



Board of Adjustment Staff Report

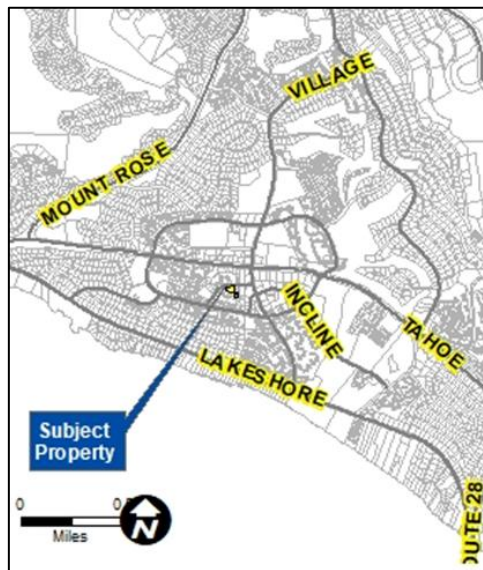
Meeting Date: May 7, 2026

Agenda Item: 8B

ADMINISTRATIVE CASE NUMBER:	WADMIN26-0004 (Community Pancake Breakfast)
BRIEF SUMMARY OF REQUEST:	NLTFPD Pancake Breakfast
STAFF PLANNER:	Julee Olander, Planner 775.328.3627 jolander@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit for an outdoor entertainment event, specifically a pancake breakfast for ±500 attendees at the North Lake Tahoe Fire Protection Station, at 875 Tanager Street, on July 3, 2026, from 8:00 a.m. to 10:00 a.m. This application is submitted by property owner, North Lake Tahoe Fire Protection District. The subject property is located at 875 Tanager Street (APN 132-223-14) and consists of approximately 37,284 sf. Parcel Size. The proposal is being reviewed under Development Code Article 808, Administrative Permits and is situated within Commission District 1 - Commissioner Hill. The site is currently governed by the Tahoe Master Plan land use designation and the TA_IVC Regulatory Zone zoning district, falling within the boundaries of the Tahoe Area Plan.



Vicinity Map

STAFF RECOMMENDATION

APPROVE

APPROVE WITH CONDITIONS

DENY

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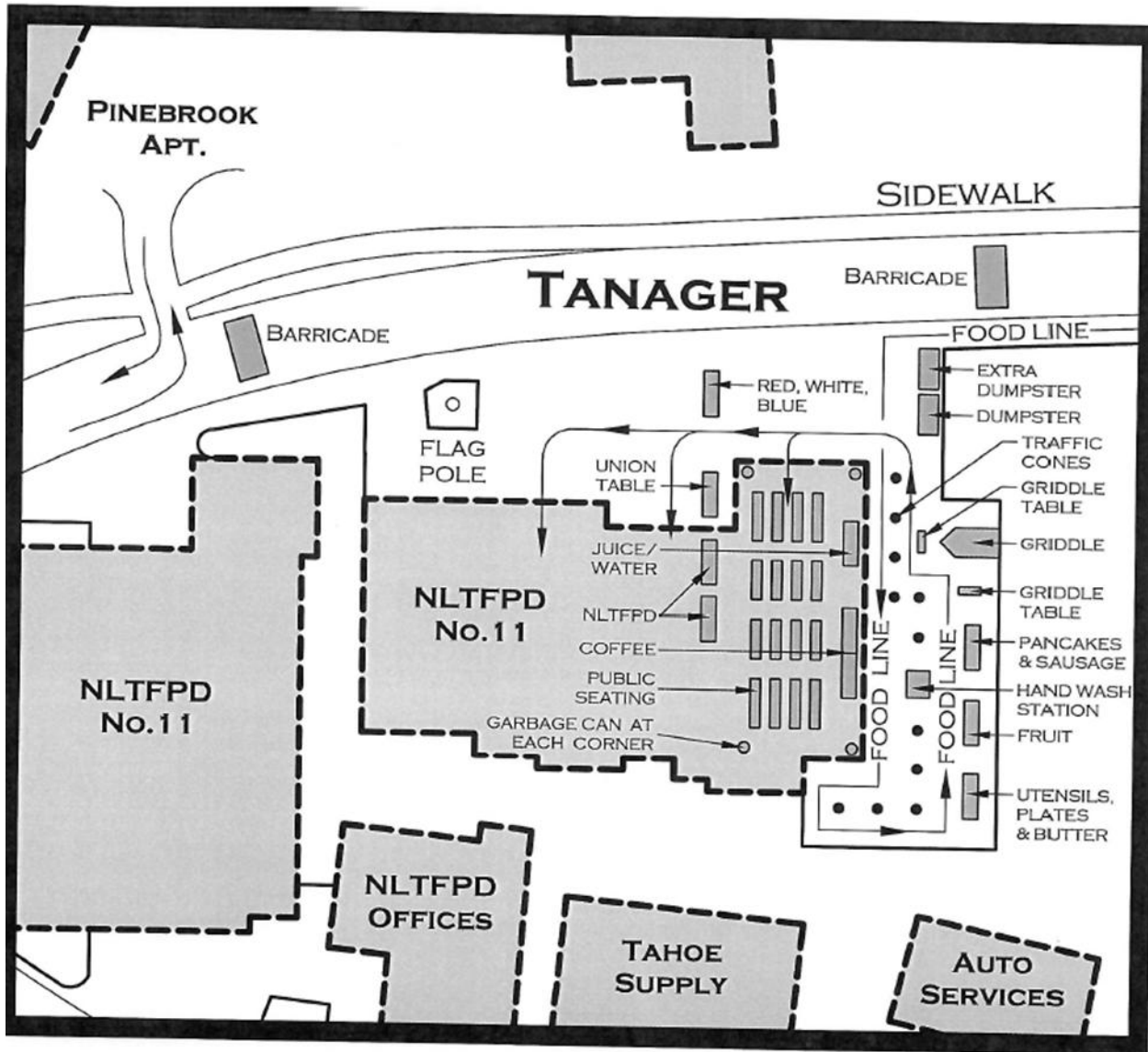
Conditions of Approval Exhibit A
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Administrative Permit Definition

