



Board of Adjustment Staff Report

Meeting Date: June 6, 2019

Agenda Item: 8F

ADMINISTRATIVE CASE NUMBER: WADMIN19-0008 (Mays Building)

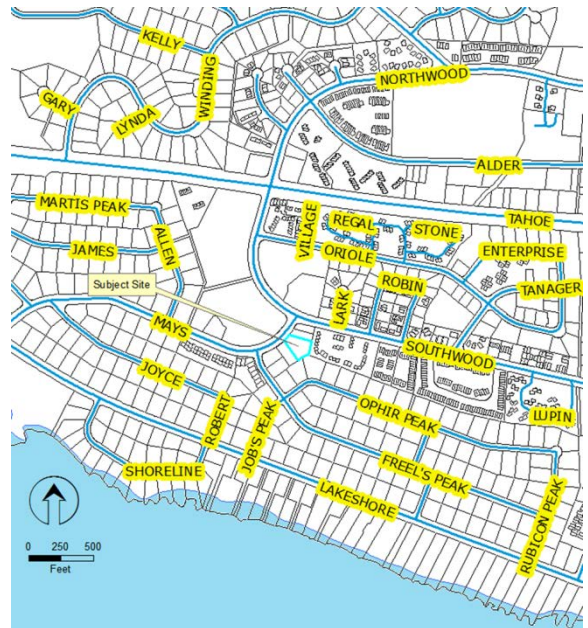
BRIEF SUMMARY OF REQUEST: Convert a portion of the first floor of an existing commercial office building into four residential apartments.

STAFF PLANNER: Roger Pelham, Senior Planner
775.328.3622
rpelham@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion to approve an administrative permit 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.

Applicant/Property Owner:	Tim Carlson
Location:	795 Mays Blvd, Incline Village, NV. approximately 150 feet south of the intersection of Mays Blvd and Southwood Blvd
APN:	127-090-04
Parcel Size:	± 0.54 acres
Master Plan:	Urban Residential (UR)
Regulatory Zone:	Medium Density Urban (MDU)
Area Plan:	Tahoe
Citizen Advisory Board:	Incline Village/Crystal Bay
Development Code:	Authorized in Article 808
Commission District:	1 – Commissioner Berkbigler



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 WADMIN19-0008 for Carlson and Associates, with the Conditions of Approval included as Exhibit A to this matter, having made all four required findings in accordance with Washoe County Code Section 110.808.25.

(Motion with Findings on Page 8)

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Exhibits Contents

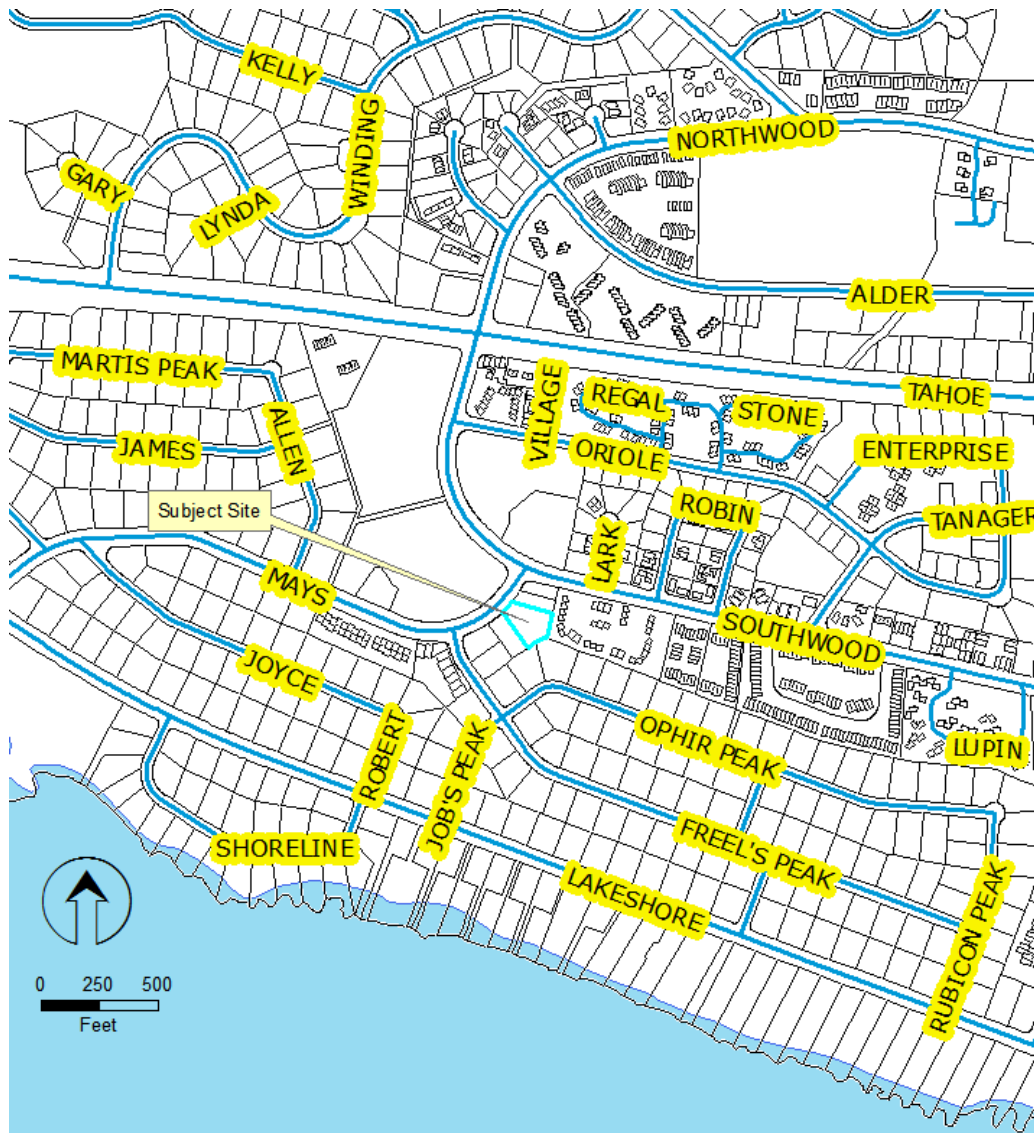
Conditions of Approval Exhibit A
Agency Comments Exhibit B
Project Application Exhibit C
CAB Notes and Minutes (draft) Exhibit D
Public Notice Exhibit E

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 WADMIN19-0008 are attached to this staff report and will be included with the Action Order, if approval is granted by Washoe County.

