



Board of Adjustment Staff Report

Meeting Date: June 1, 2023

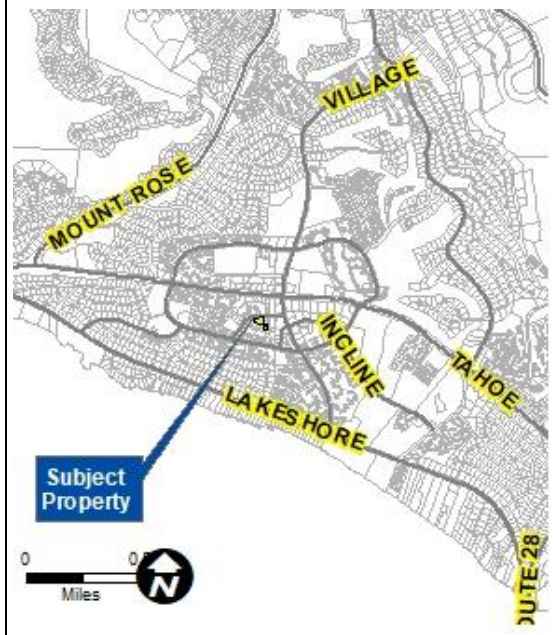
Agenda Item: 8B

ADMINISTRATIVE PERMIT CASE NUMBER:	WADMIN23-0006 (Community Breakfast)
BRIEF SUMMARY OF REQUEST:	An administrative permit and an outdoor community event business license application for the Community Pancake Breakfast
STAFF PLANNER:	Julee Olander, Planner Phone Number: 775.328.3627 E-mail: jolander@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an Outdoor Community Event business license; for a pancake breakfast at the North Lake Tahoe Fire Protection District Station, at 875 Tanager Street, on July 2, 2023 from 8:00 a.m. to 10:00 a.m. with approximately 500 people in attendance.

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



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN23-0006 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25

(Motion with Findings on Page 6)

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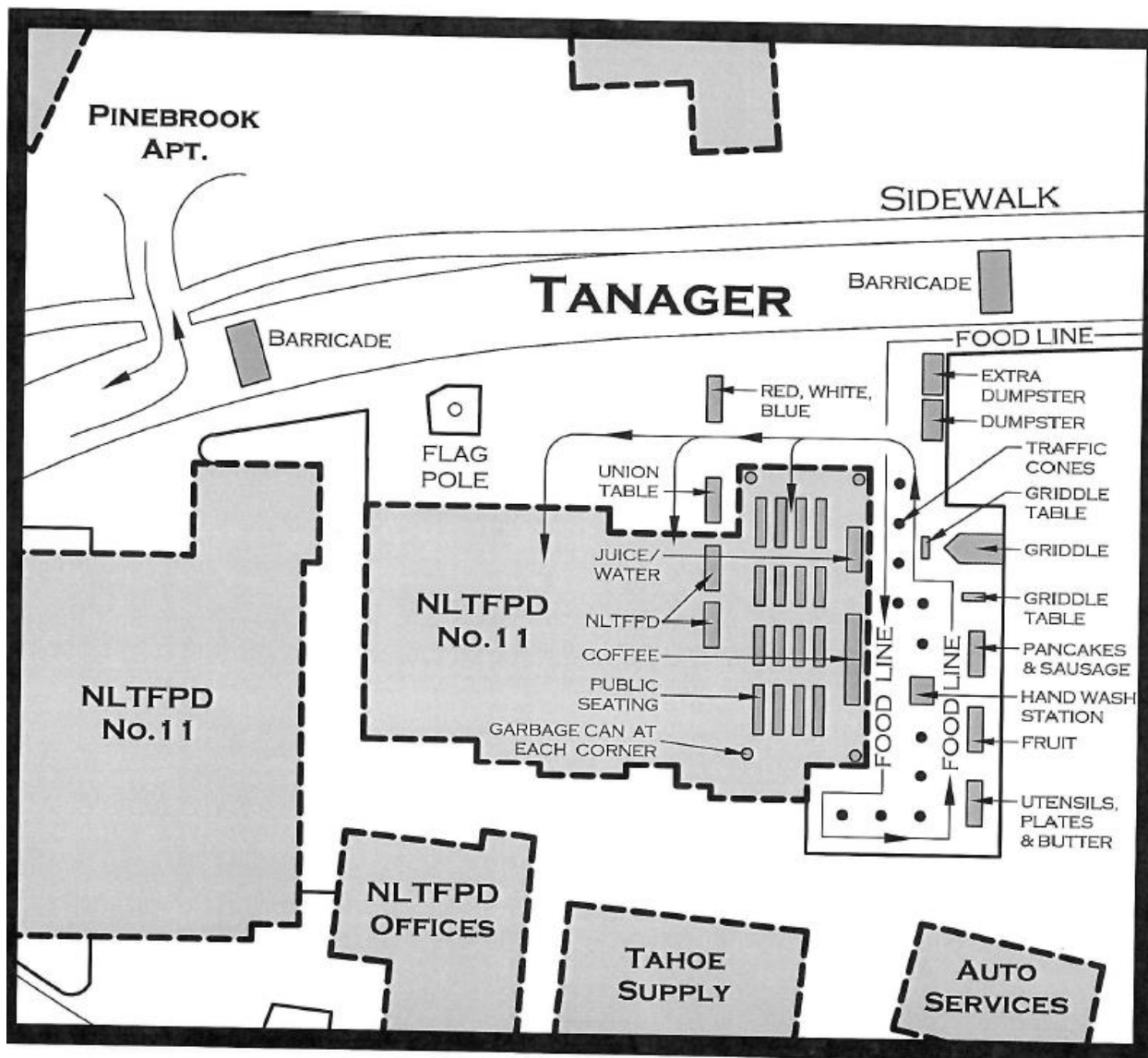
Project Application Exhibit D