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

The conditions of approval for Administrative Permit Case Number WADMIN26-0004 is attached as Exhibit A 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 an outdoor community event on July 3, 2026. 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, for a total of approximately 525 people. 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 and in the parking lot area. Program and service information about the fire district will be available. Also, the Fire District personnel will provide public tours 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 in the Incline Village Commercial regulatory zone. The following are the pertinent policies from the Area Plan:

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
LU7-2	Encourage appropriate community events and special events within the planning area.	Yes	No condition required – The proposed pancake breakfast offers a special event in the Tahoe planning area.
R3-2	All temporary events that require a discretionary permit shall show that parking, access, and safety issues have been considered and addressed. If necessary, those responsible for these events should be required to conduct any necessary studies to show the parking, access, and safety issues generated by the event are fully mitigated.	Yes	The event application was reviewed by Northern Nevada Public Health, Washoe County Engineering, and NLTFPD. Conditions related to parking, access, and safety have been provided by these agencies and are included in the conditions of approval (Exhibit A). In addition, the applicant has provided safety and security plans as discussed previously in this report.

Reviewing Agencies

Agencies	Sent to Review	Responded	Provided Conditions	Contact
Washoe County Building & Safety	X			
Washoe County Risk Management	X			
Washoe County Traffic	X			
WCSO Law Enforcement	X			
Washoe County Engineering & Capital Projects Director (All Apps)	X	X	X	Mitchell Fink, P.E., mfink@washoecounty.gov
NNPH EMS	X	X		
NNPH Environmental Health	X			
NNPH Special Events	X	X	X	Kristen DeBraga, kdebraga@nnph.org
TMFPD	X			
Incline Village Roads	X	X		
IVGID	X			
Washoe County Business License	X			

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

Staff Comment on Required Findings

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

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

Staff Comment: There are no policies or action programs that prohibit the approval of a temporary one-day event of this nature in the Master Plan or Tahoe Area Plan. There are policies in the Tahoe Area Plan, as discussed previously in this report, that support appropriate community events, including Policies LU2-7, LU7-2 and R3-2.

- (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: Events 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 3rd. 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 WADMIN26-0004 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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN26-0004 for North Lake Tahoe Fire Protection, 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 of 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



Conditions of Approval

Administrative Permit Case Number WADMIN26-0004

The project approved under Administrative Permit Case Number WADMIN26-0004 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on May 7, 2026. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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

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

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

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

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

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

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.

Washoe County Conditions of Approval

- Some “conditions of approval” are referred to as “operational conditions.” These conditions must be continually complied with for the life of the project or business.

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

Pre-event Conditions:

- a. The applicant will provide the Planning and Building Division with proof of coordination and compliance with the North Lake Tahoe Fire Protection District (NLTFPD) requirement to obtain an outdoor event permit.
- b. All event catering businesses shall obtain appropriate Washoe County business license.
- c. Event set-up activities shall take place the day before the event on July 2nd between the hours of 12 p.m. and 5 p.m.
- d. An outdoor community event license for the Community Pancake Breakfast shall be issued prior to commencing the event. The license shall be prominently displayed at the event site.

During-event Conditions:

- e. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit and outdoor community event business license.
- f. Restroom Facilities: Restrooms must be open and available to the public during the entire time of the event. Additional hand wash facilities shall be provided on site to augment the existing permanent facilities and shall be removed when the event ends.
- g. Hours of Operation: The event shall take place July 3rd 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 proposed traffic control plan delineates traffic control signage and message boards located within the NDOT right of way. The applicant shall provide Washoe County Engineering a copy of the approved NDOT Encroachment Permit prior to the event occurring.

