



## **Incline Village Crystal Bay Citizens Advisory Board**

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

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

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

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

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

**3. \*PUBLIC COMMENT** –

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

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

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

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

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

**6.A. - Administrative Permit Case Number WADMIN19-0009 (Classical Tahoe)** - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an outdoor community event business license, and associated license conditions for Classical Tahoe, an outdoor concert event to be held at the Sierra Nevada College in Incline Village, Nevada on July 25, 26, 27, 28, 30, 31, and August 2, 3, 4, 6, 7, 9, 10, and 11, 2019 and will hold a supplemental movie night on August 4, 2019. The proposed outdoor concerts will be held between the hours of 5:00 p.m. and 8:30 p.m., and the movie night will start at 7:30 p.m. The proposed movie is Mamma Mia! All proposed concerts will be unamplified classical music located within a portable tent erected on the College campus for the event. Primary participant and spectator parking will be within the College campus (APN: 127-040-10) with additional off-site (overflow) parking at the Incline Village General Improvement District

(IVGID) Recreation Facility (APN: 127-040-07), if needed. Event organizers estimate that there will be approximately 500 participants and spectators on any one day of the event. **(for Possible Action)**

- **Applicant/Property Owner:** Karen Craig/ Sierra Nevada College
- **Location:** 948 Incline Way, Incline Village
- **Assessor's Parcel Number:** 127-040-10 (College)
- **Staff:** Chris Bronczyk, Planner; 775-328-3612; Cbronczyk@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

Roger Pelham, Washoe County Planner, was available for policy and procedure questions.

Gerry Eick said it's the same outline they always have had in place for this event. He said he didn't see any significant issues. Pete Todoroff said as long as the parking is addressed, he also approves it.

**MOTION: Gerry Eick moved to recommend approval of Administrative Permit Case Number WADMIN19-0009 (Classical Tahoe). Gene Brockman seconded the motion to recommend approval. The motion carried unanimously.**

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

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

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

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

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

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

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

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

**6.D. Administrative Permit Case Number WADMIN19-0012 (Beer & Brats)** - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County

staff on a request for an outdoor community event business license an Outdoor Community Event business license in the Parks and Recreation (PR) zoning district. The proposed outdoor community event would occur at Aspen Grove on July 3, 2019 from 4:00 p.m. to 7:00 p.m. **(for Possible Action)**

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

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

**6.E. Administrative Permit Case Number WADMIN19-0008 (Mays Building)** - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request to allow the conversion of a portion of the first floor of an existing commercial office building into four residential apartments. The first floor of the building is 3662 square feet in size, approximately 600 square feet is proposed to remain as a commercial office and approximately 3000 square feet is proposed to be converted into residential space. **(for Possible Action)**

- **Applicant/Property Owner:** Tim Carlson
- **Location:** 795 Mays Blvd., Incline Village
- **Assessor's Parcel Number:** 127-090-04
- **Staff:** Roger Pelham, Senior Planner; 775-328-3622; rpelham@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

Roger Pelham, Washoe County Planning, was present to answer policy and procedural questions. He said since this is residential use in a commercial building it requires a permit. This was approved 3 years ago, and the applicant submit their building permit within 3 years, and the permit expired. They have to come back to request this again.

Gerry Eick said referenced the cover letter in the packet, the cover letter; he said there have been code changes since the original filing. The plans were the same as before, but he didn't see anything indicated something was wrong with it. Roger Pelham said the letter was written by the owner. The applicant will have to abide by current codes; there may have been changes than his original application.

Pete Todoroff said he thought they needed extra space for parking. Roger said the applicant requested a director's modification of standards to narrow which would allow enough room for a fire truck.

Gene Brockman said he was concerned about the impacted to the area with parking already. As of 3pm today, there were 16 cars parked there with trailers and pickups. In addition, it's near the Sand Harbor bus shuttle. It puts additional parking pressure on that area. 1/3 of designated parking of the 22 space in the plan is closed garages. It's not controlled and can be used by anybody. This is great concern to residents. He asked how do we know there is efficient parking. Roger Pelham said the code Article 410 specifies the number of enclosed parking space and the total number of parking spaces for a dwelling unit. There is still one office in the building. A certain number of parking spaces required for that development.