Administrative Permit Definition

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

The conditions of approval for Administrative Permit Case Number WADMIN23-0006 is attached to this staff report and will be included with the action order.

The subject property is designated as Tahoe Incline Village Commercial (TA_IVC). The proposed activity, an outdoor community event, is permitted in all regulatory zones subject to approval of an administrative permit in accordance with WCC Section 110.808.00 through 110.808.65 and Section 110.310.20. Therefore, the applicant is seeking approval of this administrative permit from the Board of Adjustment.



Site Plan

Project Evaluation

The North Lake Tahoe Fire Protection District (NLTFPD) is requesting to have an outdoor community event on July 2, 2023. The event, a pancake breakfast, has been held for the past 20 years and is open to the community. The Community Pancake Breakfast is held at the main fire station at 875 Tanager Street. It is an opportunity for NLTFPD to say “thank you” for allowing the Fire District to provide public safety to the community. It is estimated that a maximum of 500 people will attend the breakfast, with 25 people helping with the event. The breakfast is from 8 a.m. to 10 a.m. with pancakes, sausage, fresh fruit, coffee, and juice served. The food is prepared and served inside the fire station. Program and service information about the fire district will be available. Also, the Fire District personnel will provide tours, to the public, of the station and fire engine apparatus. Parking will be available on the surrounding streets and the NLTFPD parking lots. Tanager Street will be barricaded in front of the station.

Tahoe Area Plan

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

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
TA.R3	Manage community events	Yes	yes
TA.LU7-2	Encourage appropriate community events and special events	Yes	

Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
Washoe County Building & Safety	X			
Washoe County Sewer	X			
Washoe County Water Rights Manager (All Apps)	X	X		Timber Weiss, tweiss@washoecounty.gov
WCSD Law Enforcement	X			
Washoe County Engineering & Capital Projects Director	X			
Washoe County Engineering (Land Development) (All Apps)	X	X	X	Mitchell Fink, mfink@washoecounty.gov
WCHD EMS	X	X		Sabrina Brasuell, Sbrasuell@washoecounty.gov
WCHD Environmental Health	X	X	X	Jim English, jenglish@washoecounty.gov; Wes Rubio, wrubio@washoecounty.gov; David Kelly, dakelly@washoecounty.gov
WCHD Special Events	X			
Incline Village Roads	X			
IVGID	X	X		Tim Buxton, tlb@ivgid.org
North Lake Tahoe FPD	X			John James, jjames@nltpd.net
Washoe County Business License	X			
Doreen Ertell, Risk Management	X	X	X	Doreen, Ertell, dertell@washoecounty.gov
Petra Bartella, CSD	X			

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

Neighborhood Meeting

No neighborhood meeting was required for this special event application.

Staff Comment on Required Findings

WCC 110.808.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit

request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary one-day event of this nature in the Tahoe Area Plan and annual temporary events are encouraged in town centers.

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

Staff Comment: The applicant has addressed the applicable requirements for providing temporary power, sanitation, water, and parking for the temporary one-day event. Conditions of approval provide further requirements for traffic management in the area.

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

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

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

Staff Comment: The impacts associated with the event are limited impacts as the duration of the event is only for the morning of July 2nd. The temporary event is unlikely to impact the public health, safety or welfare; or be injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area. Conditions of approval provide further requirements to mitigate any other issues.

