



## Incline Village Crystal Bay Citizens Advisory Board

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

Minutes of the Incline Village Crystal Bay Citizens Advisory Board meeting held at Incline Village General Improvement District, 893 Southwood Blvd, Incline Village, NV 89451 on September 28, 2015, 5:30 P.M.

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

**2. \*ROLL CALL/DETERMINATION OF A QUORUM** - Lyons, Kevin; Todoroff, Pete; Wolf, Andrew; Eick, Gerry; Epstein, Bea (in place for Judy Miller); Epstein, Don (alternate). A quorum was determined.

Absent: Miller, Judy (excused)

**3. \*PUBLIC COMMENT** –

Aaron Vanderpool spoke about noise pollution. He said there is an audible sound every time cars are unlocked and locked. He said he believes this is a growing problem and it's an automaker issue. City and towns are starting to address this. He said he spoke to Bob Webb in planning; he said this affects his quality of life.

**4. APPROVAL OF THE AGENDA FOR THE MEETING OF SEPT 28, 2015** – Andy Wolfe moved to approve the agenda for the meeting of **SEPTEMBER 28, 2015**. Gerry Eick seconded the motion to approve the agenda with proposed changes. All approved except for Bea Epstein (abstained).

**5. APPROVAL OF THE MINUTES FOR THE SPECIAL MEETING OF JULY 27, 2015** –

Andy Wolfe made a motion to approve the minutes from the meeting of **JULY 27, 2015**. Bea Epstein seconded the motion to approve the minutes. The motion passed unanimously.

**6. ELECTION OF OFFICERS** – Citizen Advisory Board members will select and appoint members for the Chair and Vice Chair. Officer positions are one year terms. Officers will assume their role immediately after appointment.

**MOTION: Bea Epstein made a motion to nominated Pete Todoroff to be Chair. Andy Wolfe seconded the motion. The motion carried unanimously. Kevin Lyons abstained.**

**MOTION: Bea Epstein made a motion to nominated Gerry Eick to be Vice Chair. Andy Wolfe seconded the motion. The motion carried unanimously. Kevin Lyons abstained.**

**7. \*PUBLIC OFFICIAL REPORTS**

**A.\*Washoe County Commissioner Update** – Commissioner Marsha Berkbigler will provide updated information on discussions and actions by the Board of County Commissioners (BCC). Commissioner Berkbigler may be reached at 775-328-2005 or mberkbigler@washoecounty.us. (This item is for information only and no action will be taken by the CAB.)

Sarah Tone gave an updated from the county commission. She said the big topics are trash (which doesn't affect IV/CB); Medical Marijuana; Animals; Sign ordinance. The budget document has been handed out as well as the strategic plan. She said the goals are for the next 3 years. The commissioner had a family event, and she apologizes for not being here.

Gerry asked about trash. Sarah said the transfer station was updated two years ago to make it single stream recycling. The County is discussing the franchise agreement, and an update will be given to the board in October or November.

Bea Epstein asked about the commissioner goals for this area. Sarah said the commissioner will have to give that update.

**8. UPDATE ON THE DEVELOPMENT OF THE ST 431/MT. ROSE SCENIC BYWAY** – An update to the Citizen Advisory Board on the SR 431/Mount Rose Scenic Byway project. The project traverses 22 miles connecting Reno and Incline Village through the Humboldt-Toiyabe National Forest and over the summit of Mount Rose. The Corridor Management Plan for SR 431 will leverage recreational opportunities, preserve the natural environment while developing solutions for safe, multi- model roadways to provide opportunities for people to experience the scenic beauty. Staff will be available to answer CAB and community questions. For additional information please visit contact Cheryl Surface, Washoe County Parks Planner at 775-328-2039 or [csurface@washoecounty.us](mailto:csurface@washoecounty.us).