Washoe County Conditions of Approval

Northern Nevada Public Health (NNPH)

3. The following conditions are requirements of the Environmental Division of Northern Nevada Public Health (NNPH), which shall be responsible for determining compliance with these conditions.

Contact: Kristen DeBraga, 775.328.2434, kdebraga@nnph.org

- a. Provide at least two portable restroom with at least on handwash station if there are no plumbed restroom located within 150' of food service.
- b. Ensure all food waste is properly disposed of in Waste Management containers.

*** End of Conditions ***



DATE: March 20, 2026

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

SUBJECT: Community Pancake Breakfast
WADMIN26-0004
APN 132-223-14

GENERAL PROJECT DISCUSSION

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

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

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

1. The proposed traffic control plan delineates traffic control signage and message boards located within the NDOT right of way. The applicant shall provide Washoe County Engineering a copy of the approved NDOT Encroachment Permit prior to the event occurring.

Date	3-18-26
Attention	Julee Olander
Re	WADMIN26-0004
APN	132-223-14
Service Address	866 Tanager
Owner	North Lake Tahoe Fire Protection District








Administrative Case Number WADMIN26-0004 (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 3, 2026 from 8:00 a.m. to 10:00 a.m.









- Applicant / Property Owner: North Lake Tahoe Fire Protection District
- Location: 866 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@washocounty.gov

IVGID Comments: This request has no impact to the Incline Village General Improvement District water and wastewater systems.

SPECIAL EVENTS FOOD ESTABLISHMENT OPERATIONAL CHECKLIST

This form is a tool to help operators ensure they have all the equipment needed to obtain compliance at special events. Complete this checklist as you set up your booth. Present the completed checklist to your Northern Nevada Public Health (NNPH) inspector at the time of inspection.

<p><input type="checkbox"/> <u>STOCKED HAND SINK</u></p> <ul style="list-style-type: none"> • must be set up and used prior to any food related activities • must be either hands free (no push-button spigots) OR self-contained • must be fully stocked with a minimum of 2 gallons of water, soap, paper towels, and a 5-gallon wastewater bucket • must be located in all food prep areas and accessible at all times • hands must be washed whenever switching activities / gloves, and whenever they may become contaminated <p>★ Annual Itinerant TFES must have a self-contained hand sink</p>	 <p style="text-align: center; font-size: small;">Hands Free Self-contained</p>
<p><input type="checkbox"/> <u>EMPLOYEE HEALTH AND HYGIENE</u></p> <ul style="list-style-type: none"> • employees must be in good health—no food handling if employee has diarrhea, vomiting, sore throat with fever, un-covered lesions on hands, etc. • hands and clothing must be clean, hair must be restrained • no smoking or eating in booth 	
<p><input type="checkbox"/> <u>WATER FROM APPROVED SOURCE</u></p> <ul style="list-style-type: none"> • all water used for cooking and handwashing must be from a sealed commercial source or from a permitted food facility • may not use water from garden hoses or personal residences 	
<p><input type="checkbox"/> <u>WASTEWATER DISPOSAL</u></p> <ul style="list-style-type: none"> • wastewater must be disposed of in a holding tank or sewer • may be provided by event coordinator, location must be known by operator 	
<p><input type="checkbox"/> <u>COVER OVER FOOD PREP, GROUND COVER MUST MINIMIZE DUST</u></p> <ul style="list-style-type: none"> • food prep area must be covered to provide protection from environment • grills and deep fryers can extend beyond the cover to comply with fire codes • floors of booth must be smooth and easily cleanable – no dirt or mud in food prep area 	
<p><input type="checkbox"/> <u>COLD HOLDING EQUIPMENT</u></p> <ul style="list-style-type: none"> • all equipment must be clean and in good repair • must be capable of holding cold food at a temperature of 41°F or less • ice chests may be used within non-itinerant TFES (ice used for refrigeration may not be used for consumption) <p>★ Annual Itinerant TFES must have NSF/ANSI sanitation listed equipment</p>	
<p><input type="checkbox"/> <u>HOT HOLDING EQUIPMENT</u></p> <ul style="list-style-type: none"> • all equipment must be clean and in good repair • must be capable of holding hot food at a temperature of 135°F or more • must use direct power or propane, no Sterno or canister heat allowed outdoors <p>★ Annual Itinerant TFES must have NSF/ANSI sanitation listed equipment</p>	