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

Staff Comment: There is no military installation in the area that is required to be noticed for this Administrative Permit; therefore, this finding does not need to be made.

Recommendation

After a thorough analysis and review, Administrative Permit Case Number WADMIN23-0006 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 WADMIN23-0006 for North Lake Tahoe Fire Protection District, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan;

- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
- (c) Site Suitability. That the site is physically suitable for a one-day community pancake breakfast within the North Lake Tahoe Fire Station and for the intensity of such a development;
- (d) Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;
- (e) Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

Appeal Process

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

Applicant/Owner: North Lake Tahoe Fire Protection District.,
Attn: Tia Rancourt & Alan Green
trancourt@nlffpd.net, agreen@nlffpd.net



Conditions of Approval

Administrative Permit Case Number WADMIN23-0006

The project approved under Administrative Permit Case Number WADMIN23-0006 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 1, 2023. 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.gov

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

Pre-event Conditions:

- b. The applicant will provide the Planning and Building Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an Outdoor Event permit.
- c. All event catering businesses shall obtain appropriate Washoe County business license.
- d. Event set-up activities shall take place the day before the event on July 1st between the hours of 12 p.m. and 5 p.m.
- 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.

During-event Conditions:

- f. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit and outdoor community event business license.
- 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.
- h. Hours of Operation: The event shall take place July 2nd between the hours of 8 a.m. and 10 a.m. and clean up shall take place following the event.

Washoe County Engineering and Capital Projects

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

Contact Name – Mitchell Fink, P.E. 775.328.2050, mfink@washoecounty.gov

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

Washoe County Health District

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

Contact Name – Contact Name – James English, EHS Supervisor, 775.328.2434, jenglish@washoecounty.gov

- a. The WCHD requires the applicant/promoter has the necessary promoter’s permit if required by the Washoe County District Board of Health Regulations Governing Food Establishments. The promoter must also provide vendor lists for each event day at least seven (7) days in advance of the market event date.
- b. The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted within 2 complete business days of the event will not be accepted.
- c. If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter’s responsibility to ensure the food vendor leaves the premises.

Washoe County Risk Management

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

Contact Name – Doreen Ertell, Risk Management, 775.328.2660, dertell@washoecounty.gov

- a. A copy of North Lake Tahoe Fire Protection District insurance needs to be submit before license issued.

*** End of Conditions ***

From: [Program, EMS](#)
To: [Olander, Julee](#)
Cc: [Program, EMS](#)
Subject: FW: April Agency Review Memo II- Administrative Permit Case Number WADMIN23-0006 (Community Pancake Breakfast)
Date: Tuesday, April 25, 2023 8:39:19 AM
Attachments:

Good morning,

The EMS Program has reviewed the April Agency Review Memo II - Administrative Permit Case Number WADMIN23-0006 (Community Pancake Breakfast). This event does not meet the number of persons to require EMS coverage at the event. The Program has no concerns or questions at this time based on the information provided.

Thank you,

Sabrina.

Sabrina Brasuell

Pronouns: she/her

EMS Coordinator | Epidemiology and Public Health Preparedness

Washoe County Health District

sbrasuell@washoecounty.gov | Cell: (775) 830-7118 | Office: (775) 326-6043

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



Please take our customer satisfaction survey by clicking [here](#)



DATE: April 25, 2023

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

SUBJECT: Community Pancake Breakfast WADMIN23-0006
APN 132-223-14

GENERAL PROJECT DISCUSSION

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

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

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

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

From: [John James](#)
To: [Olander, Julee](#)
Subject: FW: April Agency Review Memo II
Date: Friday, April 14, 2023 3:54:30 PM
Attachments: [Outlook-gqtsv1uo.png](#)
[Outlook-g3pvy4cw.png](#)
[Outlook-e1fwo3kf.png](#)
[Outlook-emo3qzdc.png](#)
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[Outlook-vjfk1ke2.png](#)
[Outlook-ghxervyp.png](#)
[April Agency Review Memo II.pdf](#)

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

Hello Julie,

Item #2 NLTFPD is aware of this project and has additional comments at this time.