The subject property is designated as Medium Density Urban (MDU). Multi-family dwellings are permissible in the MDU regulatory zone upon approval of an Administrative Permit in accordance with Table 110.302.05.1 (Table of Uses, Residential Use Types) of the Development Code.



Vicinity Map



Site Plan/Landscape Plan



Project Evaluation

The applicant has resubmitted an application that was previously approved by the Board of Adjustment and subsequently expired. The applicant is requesting to convert commercial offices into residential apartments within an existing building. The parcel is 0.54 acres in size and the Medium Density Urban (MDU) regulatory zone allows for 21 dwellings to the acre. This

allows for a potential total of 11 dwellings on the subject parcel. Including the current request (and the six existing residential units), a total of 10 dwellings are proposed. Multi-Family dwellings are permissible in the MDU regulatory zone upon approval of an administrative permit in accordance with Table 110.302.05.1 (Table of Uses, Residential Use Types) of the Development Code.

The exterior of the building will not be modified. There is sufficient area for parking and sufficient lighting in the parking area at this time. Potential traffic to the site will likely be reduced. Residential apartments require one parking space to be within a garage or a carport. A condition of approval has been recommended to require compliance with that requirement. A garage for three additional enclosed parking spaces is proposed. There will be no changes to drainage as there is no grading proposed.

The existing structure is within a residential regulatory zone, Medium Density Urban (MDU). The existing structure is surrounded by similar residential development. The existing office will remain in use as an existing, non-conforming use.

The applicant received approval for this project in February of 2017 (permit number WADMIN16-0001). The conditions of approval required that all building permits be issued within two years of the date of approval. That approval expired in February of 2019, prior to issuance of the required permits. Conditions of approval have been included to require submission of building permits within one year of the approval of this permit, and that permits must be issued within two years, if approval is granted.

Generally applicable standards include minimum requirements for landscaping as provided for WCC Chapter 110, Article 412, which includes 20% of the site being landscaped and certain buffers between the parking area and the property lines. The applicant applied for and obtained a director's modification of standards in 2017 to reduce the width of the required landscape buffer in certain areas and to eliminate the required landscape buffer in one area between a parking area for multi-family residential use and adjacent single-family uses. The landscaping shown on the site plan, on page 4 of this report, is consistent with that approval. That approval required submission of "complete building and improvements plans" within one year of the date of approval. While those plans were still under review when the previous administrative permit expired, staff believes that the modification will remain valid for submission of construction plans in association with the current administrative permit requested. A condition of approval has been recommended to require that final plans include landscaping improvements as approved with the previously-approved director's modification of standards.

Staff has not identified significant negative impacts associated with the conversion of a portion of the existing structure from offices to apartments.

Incline Village/Crystal Bay Citizen Advisory Board (IV/CB CAB)

The proposed project was considered by the Incline Village/Crystal Bay Citizen Advisory Board at their regular meeting on May 6, 2019. The CAB recommended approval, with a vote of 4 in favor and one opposed. The CAB expressed concern that the enclosed parking (garage space) for each dwelling be used for parking a vehicle as opposed to storage of personal possessions. Notes from the meeting and individual CAB member responses are attached at Exhibit D to this report.

Reviewing Agencies

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

- State of Nevada
 - Parks
 - Department of Transportation

- State Lands
- Washoe County Community Services Department
 - Engineering and Capital Projects Division
 - Parks and Open Spaces
 - Planning and Building Division
 - Utilities/Water Rights
- Washoe County Health District
 - Air Quality Management Division
 - Vector-Borne Diseases Program
 - Environmental Health Services Division
- Washoe County Regional Animal Services
- Washoe County Sheriff
- Regional Transportation Commission
- Washoe – Storey Conservation District
- Incline Village General Improvement District
- North Lake Tahoe Fire Protection District
- Tahoe Regional Planning Agency
- Tahoe Transportation District
- US Forest Service - LTBMU

Three out of the nineteen above-listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of each agency's comments and/or recommended conditions of approval and their contact information is provided. The Conditions of Approval document is attached to this staff report and will be included with the Action Order, if approved.

- Washoe County Planning and Building Division landscaping, parking and lighting standards and general conditions that will be in effect during construction of the project.
Contact – Roger Pelham, 775.328.3622, rpelham@washoecounty.us
- Washoe County Community Services Department – Water Rights requires that the applicant provide a will-serve letter in support of the proposed project, or an acknowledgment letter from IVGID, the water supplier, indicating that sufficient water rights are available to the proposed project..
Contact – Vahid Behmaram, 775.954.4647 vbehmaram@washoecounty.us
- Washoe County Engineering and Capitol Projects addressed the requirements for complete construction drawings and Best Management Practices (BMPs).
Contact – Leo Vesely, 775.328.2041, lvesely@washoecounty.us

Staff Comment on Required Findings

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

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

Staff Comment: Residential apartments are allowed in the MDU regulatory zone, subject to the approval of an administrative permit.

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

Staff Comment: The conversion of offices to apartments is not likely to result in significant additional impacts upon utilities, roads, sewer, water and other necessary facilities.

3. Site Suitability. That the site is physically suitable for residential apartments, and for the intensity of such a development.

Staff Comment: The structure is existing and will not be externally altered.

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

Staff Comment: None of the reviewing agencies indicated that the proposal would result in a significant detriment to 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.

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

Staff Comment: There is no military installation in the required noticing distance of the project, therefore, this finding is not required to be made.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, Administrative Permit Case Number WADMIN19-0008 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 WADMIN19-0008 for Tim Carlson, having made the four required findings in accordance with Washoe County Development Code Section 110.808.25:

1. Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan; and
2. Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven; and
3. Site Suitability. That the site is physically suitable for residential apartments, and for the intensity of such a development; and
4. Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or

improvements of adjacent properties; or detrimental to the character of the surrounding area.