<p><u>☐ COVERED GARBAGE CANS</u></p> <ul style="list-style-type: none"> • provide dumpster or covered garbage cans for disposal • garbage must be removed at a frequency that prevents accumulation, odors and pests 	
<p><u>☐ DISHWASHING / CLEAN UTENSILS</u></p> <ul style="list-style-type: none"> • must provide or have access to a plumbed 3-compartment sink for washing with soap and water, rinsing with fresh water, and sanitizing • utensils must be properly washed every 4 hours OR booth must have an adequate supply of clean utensils for daily operation so that utensils are switched out every 4 hours • prior approval of a 3-tub system for dishwashing is required before operation 	
<p><u>☐ SANITIZER AND TEST STRIPS</u></p> <ul style="list-style-type: none"> • must have approved method to sanitize surfaces as needed, such as a spray bottle or sanitizer bucket • must provide test strips to monitor sanitizer concentration (chlorine 50-100ppm or quat 200-400ppm) 	
<p><u>☐ FOOD PROTECTION</u></p> <ul style="list-style-type: none"> • must protect displayed foods with a sneeze guard or other effective means • samples must be provided individually, no common bowls • all equipment must be smooth, easily cleanable and in good repair • personal belongings and food/drink must be stored aware from food prep area 	
<p><u>☐ FOOD FROM APPROVED SOURCE</u></p> <ul style="list-style-type: none"> • all food must be from an approved source, <i>nothing can be made at home</i> • farms selling produce must have a Dept. Of Agriculture Grower's Certificate on-site 	
<p><u>☐ NO BARE-HAND CONTACT WITH READY-TO-EAT FOODS</u></p> <ul style="list-style-type: none"> • gloves, utensils, wax paper or other effective means must be used to handle RTE foods • gloves must be changed whenever switching tasks or gloves become otherwise contaminated • hands must be washed prior to donning new gloves 	
<p><u>☐ STEM THERMOMETER</u></p> <ul style="list-style-type: none"> • must have a calibrated stem thermometer to monitor final cook, and hot and cold holding temperatures • operator must have knowledge of temperature parameters for foods being served • thermometer must be able to accurately measure temperatures within 0-220°F. 	
<p><u>☐ FOOD / SINGLE USE ITEM STORAGE</u></p> <ul style="list-style-type: none"> • all food and single use items must be stored at least 6 inches off the ground 	

From: [deBraga, Kristen](#)
To: [Olander, Julee](#)
Cc: [Health Special Events](#); [Kelly, David A](#); [Rubio, Wesley S](#)
Subject: RE: March Agency Review Memo II
Date: Friday, March 20, 2026 2:51:47 PM
Attachments: [image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)
[image015.png](#)
[image016.png](#)
[H-126 Temp Food Req V2 \(3\).pdf](#)

Hi Julee,

My Environmental Health Special Events review of **Administrative Case Number WADMIN26-0004 (Community Pancake Breakfast)** is below:

This event is exempt from the need to obtain a temporary food permit with NNPH. However, we still strongly recommend safe food handling practices and operating in accordance with the requirements of the attached document.

Please provide at least two portable restrooms with at least one handwash station IF there are not plumbed restrooms located within 150' of food service. Please ensure that portable restrooms (if needed) are placed at least 50' from food.

Please ensure all food waste is properly disposed of in Waste Management containers.

Please contact healthspecialevents@nnph.org with any questions about the above requirements.

Thanks,



Kristen deBraga, REHS
Senior Environmental Health Specialist
Environmental Health Services

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

From: [Program, EMS](#)
To: [Olander, Julee](#)
Cc: [Program, EMS](#)
Subject: FW: March Agency Review Memo II - Administrative Case Number WADMIN26-0004 (Community Pancake Breakfast)
Date: Wednesday, March 25, 2026 11:27:39 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[March Agency Review Memo II.pdf](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)

Hi Julee,

The EMS Program has reviewed the March Agency Review Memo II - Administrative Case Number WADMIN26-0004 (Community Pancake Breakfast). This event does not meet the number of persons to require EMS coverage at the event. The Program has no questions or concerns at this time based on the information provided.

Thank you



April Miller
Sr. Office Specialist
Population Health Division

O: 775-326-6049
1001 E Ninth St. Bldg. B Reno, NV 89512

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

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

From: [Burke, Cody M](#)
To: [Olander, Julee](#)
Subject: Administrative Case # WADMIN 26-0004
Date: Wednesday, March 18, 2026 3:10:09 PM
Attachments: [Outlook-ha5kbaeq.png](#)

Good afternoon,

Washoe County Roads & Stormwater has no concerns regarding Administrative Case # WADMIN 26-0004 Community Pancake Breakfast.

Thank you,



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



Date: March 17, 2026

To: Julee Olander, Planner

From: Timber Weiss, P.E., Licensed Engineer

Re: Administrative Case Number WADMIN26-0004 (Community Pancake Breakfast)

GENERAL PROJECT DISCUSSION

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 3, 2026 from 8:00 a.m. to 10:00 a.m.

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

No water rights conditions for this event.