Have a great weekend,



John James
Fire Marshal
Office: [775.831.0351](tel:775.831.0351) x8131 | Cell: [775.413.9344](tel:775.413.9344)
Email: jjames@nltfpd.net
[866 Oriole Way | Incline Village | NV 89451](#)



From: Albarran, Adriana <AAlbarran@washoecounty.gov>
Sent: Friday, April 14, 2023 3:26 PM
To: Jennifer Donohue <JDonohue@nltfpd.net>; Ryan Sommers <RSommers@nltfpd.net>; John James <jjames@nltfpd.net>
Subject: April Agency Review Memo II

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

April 27, 2023

Washoe County Community Services
Planning and Development Division

RE: Community Pancake Breakfast; 132-223-14
Administrative Permit Review; WADMIN23-0006

Dear Washoe County Staff:

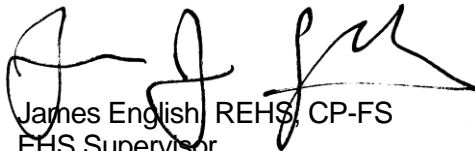
The following conditions are requirements of the Washoe County Health District, Environmental Health Services Division, (WCHD), which shall be responsible for determining compliance with these conditions.

Contact Name – James English - jenglish@washoecounty.us

- a) Condition #1: The WCHD has reviewed the above referenced application and requires the applicant/promoter has the necessary promoter's permit if required by the Washoe County District Board of Health Regulations Governing Food Establishments. The promoter must also provide vendor lists for each event day at least seven (7) days in advance of the market event date.
- b) Condition #2: The applicant/promoter must ensure all food vendors have the appropriate Health Permits to operate. All applications for food vendors must be received at least 15 business days prior to the start of the event. Applications and payments submitted within seven (7) business days of the event will be charged a late fee. Applications and payments submitted withing 2 complete business days of the event will not be accepted.
- c) Condition #3: If the application is approved, any food vendor found operating during the event without the proper permitting will be required to shut down and leave the event immediately. It will be the applicant/promoter's responsibility to ensure the food vendor leaves the premises.

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

Sincerely,



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



Date	875 Tanager
Attention	Julee Olander
Re	WADMIN23-0006
APN	132-223-14
Service Address	875 Tanager
Owner	North Lake Tahoe Fire Protection District

[Administrative Permit Case Number WADMIN23-0006 \(Community Pancake Breakfast\)](#) – For hearing, discussion, and possible action to approve an administrative permit for an Outdoor Community Event business license; for a pancake breakfast at the North Lake Tahoe Fire Protection District Station, at 875 Tanager Street, on July 2, 2023 from 8:00 a.m. to 10:00 a.m.

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

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

From: Ertell, Doreen <DErtell@washoecounty.gov>
Sent: Monday, April 17, 2023 12:14 PM
To: Albarran, Adriana <AAlbarran@washoecounty.gov>
Subject: RE: April Agency Review Memo II

Hi Adriana,

Following are my comments for the special events requiring Risk Management's review:

Item 2 – Pancake Breakfast for NLTFPD: A copy of their insurance is still needed.

Item 3 – League to Save Lake Tahoe: approved.

Item 4 – Beach Boy Benefit Concert: Liability Waiver and Insurance requirements still needed.

Thank you,
Doreen



Doreen Ertell

Risk Management

dertell@washoecounty.gov | Office: 775.328-2660

1001 E. Ninth St., Building D

Reno, NV 89512



CURRENTLY WORKING REMOTELY ON MONDAYS, THURSDAYS AND FRIDAYS

WORK SCHEDULE: Monday – Thursday: 6:30am to 3:30pm

Friday: 7:00am to 4:00pm

Notice: This communication, including any attachments, may contain confidential information and is intended only for the individual or entity whom it is addressed. Any review, dissemination, or copying of this communication by anyone other than the recipient is strictly prohibited by the electronic Communications Privacy Act, 18 U.S.C. 2510-2521. If you are not the intended recipient, please contact the sender by reply email, delete and destroy all copies of the original message.

From: [Weiss, Timber A.](#)
To: [Olander, Julee](#)
Subject: No water right comments for Administrative Permit Case Number WADMIN23-0006 (Community Pancake Breakfast)
Date: Monday, April 24, 2023 1:59:37 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

No water right comments for Administrative Permit Case Number WADMIN23-0006 (Community Pancake Breakfast)