Cheryl Surface introduce Karen Mullen, Stephanie, and Karen Fink (TRPA/transportation)

- There are two different funding sources for corridor management plan.
- Corridor Management Plan: Wedge parkway to Incline Village is a state scenic byway. SR 28 is a national byway
- The corridor management plan is a grass root effort. It identifies the valuable qualities; establishes the goals to manage and preserve the qualities. Addresses issues related to safety, access, visitor experience, aesthetic, and environment gain. It creates marketing and promotional strategies. It identifies implementation and management strategies to achieve.
- Stephanie said they hosted a public workshop in May in South Valley's library, and she followed-up with survey results of the wishes and worries.
- Wishes:
  - 69% want to preserve natural environment
  - Bike lanes and bike route improvement
  - Safety
- Worries:
  - Negative environmental impact
  - Unsafe for cyclists
  - Safety for animals
  - Development of use – making it less scenic
  - Fire safety
- Draft goals:
  - Preserve scenic quality and natural resources
  - Balance recreation access with transportation and safety needs
  - Connect people with corridor
  - Identity implementation and management strategy
  - Promote vitality
- Recommendations:
  - Preserve the scenic quality and nature: view preservation; mountain views; maintain outdoor advertising standards to prohibit billboards; prohibit new cell towers and wind turbines visible from corridor
  - Landscape treatments: native, adaptive
  - Natural resources: forest health and weed removal
  - Wildlife: identify, maintain and enhance wildlife crossing; provide passages for small animals
  - Gerry asked about the definitions regarding the visibility of cell towers and wind turbines. Cheryl said she was working on verbiage.
- Balance recreation access with transportation and safety needs:
  - Recreation access: off highway parking; trail enhancement
  - Transportation and mobility: Old hwy 431 as bike path and emergency access
  - Pedestrian crossings
  - Bike lanes
  - Park n ride location
  - Slow vehicle turn outs
  - Decel/accel lanes
  - Center turn pockets
  - Emergency turn outs
- Connecting people with the corridor:
  - Overlooks/vista points: off highway viewpoint of Lake Tahoe; photo-opp pullouts at Callahan and Thomas Creek.
  - Signage: corridor monument signage
  - Digital signage for transit/rec parking
  - Visitor center: utilize and promote Galena Creek Visitor Center as a gateway to the byway
- Promote Tourism:
  - Utilize technology to provide information: off highway viewpoint of Lake Tahoe; photo-op pullouts at Callahan and Thomas Creek.
  - Market the corridor and its relationship to the Reno Tahoe byways.
- Andy Wolfe asked how this tie with Mt. Rose Ski Resort grading and the master plan. Stephanie said they will work with the aesthetics. It doesn't conflict. Cheryl said we have an advisor from the forest service and NDOT who looks at these other projects.

- Pete Todoroff asked if this is an ongoing process. Stephanie said this is a draft plan and they are taking comments. Washoe County has a link on their website. Pete asked about the maintenance. Cheryl said the document gives direction, but it's not a change in the code or an overall arching plan. It gives people tools as they work on the corridor. As NDOT has a project, it can help guide the look. Stephanie said the restrooms are maintained by NDOT.
- Andy Wolfe said he supports the wildlife corridors. He said he sees them working well in Colorado and can be useful at Montreaux. Cheryl said they are working with NDOW on these.
- Don Epstein said Mt. Rose is limited access highway, and the decel and accel don't make sense. The land on either side is private and public land. He said there is a road by Mt. Rose ski resort which is a dead end. He asked why we need limited access entries, it's not practical concept. Ingress and egress down Mt. Rose highway. Cheryl said the school buses and Country club needs the accel and decel lanes.
- Ed asked about the survey results of recreational use. He said he hopes they take into consideration the entire use of the highway, especially with the new growth of Reno. It's important to balance traffic and pedestrian and recreational activities. Cheryl said we take that into consideration.
- Grant Myers said the meadows are the most dangerous area. There needs to be a separate pull out for those who want to recreate. The doors are opening by and dogs and kids are unloading right onto the highway.
- Cheryl said to go to Washoecountyparks.com to view the plans.

**9. DEVELOPMENT PROJECTS** – The project description is provided below with links to the application or you may visit the Planning and Development Division website and select the Application Submittals page:  
[http://www.washoecounty.us/comdev/da/da\\_index.htm](http://www.washoecounty.us/comdev/da/da_index.htm).

**A. Special Use Permit Case Number SB15-006 (Booth Accessory Dwelling)** – Request for community feedback, and discussion on regarding a request to for an Accessory Dwelling at 61 Shoreline Circle, Incline Village, Nevada. The Citizen Advisory Board may take action to summarize public feedback and recommend approval or denial of special use permit for the accessory dwelling.