Public Notice

Washoe County Code requires that public notification for a administrative permit must be mailed to a minimum of 30 separate property owners within a minimum 500-foot radius of the subject property a minimum of 10 days prior to the public hearing date. A notice setting forth the time, place, purpose of hearing, a description of the request and the land involved was sent within a 500-foot radius of the subject property. A total of 127 separate property owners were noticed a minimum of 10 days prior to the public hearing date.



Public Notice Map

WADMIN26-0004 Community Pancake Breakfast



OUTDOOR COMMUNITY EVENT LICENSE APPLICATION

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

Telephone: 775.328.3733

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

N/A Fees – check(s) made payable to “Washoe County” – Gov. agency - exempt

Application fee

\$50 non-refundable application fee

Daily fee(s)

\$350 daily fee plus appropriate booth fees

Carnival, circus or tent show fees

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

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

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

Detailed explanations for:

Security and fire protection

Water supply and facilities

Sanitation facilities

Medical facilities and services

Vehicle parking spaces

Vehicle access and on-site traffic control

Communication system

Illuminating the premises (if applicable)

Camping (if applicable)

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

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

N/A Copy of partnership papers (if applicable)

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

Submission Materials (continued)

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

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: Nevada Public Agency Insurance Pool Policy number: NPAIP20252026

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

Address of Insurer: 201 South Roop St., Suite102 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 (NLTFPD) has been hosting the annual Community Pan
Breakfast for 26 years starting with our 40th anniversary in 1999. We also host public education events
and forums on various topics in such as emergency preparedness, defensible space and 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- strawberries and blueberries</u>
<u>US Foods</u>	<u>Sausage and pancake mix</u>
<u>ECG Products</u>	<u>Compostable paper and cutlery products</u>
<u>Model Dairy</u>	<u>Whipped Cream</u>

**OUTDOOR COMMUNITY EVENT
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

I, Jackie Dunklee being duly sworn, depose, and say that I am an owner* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR


Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

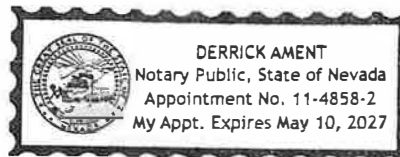
Assessor Parcel Number(s): 132-223-14

Proposed Outdoor Community Event: NLTFPD Community Pancake Breakfast

Signed 

Subscribed and sworn to before me this 2nd day of March, 2026


Notary Public in and for said county and state



My commission expires: May 10, 2027

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of June 30, 2025

(Describe fully and indicate assets pledged)

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

Current Assets

Cash on hand	_____	\$ _____
Cash in safe deposit box	_____	\$ _____
	Location of Box	
Cash in <u>Columbia Bank</u>	_____	\$ <u>1,207K</u>
	Name, Bank and Branch	
Cash in <u>Wells Fargo</u>	_____	\$ <u>5K</u>
	Name, Bank and Branch	
Accounts and notes receivable (describe nature of receivable and when due)		
Trade Receivables	_____	\$ <u>504K</u>
Due from other Governments	_____	\$ <u>3,023K</u>
Other current assets		
Prepaid Expense	_____	\$ <u>372K</u>
Inventory	_____	\$ <u>4K</u>

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)		
LGIP	_____	\$ <u>8,268K</u>
Wells Fargo Sweep- Money Market Mutual Fund	_____	\$ <u>1,655K</u>
	_____	\$ _____
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>3,096K</u>
<u>866 Oriole Way, Incline Village, NV; 219 E. Enterprise St. Incline Village, NV;</u>	_____	\$ _____
<u>14 Cal Neva Dr, Crystal Bay, NV; 965 Mt. Rose Hwy, Incline Village</u>	_____	\$ _____
	FV=\$31,592K	

Other assets

Automobiles and other personal property		
<u>ALL OTHER VEHICLES & EQUIPMENT</u>	_____	\$ <u>3,372k</u>
	_____	\$ _____
	_____	\$ _____

Total Assets		\$ <u>21,506k</u>
---------------------------	--	-------------------

Jackie Dunklee, CFO
Print Name


Signature

2/27/26
Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of June 30, 2025

(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 \$457k
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)
JPMorgan Chase, real estate \$951k
_____ \$ _____

Other liabilities
Accrued Liabilities \$1,553k
Accrued Compensated Absences \$2,098k
Right-to-use Leased Asset \$60k

Total Liabilities \$5,119k

Contingent liabilities (describe)

Jackie Dunklee, CFO

Print Name

J. Dunklee

Signature

2/27/26

Date

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

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

The undersigned has filed with Washoe County Business License an application for outdoor community event license. In consideration of the assurance by the Board of County Commissioners that no vote on said application will be taken except after a deliberate, intensive and thorough investigation of the undersigned, including but not limited to criminal history background, associates and finances, the undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the County of Washoe, Washoe County Sheriff's Office, Washoe County Commission, and Washoe County Business License from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the undersigned application.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for an outdoor community event license with Washoe County Business License, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information of a confidential or privileged nature.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release at Postal Express on the 2nd day of March, 2026.