Thank you,



Timber Weiss, PE | Professional Engineer

Engineering & Capital Projects Division | Community Services Department

1001 E. 9th Street, Bldg A Reno, NV 89512

tweiss@washoecounty.gov | Office Voice Mail: 775.954.4626 or 775.433.0769

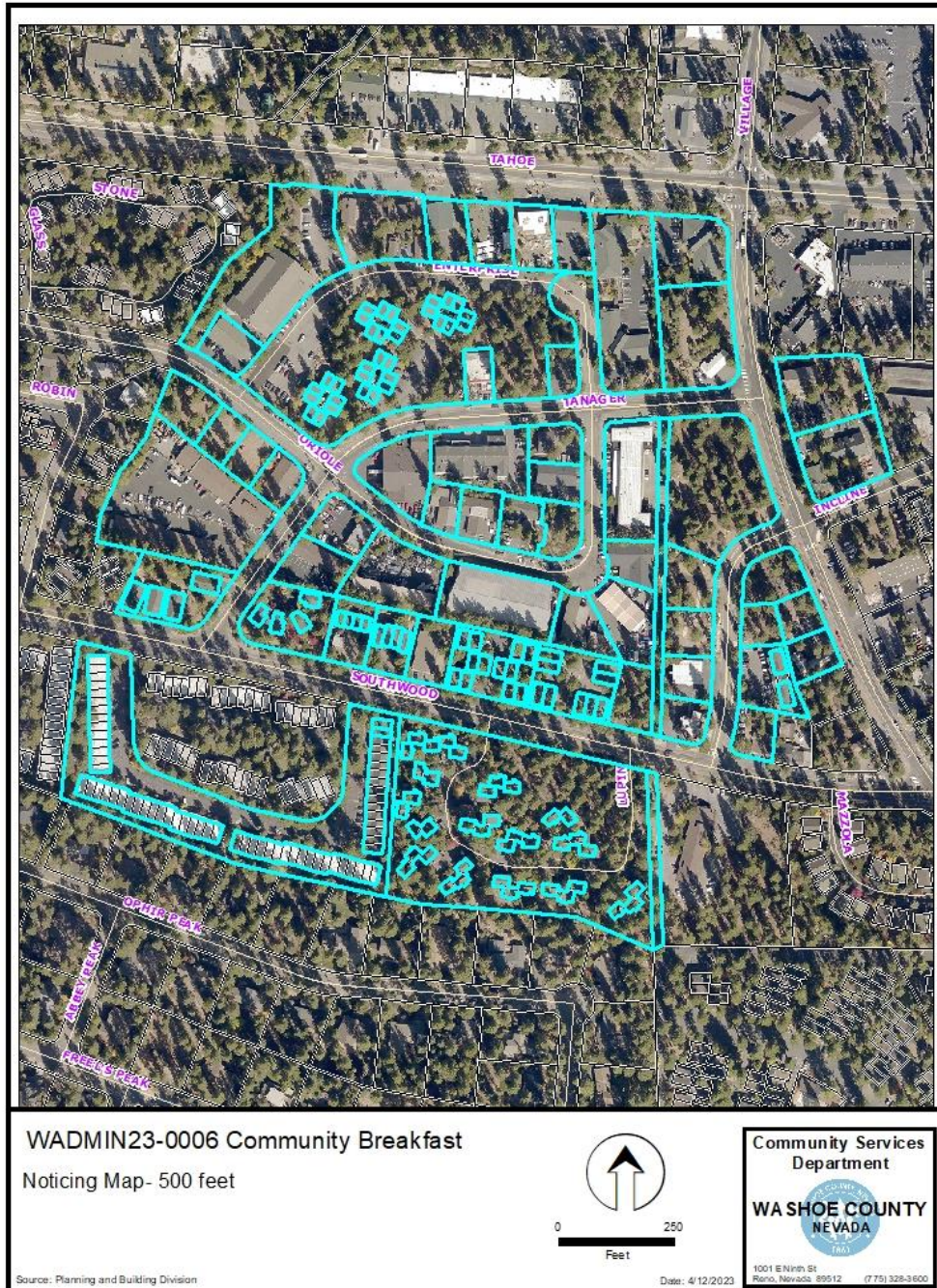
Visit us first online: www.washoecounty.us/csd

For additional information, email engineering@washoecounty.us or call 775.328.2040



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 131 separate property owners a minimum of 10 days prior to the public hearing date.



Public Notice Map

Administrative Permit Case Number WADMIN23-0006

**OUTDOOR
COMMUNITY EVENT
LICENSE APPLICATION**

**1001 EAST 9TH STREET, BUILDING A
RENO, NEVADA 89512**

(775) 328-3733

www.washoecounty.us

OUTDOOR COMMUNITY EVENT APPLICATION

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

Application date: 3-2-2023

Applicant Information

Applicant's name: North Lake Tahoe Fire Protection District

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

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

Email: _____

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

Is the applicant a(n): Corporation Partnership Individual

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

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

_____	_____	_____
_____	_____	_____
_____	_____	_____

Event Information

Name of Event: Community Pancake Breakfast

Date(s) of Event: Sunday July 2, 2023 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: 500

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

Will food and/or beverages be served? Yes No

(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served? Yes No

(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music? Yes No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: Nevada Insurance Pool Policy number: NPAIP201819

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

Address of Insurer: 201 South Roop Street, 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.