Judy Miller said the parking plan for this case is better than a lot of the other residential neighborhoods where the front setbacks are taken away. Pete Todoroff said we need a lot of this type of projects with vacant offices turned into residential. This is a great idea.

Garry Law asked about parking regulations and how long a car can be parked. Roger Pelham said there is nothing in article 410 in parking and loading article that addresses length of parking. The Sheriff may have codes that apply to that. Garry Law said there are cars that have been abandoned on Southwood. Garry Law asked if there is a limitation on the number of cars a unit can have.

Wayne Ford asked what happens when that person turns the garage into a storage unit and the car doesn't have a parking space. He asked if there a requirement with management so they can't use it for storage. Roger Pelham said there is nothing in the development code that applies to that situation. He said he would hesitate to tell a property owner how he can use the inside of his own property. He can ask legal counsel. Gerry Eick said HOAs determine the use of garages. He said we cannot impede on personal property rights.

Gene Brockman said there is a 72 hour limit on-street parking. Washoe County Sheriff doesn't enforce it if at all. Tom Cardinale said he understands the private rights of the owner, but what about the rights of the public and their need to park the vehicles on the street.

**MOTION: Gene Brockman moved to recommend approval of Administrative Permit Case Number WADMIN19-0008 (Mays Building). Judy Miller seconded the recommendation. Tom Cardinale opposed the motion. The motion carried 4 to 1 in favor.**

**6.F. Special Use Permit Case Number WSUP19-0006 (Verizon Monopole)** - Request for community feedback, discussion and possible action to forward and Citizen Advisory Board comments to Washoe County staff on a request for the construction of a new wireless cellular facility consisting of a 45-foot-high stealth monopine structure (aka cell phone tower disguised to resemble a pine tree) designed as a collocation facility and a small cabin structure to house the wireless equipment. The monopole is proposed to be located on the southern portion of the 3 acre parcel at 1200 Tunnel Creek Road. **(for Possible Action)**

- **Applicant/Property Owner:** Epic Wireless for Verizon Wireless/ Tunnel Creek Properties, LLC.
- **Location:**1200 Tunnel Creek Road, Incline Village
- **Assessor's Parcel Number:** 130-311-17
- **Staff:** Julie Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on June 6, 2019

Buzz Lynn, representative for Verizon, provided a brief update.

He said there is lack of coverage in the area near the old Ponderosa Ranch. He said they are applying for 45 foot monopine tree on Tunnel Creek. The goal is to make the monopole as stealthy as possible with screening. He said the Olson's requested to make the shelter camouflaged. The objective is to provide better service and better service for first responder.

Judy Miller stated that she noticed it wasn't co-locating with multiple providers. Buzz Lynn said this there will not be any co-locating.

Buzz said photos will be provided from the lake for TRPA. The tree will be in a small grove to serve as camouflage.

Gene Brockman said application excludes a generator. He asked what is the provision for backup. Buzz said it will be battery back-up with 48-72 hours for enough back-up support. Service will not be interrupted.

Pete Todoroff asked why the application wasn't stamped by a state licensed engineer. Buzz said it's for review not for construction. Buzz said he can get a state license engineer to approve it.

Gerry Eick asked about possibility of future providers on this monopole. Julee Olander said the type of tower with height can only support 4-6 antennas. Verizon will take all 4-6 antennas. If another carrier wants to be located on the tower, it would need to go through another SUP for a larger tower. Gerry said proposed height is camouflaged, but if it exceeds that, it would stand out significantly.

David Geddes, neighboring property owner, and representing the neighbor Joyce Boch, said the application isn't complete. Panoramic photos weren't included. No alternative site analysis was included. There has been a monopole approved up the street that would satisfy the coverage. A signature is required which wasn't included. LDS has higher standard for coverage. The antennas at the Hyatt and Diamond Peak satisfy coverage. It's visual pollution. Tunnel Creek road is highly trafficked trail in our area. 400 people a day use that road. The shared use bike path will be added soon which will increase foot traffic. The first thing they will see is this monopole. He said we spent a lot of time beautifying this area.