Jackie Dunklee

Printed name of applicant

[Signature]

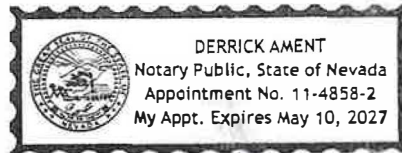
Signature of applicant

State of Nevada
County of Washoe
Subscribed and sworn to before me this 2nd day of March, 2026

[Signature]

Notary Public in and for said county and state

My commission expires: May 10, 2027



**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:

NLTFPD Community Pancake Breakfast

7/3/2026

Name of Event

Date(s) of Event

Jackie Dunklee



Applicant's name (printed)

Applicant's signature

Date: 2/27/26



February 17, 2026

Ms. Kellie Grahmann
Nevada Department of Taxation
Supervisor, Local Government & Finance
1550 College Parkway #115
Carson City, NV 89706

Dear Ms. Grahmann,

North Lake Tahoe Fire Protection District is requesting a final extension of time to file the Fiscal Year 2024-2025 Audit Report.

Fieldwork is being finalized this week with our financial auditors Eide Bailly, LLP, and the financial statements compilation will be completed by Friday, February 27th, 2026. The Eide Bailly compliance department expects a 7–10 day turnaround time for their final review.

We anticipate the audit report to be presented and approved by our governing body on March 18, 2026, at our public board meeting. It will be filed with the Department of Taxation no later than March 19, 2026.

We greatly appreciate your consideration of the above extension request.

Respectfully,

Jackie Dunklee
Chief Financial Officer

**North Lake Tahoe
Fire Protection
District**

866 Oriole Way
Incline Village, NV
89451

775/831-0351
Fax 775/831-2072
www.nltfpd.net

Ryan Sommers
Fire Chief

Community Pancake Breakfast – Thursday, July 3, 2026

Introduction

For 27 years, the North Lake Tahoe Fire Protection District has proudly hosted the annual Community Pancake Breakfast at our main fire station, located at 875 Tanager Street. Established in 1999 to commemorate the district's 40th anniversary of service, this flagship event has become a cherished tradition. It serves as a meaningful opportunity to thank the residents of Incline Village and Crystal Bay, Nevada, for their continued support.

Event Overview

The Community Pancake Breakfast brings neighbors together for a morning of food, fellowship, and community connection. Guests will enjoy a complimentary breakfast featuring pancakes, sausage, fresh fruit, coffee, and juice, prepared and served by Fire District personnel.

Attendees are invited to dine inside the station's apparatus bay while engaging with neighbors and local first responders. Informational tables will provide details about District programs and services, and families will have the opportunity to participate in guided tours of the fire station and fire engine apparatus.

Event Details

- **Date & Time:** Thursday, July 3, 2026 | 8:00 AM – 10:00 AM
- **Location:**
North Lake Tahoe Fire Protection District Main Fire Station
875 Tanager Street
Incline Village, NV 89451
- **Expected Attendance:** Approximately 500 attendees over the course of the event