The North Lake Tahoe Fire Protection District has been hosting the annual Community Pancake Breakfast for 24 years starting with our 40th anniversary in 1999. We also host public education events and forums on various topics such as emergency preparedness and evacuation, defensible space, fuels mitigation to name a few.

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
<u>Bonanza Foods</u>	<u>Fresh fruit - blueberries, strawberries</u>
<u>US Foods</u>	<u>Sausage, pancake mix</u>
<u>FCG Products</u>	<u>Compostable paper and cutlery products</u>
<u>Model Dairy</u>	<u>Whipped cream</u>

OUTDOOR COMMUNITY EVENT STATEMENT OF ASSETS

As of December 31, 2022

(Describe fully and indicate assets pledged)

(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand _____	\$ <u>250</u>
Cash in safe deposit box _____	\$ _____
Location of Box	
Cash in <u>UMPQUA, INCLINE VILLAGE</u> _____	\$ <u>1,375,478</u>
Name, Bank and Branch	
Cash in <u>LOCAL GOVERNMENT INVESTMENT POOL</u> _____	\$ <u>9,795,421</u>
Name, Bank and Branch	
Accounts and notes receivable (describe nature of receivable and when due)	
_____	\$ _____
_____	\$ _____
Other current assets	
_____	\$ _____
_____	\$ _____

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)

_____	\$ _____
_____	\$ _____
_____	\$ _____
Investments, other than stocks and bonds	
_____	\$ _____
_____	\$ _____
_____	\$ _____

Fixed assets

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

875 Tanager St, Incline Village, NV; 863 Tanager St, Incline Village, NV;	\$ <u>7,161,177</u>
_____	\$ _____
866 Oriole Way, Incline Village, NV; 219 Enterprise Way, Incline Village, NV;	\$ _____
14 Cal Neva Dr, Crystal Bay, NV; 965 Mt Rose Hwy, Incline Village, NV	\$ _____

Other assets

Automobiles and other personal property

_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Assets

\$ 18,325,326

Jackie Signorelli, CFO

Print Name



Signature

3/9/2023

Date

OUTDOOR COMMUNITY EVENT STATEMENT OF LIABILITIES

As of December 31, 2022

(Describe fully, indicate secured liabilities)
(If additional space is required, attached supporting pages or documents)

Current liabilities

Notes payable _____	Name, Bank and Branch _____	\$ _____
Due _____	How secured _____	
Notes payable _____	Name, Bank and Branch _____	\$ _____
Due _____	How secured _____	
Notes payable _____	Name, Bank and Branch _____	\$ _____
Due _____	How secured _____	
Notes payable _____	Name, Bank and Branch _____	\$ _____
Due _____	How secured _____	
Other notes payable (indicate name, address and how secured)		
_____		\$ _____
_____		\$ _____
Accounts payable		\$ _____
Liability for Federal Income Tax (delinquent).....		\$ _____
Provision for current year's Federal Income Tax		\$ _____
Provisions for other current taxes		\$ _____
Liability for other delinquent taxes.....		\$ _____

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)		
JP Morgan Chase		\$\$ 1,744,000
_____		_____
_____		_____

Other liabilities		
Pension liability		\$ 2,042,885
Pay back to the taxpayers of Incline Village/Crystal Bay		\$ 3,600,000
_____		\$ _____
Total Liabilities		\$ 7,368,885

Contingent liabilities (describe)

Jackie Signorelli		3/9/23
Print Name	Signature	Date

**OUTDOOR COMMUNITY EVENT
PERSONAL HISTORY**

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

Name in full: Jackie Signorelli
First Middle Last

List ALL other names you have been known by: Text

Residence address: _____
Street City State Zip Code

Residence phone: _____ Business phone: 775-831-0351

Name of your present business or employer: North Lake Tahoe Fire Protection District

Business address: 866 Oriole Way Incline Village NV 89451
Street City State Zip Code

Type of business: Fire Protection District Position: Chief Financial Officer


How long engaged in this business: _____

Date of birth: _____ Age: _____ Place of birth: _____

List cities in which you have lived during the last ten years:
Dates From and To City State

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Jackie Signorelli
Printed name of applicant


Signature of applicant

3/9/2023
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 Postal Express on the 13 day of March, 2023.