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: Tim Carlson
 9 Silver Saddle Court
 Washoe Valley, NV 89704



Conditions of Approval

Administrative Permit Case Number WADMIN19-0008

The project approved under Administrative Permit Case Number WADMIN19-0008 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on June 6, 2019. 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.**
- **The RENO-TAHOE AIRPORT AUTHORITY is directed and governed by its own Board. Therefore, any conditions set by the Reno-Tahoe Airport Authority must be appealed to their Board of Trustees.**
- **The REGIONAL TRANSPORTATION COMMISSION (RTC) is directed and governed by its own Board. Conditions recommended by the RTC may be required, at the discretion of Washoe County.**

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: Roger Pelham, Senior Planner, 775.328.3622, rpelham@washoecounty.us and Vahid Behmaram, 775.328.3600, vbehmaram@washoecounty.us

- a. The applicant shall attach a copy of the Action Order approving this project to all administrative permit applications (including building permits) applied for as part of this administrative permit.
- b. The applicant shall submit complete construction plans for the entire site and modification of the existing structure, to Washoe County, on or before June 6, 2020. The applicant shall submit all required corrections to those plans and building permits must be issued by Washoe County on or before June 6, 2021. Failure to submit appropriate plans and to have complete construction plans issued by Washoe County, within the times listed in this condition shall render this approval null and void. Compliance with this condition shall be determined by the Director of Planning and Building.
- c. The applicant shall complete construction within the time specified by the issued building permits. Compliance with this condition shall be determined by the Director of Planning and Building.
- d. The applicant shall demonstrate conformance to the plans approved as part of this administrative permit. Compliance with this condition shall be determined by the Director of Planning and Building.
- e. Best practice design guidelines shall be implemented to mitigate visual impacts.
- f. There shall be complete screening of roof mounted HVAC equipment.
- g. The plans shall include at least one parking space, within a garage, set aside for the exclusive use of each of the residential apartments within the building. Apartment numbers shall be prominently displayed on each garage to indicate the exclusive use of that parking space.
- h. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any cairn or grave of a Native American be discovered during site development, work shall temporarily be halted at the specific site and the Sheriff's Office as well as the State Historic Preservation Office of the Department of Conservation and Natural Resources shall be immediately notified per NRS 383.170.

- i. Prior to any construction activity, the applicant shall submit a landscaping design plan to the Planning and Building Division for review and approval. Said plan shall address parking, parking lot circulation and striping, signage, exterior lighting, trash enclosures, landscaping and plant material, type and size of plants, maturation size at full growth, landscaping location, and landscaping irrigation system.
- j. All improvements for parking, landscaping, irrigation and screening shall be in conformance with the plans approved as part of Director's Modification of Standards Case Number WDMOD17-0004.
- k. Prior to issuance of any Certificate of Occupancy, the applicant shall provide Washoe County with a letter certifying that all parking, landscaping, irrigation and screening have been installed in conformance with the plans approved as part of Director's Modification of Standards Case Number WDMOD17-0004 and that installed landscaping satisfies all otherwise generally applicable requirements as set forth in the Washoe County Development Code. The letter shall be wet-stamped by a Landscape Architect, registered in the State of Nevada.
- l. Construction plans shall include a photometric study showing that there will be no spill-over of light onto adjacent parcels of land.
- m. Prior to approval of construction permits, the applicant shall provide a will-serve letter in support of the proposed project, or an acknowledgment letter from IVGID, the water supplier, indicating that sufficient water rights are available to the proposed project.
- n. The following **Operational Conditions** shall be required for the life of the business:
 - i. Upon the issuance of the final Certificate of Occupancy, for this project, this administrative permit shall remain in effect until or unless it is revoked or is inactive for one year.
 - ii. Failure to comply with any of the conditions of approval shall render this approval null and void.
 - iii. All landscaping and irrigation systems shall be maintained at all times to conform with the Landscaping Section of the Washoe County Development Code for the life of the project / business, including the replacement of dead plants, trees, shrubs and all ground cover.
 - iv. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the administrative permit to meet with Planning and Building to review conditions of approval prior to the final sale of the site and/or the administrative permit. Any subsequent purchaser/operator of the site and/or the administrative permit shall notify Planning and Building of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.
 - v. This administrative permit shall remain in effect as long as the business is in operation and maintains a valid business license.

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: Leo Vesely, 775.328.2041, lvesely@washoecounty.us

- a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Any necessary grading shall comply with County Code Article 438, Grading Standards and all drainage shall comply with County Code Article 420, Storm Drainage Standards. Silts shall be controlled on-site and not allowed onto adjacent property.
- b. Submit confirmation from the Tahoe Regional Planning Agency (TRPA) that maintenance is current for the BMP Certificate of Completion prior to issuance of building permit Final or Certificate of Occupancy. See the TRPA website at <http://tahoebmp.org/Maintenance.aspx> for BMP maintenance requirements and guidance related to obtaining an updated BMP Certificate of Completion.

*** End of Conditions ***



WASHOE COUNTY
COMMUNITY SERVICES
INTEGRITY COMMUNICATION SERVICE

P.O. Box 11130
Reno, Nevada 89520-0027
Phone: (775) 328-3600
Fax: (775) 328-3699

April 19, 2019

TO: Roger D. Pelham, MPA, Senior Planner, CSD, Planning & Development Division

FROM: Vahid Behmaram, Water Management Planner Coordinator, CSD

SUBJECT: Administrative Permit Case Number WADMIN19-0008 (Mays Building)

Project description:

The applicant is proposing to approve an Administrative Permit 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. Project located at 795 Mays Blvd, Incline Village NV. Approximately 150 feet south of the intersection of Mays Boulevard and Southwood Boulevard, Assessor's Parcel Number: 127-090-04.

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

Applicant shall provide a will serve letter in support of the proposed project, or an acknowledgment letter from IVGID, the water supplier, indicating that sufficient water rights are available to the proposed project.



From: [Lawson, Jacqueline](#)
To: [Pelham, Roger](#)
Cc: [Dayton, Brittany](#)
Subject: April Agency Review Memo
Date: Thursday, April 18, 2019 8:24:10 AM
Attachments: [April Agency Review Memo.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Good morning Roger,

The EMS Program does not currently have any comments regarding the Administrative Permit Case Number WADMIN19-0008 (Mays Building) included in the April Application Review Memo. Please contact me if you have any questions.

Thank you

Jackie

From: [Gil, Donald](#)
To: [Pelham, Roger](#)
Subject: FW: April Agency Review Memo
Date: Wednesday, April 24, 2019 12:30:51 PM
Attachments: [April Agency Review Memo.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Roger,

The Washoe County Sheriff's Office Patrol Division has no issues or concerns with this project.

Thank you,

Don

Don Gil

Captain – Patrol Division

911 Parr Blvd. Reno, NV 89512

Desk: 775-328-3354

Email: dgil@washoecounty.us

Web: www.WashoeSheriff.com

Date	4-18-19
Attention	Roger D Pelham
Re	Administrative Permit Case Number WADMIN19-0008
APN	127-090-04
Service Address	795 Mays
Owner	Tim Carlson

Administrative Permit Case Number WADMIN19-0008 (Mays Building) – For possible action, hearing, and discussion to approve an Administrative Permit 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.