Applicant: Corwin and Caroline Booth

Location: 61 Shoreline Circle, Incline Village, Nevada

Staff: Eric Young Washoe County Community Services Department Planning and Development Division,

Phone: 775-328-3613, E-mail: [eyoung@washoecounty.us](mailto:eyoung@washoecounty.us) Reviewing body: Board of Adjustment on October 6, 2015

Discussion:

- Gerry Eick said the documentation online was good, but he said he was hoping to ask the County some questions. It doesn't appear to have a kitchen, and he thought that it was required for an accessory dwelling. He said he will submit a worksheet.
- Andy Wolfe said the acreage is listed as a 1/3 of an acre, but it's more like a 1/2 acre on the parcel map. It's above the threshold for allowing it. He said it's discretionary.
- Kevin Lyons said he wants more clarification.

Not action was taken.

**B. Special Use Permit Case Number SB15-007 (Tahoe's Connection for Families)** – Request for community feedback, and discussion on regarding a request for a day care center/pre-school for up to 12 children within an existing commercial structure. The Citizen Advisory Board may take action to summarize public feedback and recommend approval or denial of the request for a special use permit to operate a day care center/pre-school.

Applicant: Tahoe's Connection for Families, Attn: Emma Healy 761 Northwood Blvd. Incline Village, NV 89451

Location: 761 Northwood Blvd., on the east side of Northwood Blvd., approximately 300 feet north of its intersection with Tahoe Blvd.

Staff: Kelly Mullin, Planner Washoe County Community Services Department Planning and Development Division, Phone: 775-328-3608, E-mail: [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)

Reviewing body: Board of Adjustment on October 1, 2015

Kendra Wong submitted a comment card expressing her support.

Grant Myers and Emma Healy gave an overview:

- He said they are expanding programs at TCF
- TCF has been in Incline Village for 18 years; they created their own non-profit
- TCF is located on Northwood Blvd behind Ski Loft

- They are interested in purchasing the building; they said they want to expand usage. They need a special use to have a 'drop-off' program
- Emma passed out information about TCF
- Pete Todoroff said back parking lot fence and parking lot surface needs to be address. He asked who is responsible for the removal of the fence. Grant said their current lease is under Bill. Bill made it clear he wasn't going to do any repairs. Interior and exterior repairs are TCF responsibility. Grant said the exterior needs a lot of repairs, and they will take on the repairs and they will replace the fence. He said they have remodeled the basement to teach wheel usage, such as riding a bike. Grant said they want to build a garden and outdoor play area.
- Andy Wolfe said the Special Use Permit is only for the ability to drop-off kids without parents accompany. Gerry Eick asked about the permit. Grant said there is adequate parking where it's zoned; the safe drop off will come with improvements. Grant said they will block off the back access by the Ski Loft and replace the fence and work with the condos behind them. Grant said their program has 15 children at one time in the building. There is plenty of parking already. Grant assured the children will never walk in alone. He said there are 3 entrances off of the street. The parent doesn't have to stay, but they are certainly not dropping the kid at the curb.
- Katherine Markwell said she is a parent who uses TCF. She said this organization is doing a lot with their small budget. She said she is impressed with them. This is a needed service in the community. Current TCF parents would love to have this program.
- Bea Epstein said she knows this organization. The person who started it is a responsible person in the community. They are looking to obtain this SUP and it would be worthwhile.

**MOTION: Kevin Lyons moved to recommend approval for Special Use Permit Case Number SB15-007. Andy Wolfe seconded the motion. The motion passed unanimously.**

**C. Variance Case Number VA15-007 (Miller)** – Request for community feedback, and discussion on regarding a variance to reduce the front yard setback from 20 feet to 4 feet-2 inches to construct a new three story single family dwelling. The Citizen Advisory Board may take action to summarize public feedback and recommend approval or denial of the variance.

Applicant: Ira Rodman

Location: 541 Dale Drive, Incline

Staff: Grace Sannazzaro, Planner Washoe County Community Services Department Planning and Development Division, Phone: 775-328-3627, E-mail: gsannazzaro@washoecounty.us

Reviewing body: Board of Adjustment on October 6, 2015 .