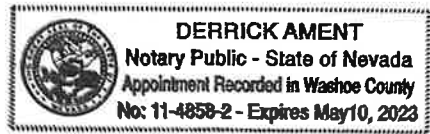
Jackie Signorelli
Printed name of applicant

[Signature]
Signature of applicant

State of Nevada.
County of Washoe.
Subscribed and sworn to before me this 13th day of March, 2023

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

My commission expires: May 10, 2023



COMMUNITY PANCAKE BREAKFAST SAFETY PLAN 2023:

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

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

Communications: direct communications with Grass Valley Emergency Command Center.

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

Community Pancake Breakfast Sunday, July 2, 2023

Introduction:

For 24 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: Sunday, July 2, 2023 0800 - 1000

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

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

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

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

WASHOE COUNTY HEALTH DISTRICT
ENHANCING QUALITY OF LIFE

WASHOE COUNTY HEALTH DISTRICT
ENVIRONMENTAL HEALTH SERVICES DIVISION
1001 East Ninth Street, Building B, Reno, NV 89512
Telephone (775) 328-2434 • Fax (775) 328-6176
www.washoecounty.gov/health
Email Application: health@washoecounty.gov

Office Use Only

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

Application for Special Events Food Permit

Application is to be completed, in full, by the applicant. Please print clearly. Permits are NOT transferable and NOT refundable.

Please submit applications at least 15 business days before the event. Applications and payments submitted within 7 business days of the event will be charged a late fee. Applications and payments submitted within 2 complete business days of the event will not be accepted.

- Permit Type
- Annual Producer: Packaged nuts, eggs, and/or other agriculture products
 - Annual Sampling: Individual sample portions of food/beverage
 - Temporary Food Establishment (TFE)

Applicant Information	Applicant Name: Tia Rancourt	Applicant Contact Number: 775-813-8106	Applicant Email: trancourt@nltpd.net	
	Applicant Street Address: 866 Oriole Way	City: Incline Village	State: NV	Zip: 89451

Business Information	Business Name (DBA): North Lake Tahoe Fire Protection District	Have you participated in previous events in Washoe County? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
	Name of Person-in-Charge (must be present at event): Tia Rancourt	Person-in-Charge Contact Number: 775-813-8106	Person-in-Charge Email Address: trancourt@nltpd.net	

Number of Booths at Event with Same Menu: 1

Please Note: Separate applications are required for different menus.

Fill out the following table for ALL events/dates; please list only the times during which food/beverage items will be prepared and sold.
PLEASE NOTE: TFE permit applicants may list a maximum of 14 recurring, non-consecutive dates for the SAME event (i.e. Farmer's Markets, weekly events, etc.). TFE permit applicants must fill out different applications for separate events.

Event Date	Start & End Time	Event Name	Event Location	Event Coordinator	Coordinator Phone Number
7-2-2023	0800 - 1000	Community Pancake Breakfast	875 Tanager Street	Tia Rancourt	775-813-8106

Fill out the following table for ALL food/beverage items to be sold or sampled at the event(s). Food/beverage items that are not listed will NOT be allowed for service. Attach a separate menu if additional space is needed.

Food/ Beverage Item	Cooking Procedures	Holding (Hot/Cold)	Serving (Hot/Cold)
pancakes	propane griddle		hot
sausage	propane griddle		hot
mixed fruit			cold
juice boxes, bottled water			cold
coffee			hot

Food Source and Storage

Will food/beverage items be prepared and/or stored off-site before the event?

YES. Fill out the following information for the location at which the food/beverage items will be prepared and/or stored prior to the event:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Is the facility in Washoe County?

YES. Permit #: _____

NO. Attach a copy of the facility's valid health permit.

Advance Preparation Start Time: _____ End Time: _____

How will food items will be kept hot or cold during transport?

By the vendors: Bonanza Produce, Model Dairy

Length of transportation time (minutes): 3 minutes

NO. My food/beverage items will not be stored and/or prepared off-site. I understand that I am required to purchase all food and beverage items/ingredients the day of the event. Food must not be stored or prepared at home. By initialing below, I acknowledge that I may be asked to verify purchasing dates of food/beverage items at the time of inspection. Failure to provide proof of purchase may result in further enforcement action, including permit suspension.

Applicant Initials: TR

Once initialed, skip to "Food Preparation and Holding" section.

Food Preparation and Holding

Handwashing Facility Type (choose one):

- PLUMBED SINK
- GRAVITY FLOW CONTAINER
- SELF-CONTAINED PORTABLE UNIT

Please note: Gravity flow containers must be a minimum of 2 gallons of potable water in an insulated container, and must be equipped with a hands-free spigot, a 5-gallon bucket for wastewater, pump hand soap, and paper towels.