- Applicant Property Owner: Tim Carlson
- Location: 795 Mays Blvd, Incline Village NV. Approximately 150 feet south of the intersection of Mays Boulevard and Southwood Boulevard
- Assessor's Parcel Number: 127-090-04
- Parcel Size: ± 0.54 acres
- Master Plan Category: Urban Residential (UR)
- Regulatory Zone: Medium Density Urban (MDU)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkgigler
- Staff: Roger D. Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3622
- E-mail: rpelham@washoecounty.us

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



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Engineering and Capital Projects

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

INTEROFFICE MEMORANDUM

DATE: May 3, 2019

TO: Roger Pelham, Sr. Planner, Planning and Building Division

FROM: Leo Vesely, Engineering and Capital Projects Division

SUBJECT: WADMIN19-0008
APN 127-090-04
MAYS BUILDING

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, which supplement applicable County Code. The County Engineer shall determine compliance with the following conditions of approval.

For questions related to sections below, please see the contact name provided.

GENERAL CONDITIONS

Contact Information: Leo Vesely, P.E. (775) 328-2041

1. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Any necessary grading shall comply with County Code Article 438, Grading Standards and all drainage shall comply with County Code Article 420, Storm Drainage Standards. Silts shall be controlled on-site and not allowed onto adjacent property.
2. Submit confirmation from the Tahoe Regional Planning Agency (TRPA) that maintenance is current for the BMP Certificate of Completion prior to issuance of building permit Final or Certificate of Occupancy. See the TRPA website at <http://tahoebmp.org/Maintenance.aspx> for BMP maintenance requirements and guidance related to obtaining an updated BMP Certificate of Completion.

LRV/krk



INTEGRITY



EFFECTIVE
COMMUNICATION



QUALITY
PUBLIC SERVICE

WWW.WASHOECOUNTY.US



MEMORANDUM

DEPARTMENT OF REGIONAL PARKS AND OPEN SPACE
PLANNING DIVISION



TO: Roger Pelham, Senior Planner

FROM: Sophia Kirschenman, Park Planner

DATE: May 3, 2019

SUBJECT: Administrative Permit Case Number WADMIN19-0008 (Mays Building)

Washoe County Regional Parks and Open Space has reviewed Administrative Permit Case Number WADMIN19-0008, a proposal to convert a portion of the first floor of an existing commercial office building in Incline Village into four residential apartments, and has no comments or conditions.

From: [Gil, Donald](#)
To: [Pelham, Roger](#)
Subject: FW: April Agency Review Memo
Date: Wednesday, April 24, 2019 12:30:51 PM
Attachments: [April Agency Review Memo.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Roger,

The Washoe County Sheriff's Office Patrol Division has no issues or concerns with this project.

Thank you,

Don

Don Gil

Captain – Patrol Division

911 Parr Blvd. Reno, NV 89512

Desk: 775-328-3354

Email: dgil@washoecounty.us

Web: www.WashoeSheriff.com

Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

Project Information		Staff Assigned Case No.: _____	
Project Name: Tim Carlson			
Project Description: Mays Building			
Project Address: 795 Mays Blvd Incline Village, Nevada 89704			
Project Area (acres or square feet): 3662 sq. ft.			
Project Location (with point of reference to major cross streets AND area locator): Southwood and Mays Blvd			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
127-090-04	0.56		
Indicate any previous Washoe County approvals associated with this application: Case No.(s). WAD MIN 160001			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name: Tim Carlson		Name:	
Address: 9 Silver Saddle Court		Address:	
Washoe Valley	Zip: 89704		Zip:
Phone: 775-378-6563	Fax:	Phone:	Fax:
Email: to@tcarlson.biz		Email:	
Cell: 775-378-6563	Other:	Cell:	Other:
Contact Person: Tim Carlson		Contact Person:	
Applicant/Developer:		Other Persons to be Contacted:	
Name: Same as above		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person:	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

December 2018

Property Owner Affidavit

Applicant Name: CARLSON & ASSOCIATES, TINA CARLSON

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA }
COUNTY OF WASHOE }

TIM CARLSON

(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 127-090-04

Printed Name TIM CARLSON

Signed [Signature]

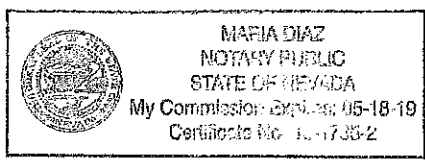
Address 19 SILVER SADDLE Ct. 89704
WASHOE VALLEY

Subscribed and sworn to before me this 10th day of April 2019.