Site Map, Parking, Traffic, Security & Safety Plan

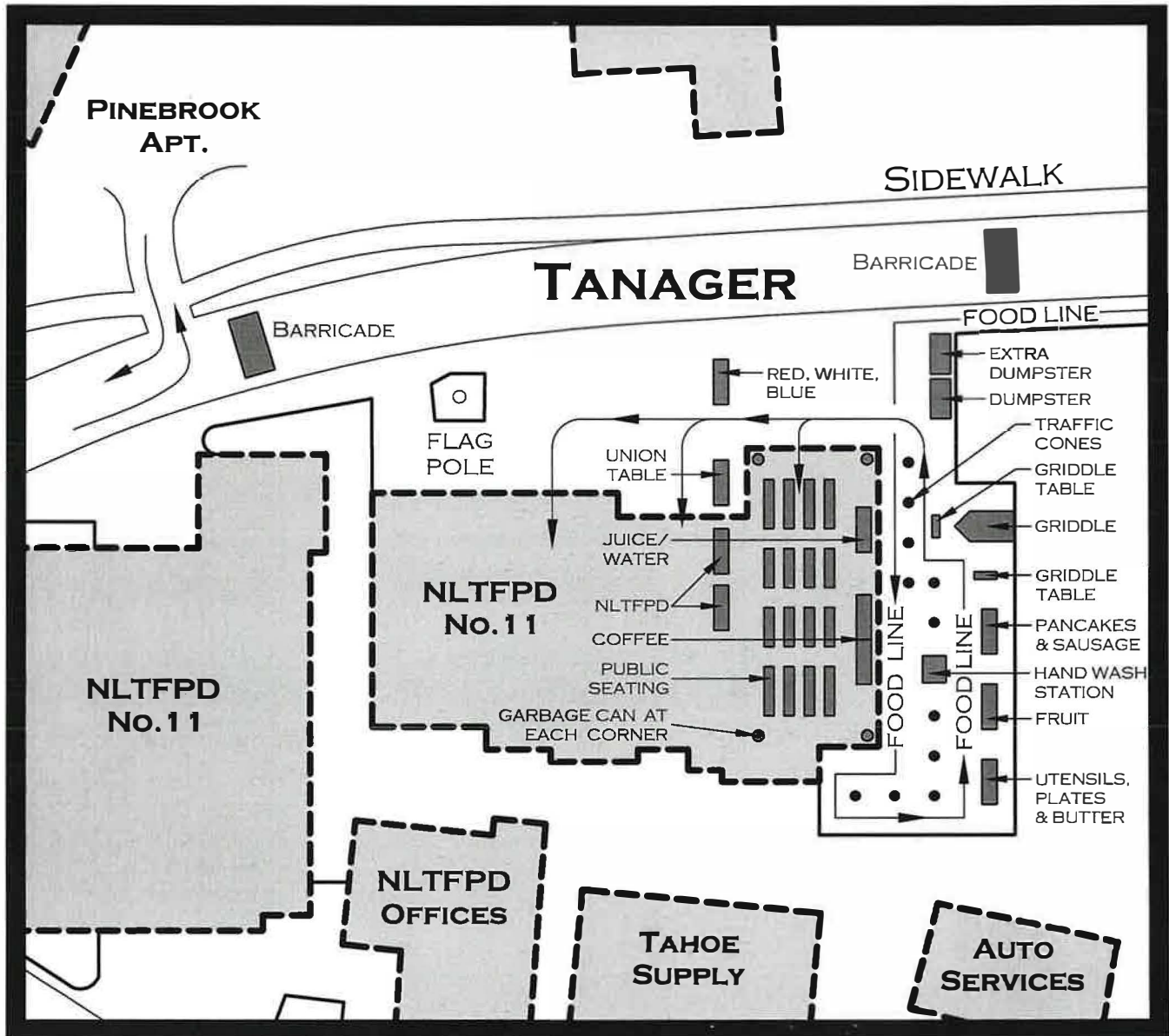
(See attached site map for detailed layout and information)

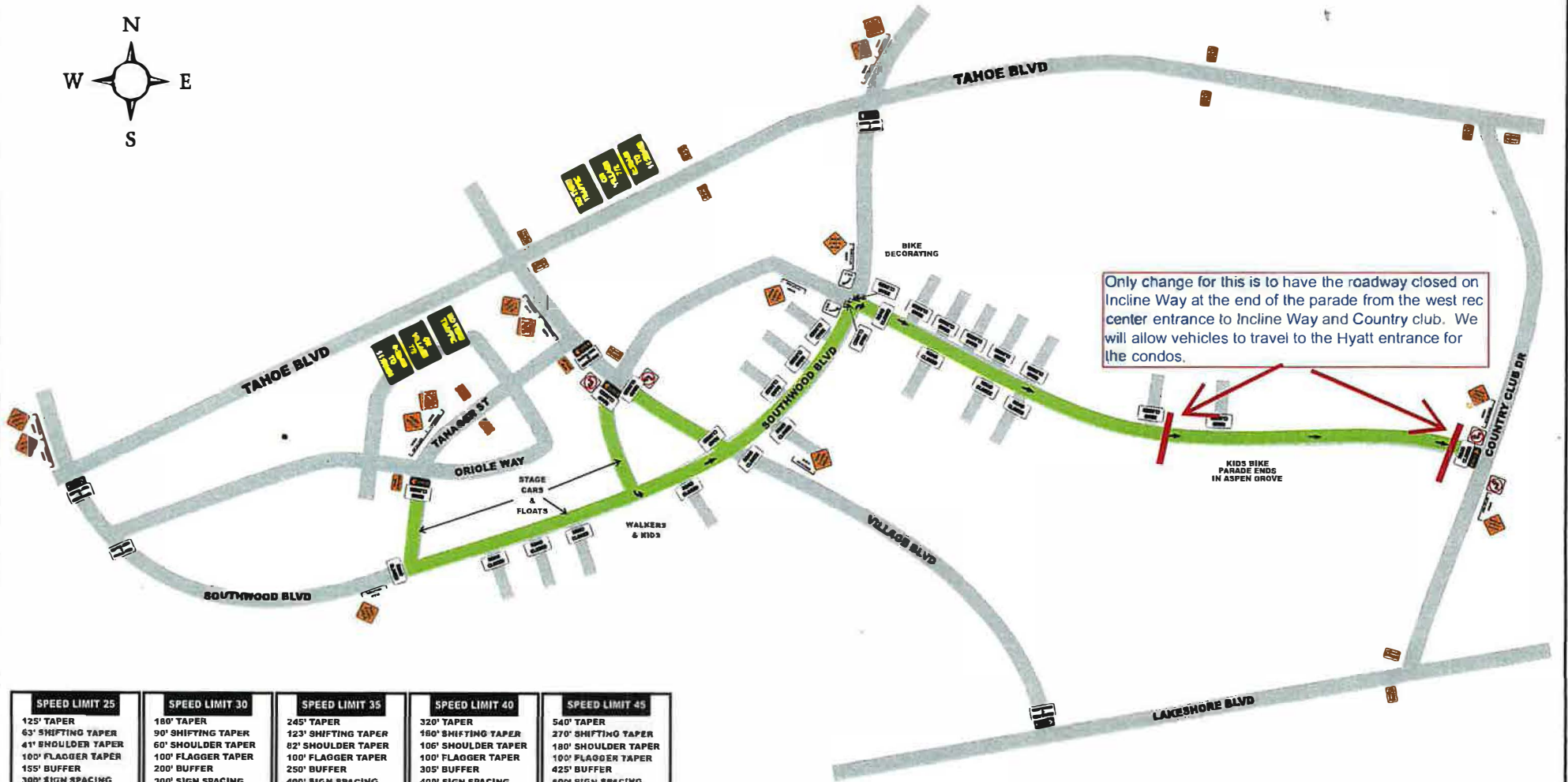
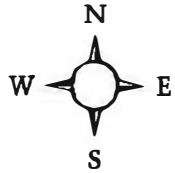
Marketing & Promotion