Utensil/ Equipment Washing Type (choose one):

- PLUMBED 3-COMPARTMENT SINK
- 3-TUB SYSTEM LOCATED INSIDE BOOTH (prior approval required)
- ADEQUATE SUPPLY OF CLEAN UTENSILS FOR DAILY OPERATION

Please note: Utilization of a 3-tub system is only permitted with prior approval from WCHD. All off-site utensil/equipment washing must occur in a commercial kitchen and may not be washed at home.

List All Cold-Holding Equipment Type(s) and Quantity:

Refrigerator and coolers

List All Hot-Holding Equipment Type(s) and Quantity:

Chafing trays

List All Cooking Equipment Type(s) and Quantity:

Propane griddle

List All Reheating Equipment Type(s) and Quantity:

n/a

List Sampling Methods and Equipment if applicable:

n/a

I have a calibrated STEM THERMOMETER available for taking food temperatures throughout the event.

Applicant Initials:


Please note: Thermometers must be able to accurately measure temperatures within 0-220°F. Vendors selling food items that do not require temperature control are not required to have a stem thermometer.

TR

Equipment and Facilities	On-site Garbage and Refuse Disposal (choose one): <input type="checkbox"/> COVERED CANS <input checked="" type="checkbox"/> DUMPSTERS	Garbage and Refuse Disposal Provided by: <input checked="" type="checkbox"/> EVENT COORDINATOR <input type="checkbox"/> BOOTH OPERATOR Name of responsible party: _____
	Restroom Facilities Type (choose one): <input type="checkbox"/> PORTABLE TOILETS <input checked="" type="checkbox"/> INDOOR TOILETS	Restroom Facilities Provided by (choose one): <input checked="" type="checkbox"/> EVENT COORDINATOR <input type="checkbox"/> BOOTH OPERATOR Name of responsible party: _____
	Wastewater Disposal Type (choose one): <input checked="" type="checkbox"/> SANITARY SEWER <input type="checkbox"/> HOLDING TANK (see Operational Checklist)	Wastewater Disposal Provided by (choose one): <input checked="" type="checkbox"/> EVENT COORDINATOR <input type="checkbox"/> BOOTH OPERATOR Name of responsible party: _____
	Drinkable (potable) Water Source for cooking and handwashing: (ex. Municipal water with food-grade hose, bottled water, etc.) cooking water is plumbed; handwashing - Sani Hut/handwash 2-station	Electrical Supply Provided by (choose one): <input checked="" type="checkbox"/> EVENT COORDINATOR <input type="checkbox"/> BOOTH OPERATOR

Review the following Term and Conditions for Operation of a Special Events Food Establishment and initial in the box corresponding to each statement. By initialing, the applicant acknowledges that failure to adhere to these terms and conditions may result in further enforcement action, including permit suspension.

Terms and Conditions	Terms and Conditions for Operation of a Special Events Food Establishment	Applicant Initials
	I have reviewed and understand the requirements of this permit and of operating a Special Events Food Establishment. I understand that issuance and retention of this permit depends upon acceptable compliance with temporary foodservice requirements as stated in Chapter 170 and Chapter 210 of the Regulations of the Washoe County District Board of Health Governing Food Establishments.	TR
	I understand that my Special Events Food Establishment will be inspected by the Health Authority. I understand that failure to comply with food safety may result in further enforcement action, including assessment of reinspection fees and/or closure of my Special Events Food Establishment.	TR
	I acknowledge that interfering with the Health Authority's ability to perform their duties is a violation of Nevada Revised Statute (NRS) 446.885(3) and intimidating behavior against a public officer is a violation of NRS 199.3300 (Intimidating a public employee). I understand these behaviors include, but are not limited to threats of violence, abusive language, unwarranted physical contact; and that partaking in these behaviors may result in a closure of my Special Events Food Establishment. I understand that Washoe County employees will adhere to their Code of Conduct and work with me honestly, respectfully, fairly, and courteously.	TR
	I understand that my application is <u>NOT</u> approved until I have been successfully interviewed by an inspector regarding the operation of my Special Events Food Establishment. I acknowledge that repeat vendors whose menu has not changed may only receive one interview per year.	TR

Application Acknowledgement	By signing below, I certify that I am the owner or authorized representative of this business and that all statements made on this application are true to the best of my knowledge.	
	Print Name: Tia Rancourt	Date: 3-3-2023
	Signature: 	Date: 3-3-2023

FOR OFFICE USE ONLY - ADDITIONAL PERMIT NOTES	

PANCAKE BREAKFAST