Maria Diaz, Reno, NV
Notary Public in and for said county and state

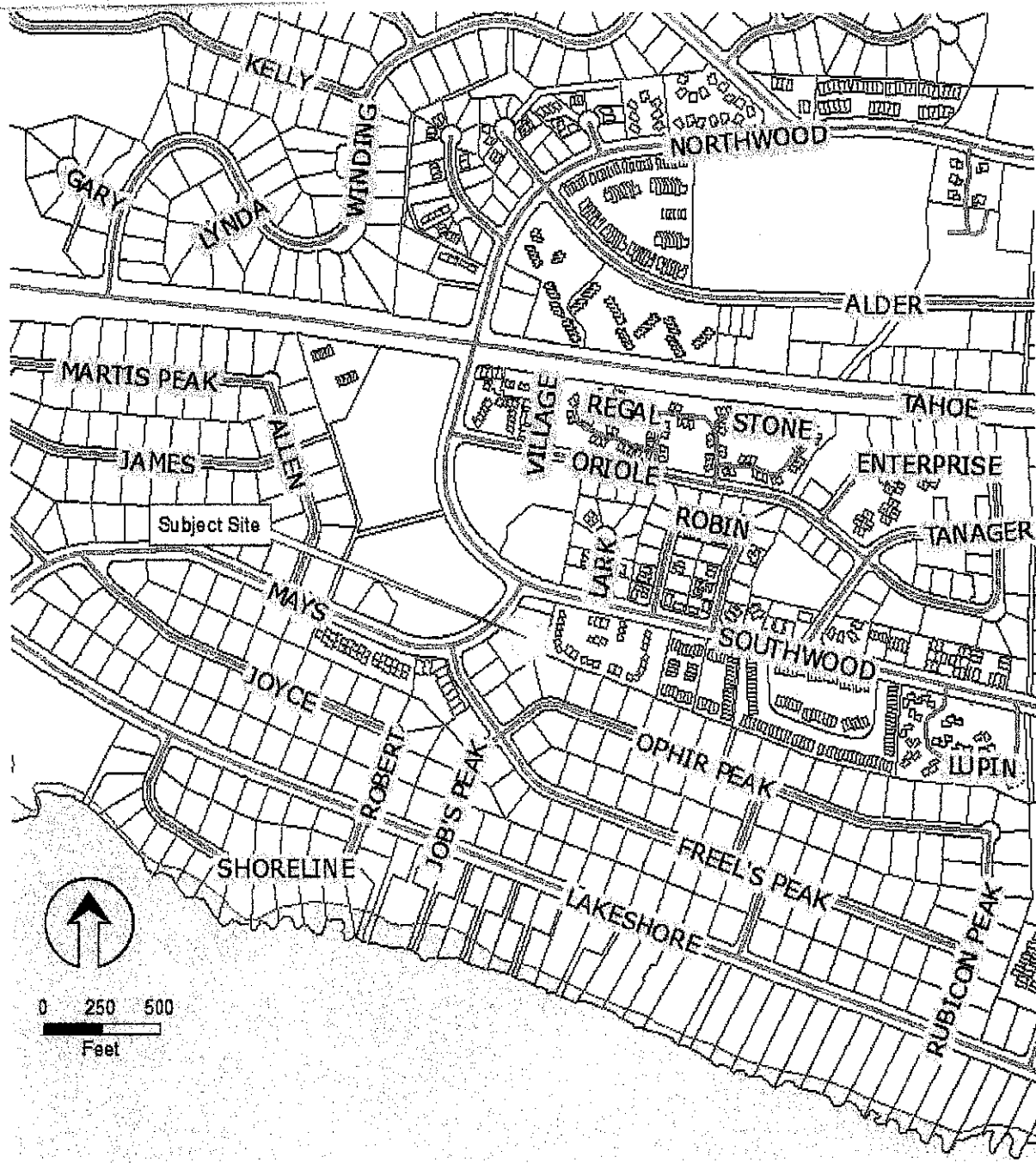
My commission expires: 05/18/2019

(Notary Stamp)



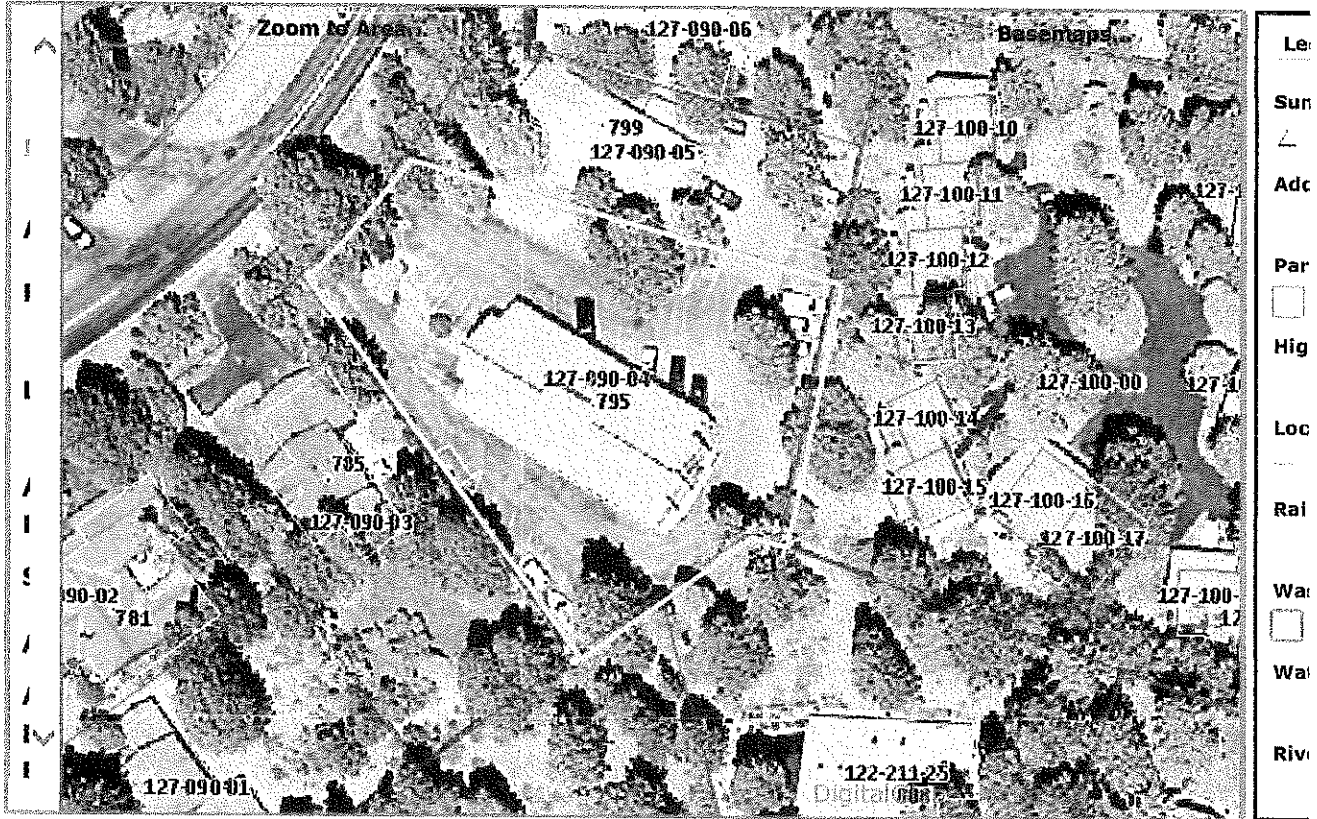
*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship



Vicinity Map

Washoe County Quick Map



Tools: Identify Measure Select Clear Print

NOTES

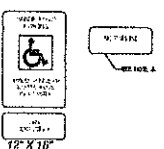
1. EXISTING ASPHALT TO BE DEMOLISHED ON OFFICE CURBSIDE.
2. (2) "3" D.S. "BASED SOLES DUE TO EXISTING SIDEWALK RISKS.
3. UNIFORM ACCESSIBLE DESIGN.
4. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
5. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
6. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
7. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
8. SECONDARY DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).

