the event</small>	OFF SITE PREP	ON SITE PREP	COOKING PROCEDURES	HOLDING Hot / Cold	SERVING Hot / Cold
pancakes	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
sausage	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input checked="" type="checkbox"/> H / <input type="checkbox"/> C
mixed fruit	<input type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
juice boxes, bottled water	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<input type="checkbox"/> H / <input type="checkbox"/> C	<input type="checkbox"/> H / <input checked="" type="checkbox"/> C
	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		<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:  DATE: 4/21/2021

ORIGINAL | HEALTH DISTRICT YELLOW | FIELD COPY PINK | APPLICANT

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, 2020 expiring June 30, 2021.

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: # NPAIP20202021

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

Property/Crime/Equipment Breakdown

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

Casualty

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

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

Participating member's Maintenance Deductible of \$1000 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, 2020 through June 30, 2021.

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 coverage form has been issued by PACT:


Public Agency Compensation Trust Coverage Form #PACT20202021

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 PACT or its insurers or reinsurers as such. The coverages provided will be governed by the terms and conditions of the PACT Coverage Form and excess insurance and reinsurance 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