The event will be promoted through the following channels:

- Social media platforms
- Press releases
- The Veterans Community Sign Board

PANCAKE BREAKFAST





Only change for this is to have the roadway closed on Incline Way at the end of the parade from the west rec center entrance to Incline Way and Country club. We will allow vehicles to travel to the Hyatt entrance for the condos.

SPEED LIMIT 25	SPEED LIMIT 30	SPEED LIMIT 35	SPEED LIMIT 40	SPEED LIMIT 45
125' TAPER	180' TAPER	245' TAPER	320' TAPER	540' TAPER
63' SHIFTING TAPER	90' SHIFTING TAPER	123' SHIFTING TAPER	150' SHIFTING TAPER	270' SHIFTING TAPER
41' SHOULDER TAPER	60' SHOULDER TAPER	82' SHOULDER TAPER	100' SHOULDER TAPER	180' SHOULDER TAPER
100' FLAGGER TAPER	100' FLAGGER TAPER	100' FLAGGER TAPER	100' FLAGGER TAPER	100' FLAGGER TAPER
155' BUFFER	200' BUFFER	250' BUFFER	305' BUFFER	425' BUFFER
300' SIGN SPACING	300' SIGN SPACING	400' SIGN SPACING	400' SIGN SPACING	600' SIGN SPACING
25' CONE SPACING	30' CONE SPACING	35' CONE SPACING	40' CONE SPACING	45' CONE SPACING

CONTRACTOR: CRUZ CONST
 JOB: N FRONTAGE RD
 ATSSACERT: 154411
 DRAWN BY: DAVID EATON
 SIGNATURE: *David Eaton*
 DATE: 3/3/23

LEGEND	
	WORK ZONE
	42" CONE
	TRAFFIC DRUM
	LIGHT TOWER
	FLAGGER

NOTES
 ALL TRAFFIC CONTROL DEVICES MUST BE PLACED BY AN ATSSA CERTIFIED TRAFFIC CONTROL SUPERVISOR



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, 2025, expiring July 1, 2026.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement and Bylaws of NPAIP and the coverage forms issued by NPAIP.

The following coverage forms apply to NPAIP and its Members:

Nevada Public Agency Insurance Pool Coverage Form: # NPAIP20252026

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

Property/Crime/Equipment Breakdown

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


Casualty

Bodily Injury, Property Damage, Personal Injury, Employment Based Benefits Administration, Law Enforcement Activities, and Wrongful Acts	\$10,000,000 per event \$10,000,000 annual aggregate
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Certain sublimits apply. All sublimits are a part of and not in addition to the Limits of Liability.

Participating member's Maintenance Deductible of **\$10,000** for each and every loss and/or claim and/or event.

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


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

PUBLIC AGENCY COMPENSATION TRUST
CERTIFICATE OF PARTICIPATION
Issued to

North Lake Tahoe Fire Protection District

The Public Agency Compensation Trust (hereinafter PACT) certifies that the above-mentioned entity is a participating member of the PACT for the period beginning July 1, 2025, through July 1, 2026.

As a participating member, this entity is entitled to all the rights, privileges and protections and subject to all the duties and responsibilities under the Interlocal Cooperative Agreement, 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 #PACT20252026

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