SPACE CALCULATIONS

SPACE	REQUIREMENTS	REQUIREMENTS	REQUIREMENTS
OFFICE	1 PER 1000	OFFICE	4 PER 1000
RECEPTION	2 PER 1000	RECEPTION	2 PER 1000
CONFERENCE	1 PER 1000	CONFERENCE	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
WORKSTATION	1 PER 1000	WORKSTATION	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
OFFICE	1 PER 1000	OFFICE	1 PER 1000
RECEPTION	1 PER 1000	RECEPTION	1 PER 1000
CONFERENCE	1 PER 1000	CONFERENCE	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
WORKSTATION	1 PER 1000	WORKSTATION	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
OFFICE	1 PER 1000	OFFICE	1 PER 1000
RECEPTION	1 PER 1000	RECEPTION	1 PER 1000
CONFERENCE	1 PER 1000	CONFERENCE	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
WORKSTATION	1 PER 1000	WORKSTATION	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
OFFICE	1 PER 1000	OFFICE	1 PER 1000
RECEPTION	1 PER 1000	RECEPTION	1 PER 1000
CONFERENCE	1 PER 1000	CONFERENCE	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000
WORKSTATION	1 PER 1000	WORKSTATION	1 PER 1000
TRAINING	1 PER 1000	TRAINING	1 PER 1000

SUPPLEMENT

- IS TOTAL SPACES REQUIRED
- IS ACCESSIBLE SPACES REQUIRED
- IS STAIRWAYS SPACES REQUIRED
- IS TOTAL SPACES PROVIDED
- IS ACCESSIBLE SPACES PROVIDED
- IS STAIRWAYS SPACES PROVIDED



NOTES:
 1. SIGNAGE DETAIL AS REQUIRED. SEE DETAIL FOR FURTHER INFORMATION.
 2. "3" D.S. "BASED SOLES DUE TO EXISTING SIDEWALK RISKS.
 3. UNIFORM ACCESSIBLE DESIGN.
 4. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
 5. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
 6. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
 7. ALL DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).
 8. SECONDARY DRIVEWAY PATTERNS ARE EXISTING (SEE EXISTING PLAN).

SIGNAGE DETAILS

SOURCE: A111.1

REVISIONS

1. DRAINAGE AREA TREATMENT OF GROUNDWATER FOSSEL TREATMENT UNIT - 12' X 12' X 4' D.
2. DRAINAGE AREA TREATMENT OF GROUNDWATER FOSSEL TREATMENT UNIT - 24' X 12' X 4' D.
3. DRAINAGE AREA TREATMENT & 60' X 3' D.

dub group
ARCHITECTURE
 400 West Street, Suite 2000
 New York, NY 10014
 Tel: (212) 450-1200
 Fax: (212) 450-1201

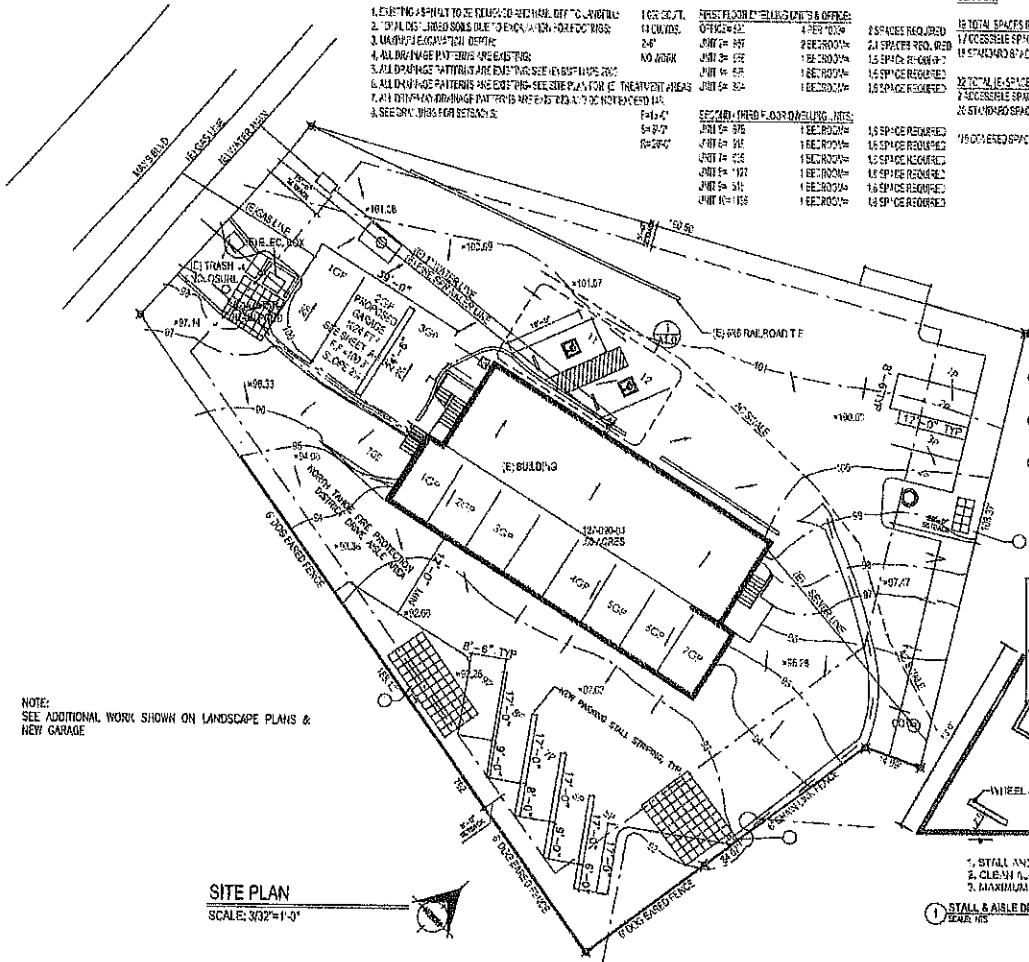


PROJECT: [REDACTED]
 DATE: [REDACTED]
 DRAWN BY: [REDACTED]
 CHECKED BY: [REDACTED]
 APPROVED BY: [REDACTED]

NO.	DATE	REVISION

ARCHITECTURAL SITE PLAN

A1.0



SITE PLAN
 SCALE: 3/32" = 1'-0"

NOTE:
 SEE ADDITIONAL WORK SHOWN ON LANDSCAPE PLANS &
 MECH GARAGE

1. STALL AND AISLE DIMENSION DETAIL
 SEE PLAN
2. CLEAN G.L. SURFACES TO RECEIVE STRIPS
3. MAXIMUM SLOPE 2%

Shirley
6851 Sanyo Center Parkway
Riverside, NJ
Tel. 732.826.0177
Fax. 732.826.0178
www.shirley.com