Wayne Ford said he agreed with Mr. Geddes. The panoramic photos were not included. He said there are codes on what planning requires in the application. He said there were only 4 pictures, not 8. If the 8 were included, the public would be able to see - keep them visually informed. NRS applies. He said the location is wonderful. Mr. Borges does nice work, but needs to apply for a NV architecture license. It would keep him out of trouble at the board.

Sara Schmitz said the generator is battery powered, but batteries in our forest are a potential fire hazard. She wanted clarification on fire safety for batteries. She said Wayne Ford examined the Mountain Golf Course cell tower, and it was shedding plastic needles. She wants to know how often the tree is maintained.

Jackie Chandler wanted to know who is responsible for the exit strategy for when the tower isn't useful anymore. She wants to know if it's in the contract.

Craig Olson, owner of the property, said he has dealt with cell towers. He wants them hidden and camouflaged. Tunnel Creek is well traveled. The contract includes the responsible party to remove the tower.

MOTION: Gerry Eick moved to submit individual worksheets for CAB Board members. Judy Miller seconded the motion to submit individual cab worksheets. Motion carried unanimously.

**7. \*WASHOE COUNTY COMMISSIONER UPDATE-** Commissioner Berkbigler was not in attendance can be reached at (775) 328-2005 or via email at [mberkbigler@washoecounty.us](mailto:mberkbigler@washoecounty.us).

**8. \*CHAIRMAN/BOARD MEMBER ITEMS-**

Gerry Eick said he will not attend the June meeting. This is the last meeting of his term. He has been on this CAB since 2008. He said he has seen a lot of changes in processes. The CAB plays a role in the community development, and we can be advocates for the community. He said he appreciated his service on this board. Members thanked Gerry for his service.

**9. \* GENERAL PUBLIC COMMENT AND DISCUSSION THEREOF –**

Garry Law said he understands the approval for the conversion of the commercial building into apartments. He understands they don't have jurisdiction for parking. He recommended those who are responsible for enforcement on parking and occupancy be present at these CAB meeting to address those question. He asked when those are violated, who is responsible for enforcing it. He address the cell phone tower topic; most of the objections are procedural issues or esthetics. The issue of safety was not brought up. Cell phone is the

primary way to communicate today. We cannot find payphones. Having adequate coverage throughout the area is important. Coverage up in the hills on Tunnel Creek is important.

Carol Black said her neighbor had opined about the broken deer in roundabout. Gerry Eick said there is a maintenance agreement in place, and a group people have been contacted to address it. It will take a while to get the deer re-casted.

Sara Schmitz asked a procedural question about CAB. She said she doesn't understand why the CAB wouldn't take a action on an issue to let County staff know they need to clean it up an application and bring it back. Pete Todoroff said each individual statement will indicate concerns and recommendations. Each board member has different questions and concerns regarding that particular case.

Buzz Lynn, Verizon representative, said he appreciates the public's comments. He wanted to clarify that he didn't mean to say Tunnel Creek was rarely used; he said his statement was intended to convey that the cell tower will be hardly visible by the local residents. Craig Olson said he has detailed information of how people many go up Tunnel Creek.

Jackie Chandler asked for the Tahoe Area Plan. Pete Todoroff said it's still in process. We should see it by the June meeting.

Wayne Ford thanked Gerry Eick for his years of service on the CAB board.

Gene Brockman, addressing the cell tower case, said this is a substantially different application than the village cell tower. It's a different solution to the problem. The lack of compliance with basic regulations and rules is disturbing. It needs a better compliance with the rules. Shame on Washoe County for not enforcing them. Gene said his individual CAB worksheet will include his concerns. If we have cell phone service, we need good coverage everywhere. It's being attempted, but procedural issues that stand it's way.

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

Number of CAB members present: 5

Number of Public Present: 22

Presence of Elected Officials: 0

Number of staff present: 2

Submitted By: Misty Moga