- Gerry Eick asked about the current structure encroachment. The representative for this property said the current structural encroachment is built in the right-a-way creating a Y intersection. He said in 2008, the County required a permit per the non-conforming. There is a front set back variance increased by 20 feet. He said that variance will be now only a 4 foot setback. The previous structural improvements were in the right-a-way which will be removed. It will be an improvement to safety with line of sight.
- Pete Todoroff asked about the garage on the property. It was not on the property before. The representative said it will be moved onto the owners' property. The structure will be 4 feet into the property which will be an improvement.
- Andy Wolfe said he visited the site. The neighbor on the left said he thought it was appropriate to have this setback. Kevin asked what the other neighbors said. The representative said the uphill neighbor was supportive of this project.
- Don Epstein asked about it being a 3 story house. All other houses on the street are 1 and 2 story. He asked if it will look like a 3 story house. The representative said it drops down, but appears to be a one story from the street. Don asked what the new square footage of the house will be with the new variance. The representative said 3,000 to 4,000 foot home. It will be a complete re-built.

**MOTION: Andy Wolfe moved to recommend approval for Variance Case Number VA15-007. Kevin Lyons seconded the motion to recommend approval. The motion passed unanimously.**

**D. Variance Case Number VA15-008 (Myers)** – Request for community feedback, and discussion on regarding a request for a variance to reduce the rear yard setback from 20 feet to 10 feet and to reduce the north side yard setback from 8 feet to 6 feet to remodel and expand an existing single family dwelling. The Citizen Advisory Board may take action to summarize public feedback and recommend approval or denial of the variance request.

Applicant/Property Owner: Joshua Myers Location: 565 Country Club Drive, Incline

Staff: Grace Sannazzaro, Planner Washoe County Community Services Department Planning and Development Division, Phone: 775-328-3627, E-mail: gsannazzaro@washoecounty.us  
Reviewing body: Board of Adjustment on October 6, 2015.

Mike Railey from Rubicon Design group gave an overview:

- They are requesting a variance; the property currently has a narrow spiral staircase. House is next to a creek. They have to widen the house to install a better staircase. They have received a letter of support from IVGID. There will be 800 feet increase in square footage.
- Andy Wolfe said it seemed consistent with the neighborhood. He said he was concerned with the location near the golf course. He said he saw IVGID had approved it with a Hold Harmless Condition. The condition should include guests of IVGID. He said it's a classic variance by a creek. Mike said its forest service on both sides, and not encroaching on others' property.

**MOTION: Gerry Eick moved to recommend approval with the condition that the case including the suggested the Hold Harmless Condition be extended to IVGID guests. Andy Wolf Seconded approval. The motion passed unanimously.**

**10.\*CHAIRMAN/BOARD MEMBER ITEMS** – This item is limited to announcements by CAB members of topics/issues posed for future workshops/agendas. (This item is informational only and no action will be taken by the CAB.)

- Pete wants information about the bus stop shelter.
- Gerry said the Fire Department and Sherriff were present tonight but they didn't know they weren't on the agenda.

**11.\*PUBLIC COMMENT** – Limited to no more than three (3) minutes. Anyone may speak pertaining to any matter either on or off the agenda. Members of the public are requested to submit a "Request to Speak" form to the Board Chairman. Comments are to be addressed to the Board as a whole. (This item is for information only and no action will be taken by the CAB.)

- Don Epstein said he has served on the CAB for many years. He said he respected the process of the CAB tonight. He asked for clarification about approval/disapproval/no action. He said why you should take time on an item if the representative wasn't present to give information.
- Aaron Vanderpool asked about the restoration project becoming a parking spot.
- Andy Wolfe said he wanted to ask county staff about water quality project. It has been an interruption to the walkways and safety. The south side of Incline Way by the Sunshine deli has been closed for kids to walk on. Gerry said its IVGIDs project to replace the water main.

**12. ADJOURNMENT** – Andy moved to adjournment Meeting adjourned at 6:53pm.

Number of CAB members present: 5      Number of Public Present: 24      Presence of Elected Officials: 0  
Number of staff present: 1  
Submitted By: Misty Moga