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Consultants

Legend

- PARKING LEGEND**
 P PROPOSED
 E EXISTING
 GP GARAGES PROPOSED
 GE GARAGES EXISTING

Notes

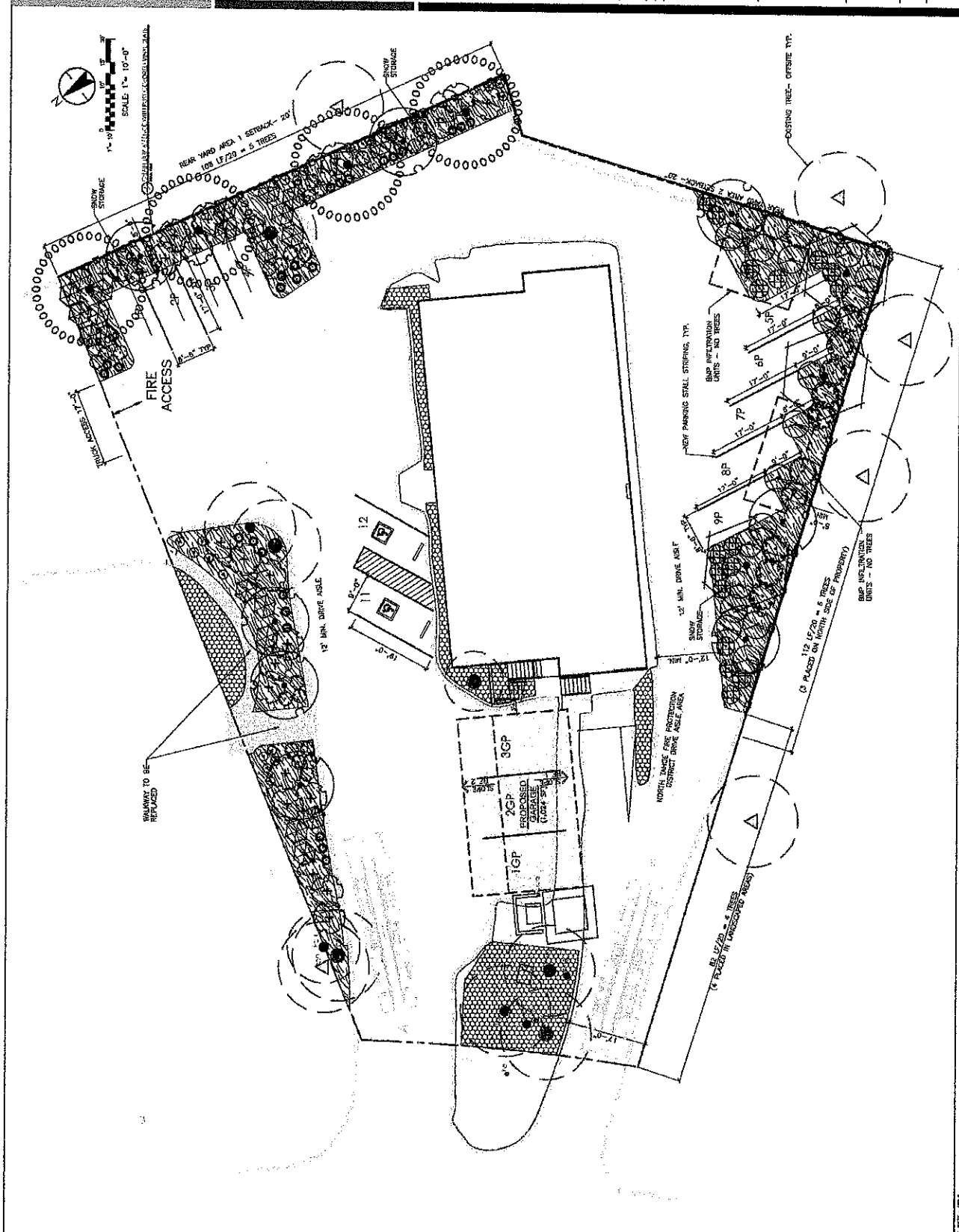
1. Fire Truck Turning Maneuver based upon the North Drive Fire Truck turning right into the proposed driveway at a 30' long Street R/W 35' total width.

Item	Qty	Unit	Notes
Planting			
1" x 1" x 1" x 1" x 1"			
2" x 2" x 2" x 2" x 2"			
3" x 3" x 3" x 3" x 3"			
4" x 4" x 4" x 4" x 4"			
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Client/Project
 CARLSON AND ASSOC. LTD
 788 MANS BOULEVARD
 PARCEL 127881001
 INCLINE VILLAGE, NEVADA

16. PLANTING PLAN

Project No. 16-0188
 Scale 1" = 10'-0"
 Drawing No. 16-01
 Sheet 3 of 5
 Revision 0









**Administrative Permit Application
Supplemental Information**

(All required information may be separately attached)

1. What is the type of project or use being requested?

The conversion of a portion of the first floor of an existing commercial office building into four residential apartments

2. What section of the Washoe County code requires the Administrative permit required?

Chapter 110, table 110.302.05.1

3. What currently developed portions of the property or existing structures are going to be used with this permit?

The permit is requesting to convert commercial offices on the first floor of a existing building into residential apartments. The building presently has six apartments on the second floor. The total amount of living units would be ten.

4. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

Tenant Improvements will be within existing building envelope, a three car garage will be added to meet Code for garage parking. Garage will be built in the same time frame.

5. Is there a phasing schedule for the construction and completion of the project?

This is a second phase of a two phase project, first phase has been completed and approved.

6. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

Village Shopping Center West of property, Apt. building to the N., Apt./ Condos to the E., one single family home to the S.

7. What are the anticipated beneficial aspects or effect your project will have on adjacent properties and the community?

Provide for additional medium income house for the area; which has been a Community as well as a County goal for several years.

8. What will you do to minimize the anticipated negative impacts or effect your project will have on adjacent properties?

Help with neighbors fencing on the S. of the property. Provide a improve landscaping around building.

9. Please describe any operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

WMOD17-0004 Regarding Admin. Permit Case WADMIN19-0001 To eliminate the required LS buffer between a parking area, a corner of the existing building, parking and adjacent residential uses.

10. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

22 parking spaces will be available; which includes 10 garages for the apt.'s and 12 off street spaces for apt use and their guests.

11. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

170 new shrubs, 15 new trees, new fencing on S. side, repainting entire building (same color).

12. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

No additional sign-age or lighting will be added.

13. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

Yes No

14. Utilities:

a. Sewer Service	provided by IVGID
b. Water Service	provided by IVGID (obtained water rights and upgraded meter from IVGID)

For most uses, the Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required:

c. Permit #		acre-feet per year	
d. Certificate #		acre-feet per year	
e. Surface Claim #		acre-feet per year	
f. Other, #		acre-feet per year	

Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources):

IVGID has title to water right and will release them to the property once permit has been finalized and a installed meter. IVGID paid invoice # 15081,14857 &15185

WASHOE COUNTY ASSESSOR PROPERTY DATA 04/09/2019

APN: 127-090-04 Card 1 of 2

Owner Information & Legal Description
Situs 795 MAYS BLVD, WASHOE COUNTY 89451
Owner 1 CARLSON & ASSOCIATES LTD PTSP
Mail Address 9 SILVER SADDLE CT WASHOE VALLEY NV 89704
Rec Doc No 2976509 Rec Date 01/02/2004
Prior Owner CARLSON AND ASSOCIATES LTD,
Prior Doc 2596374
Keyline Desc FR SE4 SE4 SEC 16 TWP 16 RGE 18
Subdivision _UNSPECIFIED
Lot: Block: Sub Map#
Record of Survey Map: Parcel Map#
Section: 16 Township: 16 SPC Range: 18
Tax Dist 5200 Add'l Tax Prior APN Info
Tax Cap Use does not qualify for Low Cap, High Cap Applied
Status

Building Information
Quality C20 Avg
Occupancy Office Building
Sec Occupancy
Stories 3.00
Square Feet 3,813
Year Built 1982
Square Feet does not include Basement or Garage Conversion Area.
W.A.Y. 1992
Finished Bsmt 1,258
Bedrooms 0
Unfin Bsmt 2,555
Full Baths 0
Bsmt Type MULT TYPES
Half Baths 0
Gar Conv Sq Foot 0
Fixtures
Total Gar Area 0
Fireplaces 0
Gar Type
Heat Type FORCED AIR
Det Garage 0
Sec Heat Type
Bsmt Gar Door 0
Ext Walls STUD-WD SID
Sub Floor
Sec Ext Walls
Frame WD/STL FRAME
Roof Cover
Construction Mod 0
Obso/Bldg Adj -438,209
Units/Bldg 1
% Complete 79 %
Units/Parcel 7

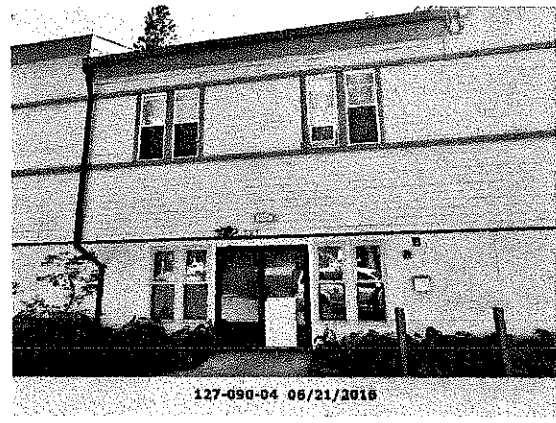
Land Information
Land Use 410,330
Zoning MDU Sewer Municipal NBC TAEQ
Size 24,394 SqFt or ~0.56 Acre
Water Muni Street Paved NBC Map NBC Map Index

Table with columns: Valuation History, 2018/19 FV, 2019/20 VN, V-Code, DOR, Doc Date, Value/Sale Price, Grantor, Grantee. Rows include Taxable Land Value, Taxable Improvement Value, Assessed Land Value, Assessed Improvement Value, and Total Assessed.

The 2019/2020 values are preliminary values and subject to change.

Building #1 Sketch

Property Photo



If the property sketch is not available on-line you can obtain a

Account Detail

[Back to Account Detail](#) [Change of Address](#) [Print this Page](#)

CollectionCart

Collection Cart	Items	Total	Checkout	View
	0	\$0.00		

Pay Online

No payment due for this account.

Washoe County Parcel Information

Parcel ID	Status	Last Update
12709004	Active	4/9/2019 2:07:24 AM

Current Owner:

CARLSON & ASSOCIATES LTD PTSP
 9 SILVER SADDLE CT
 WASHOE VALLEY, NV 89704

SITUS:

795 MAYS BLVD
 INCLINE VILLAGE NV

Taxing District
 5200

Geo CD:

Legal Description

Section 16 SubdivisionName UNSPECIFIED Lot Block Range 18 Township 16

Tax Bill (Click on desired tax year for due dates and further details)

Tax Year	Net Tax	Total Paid	Penalty/Fees	Interest	Balance Due
2018	\$12,031.85	\$12,031.85	\$0.00	\$0.00	\$0.00
2017	\$8,565.55	\$8,565.73	\$0.00	\$0.00	\$0.00
2016	\$8,254.54	\$8,254.54	\$0.00	\$0.00	\$0.00
2016	\$306.95	\$306.96	\$0.00	\$0.00	\$0.00
2015	\$8,317.99	\$8,317.99	\$0.00	\$0.00	\$0.00
2014	\$8,296.42	\$8,296.42	\$0.00	\$0.00	\$0.00
Total					\$0.00

Disclaimer

■ **ALERTS:** If your real property taxes are delinquent, the search results displayed may not reflect the correct amount owing. Please contact our office for the current amount due.

■ For your convenience, online payment is available on this site. E-check payments are accepted without a fee. However, a service fee does apply for online credit card payments. See Payment Information for details.

Pay By Check

Please make checks payable to:
WASHOE COUNTY TREASURER

Mailing Address:
 P.O. Box 30039
 Reno, NV 89520-3039

Overnight Address:
 1001 E. Ninth St., Ste D140
 Reno, NV 89512-2846



The Washoe County Treasurer's Office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (775) 328-2510 or tax@washoecounty.us



Director's Modification of Standards

Director's Modification Case Number: WMOD17-0004

Subject: Director's Modification Case Number: WMOD17-0004
Regarding Administrative Permit Case Number
WADMIN16-0001

Applicant(s): Tim Carlson, 9 Silver Saddle Court, Washoe Valley, NV
89704

Summary: To reduce the width of the required landscape buffer in certain areas between a parking area for multi-family residential use and adjacent single-family residential uses, and to eliminate the required landscape buffer in one area between a parking area for multi-family residential use and adjacent single-family residential uses.

Recommendation: **Approval with Conditions**

Prepared by: Roger Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Development Division
775.328.3622
E-Mail: rpelham@washoecounty.us

Approved by: Mojra Hauenstein, Director
Planning and Development Division
Washoe County Community Services Department

Phone: 775.328.3619
E-Mail: mahuenstein@washoecounty.us

Description

Director's Modification Case Number WMOD17-0004 (Tim Carlson) – To reduce the width of the required landscape buffer in certain areas between a parking area for multi-family residential use and adjacent single-family residential uses, and to eliminate the required landscape buffer in one area between a parking area for multi-family residential use and adjacent single-family residential uses.

- Applicant / Property Owner: Tim Carlson, 9 Silver Saddle Court, Washoe Valley, NV 89704
- Location: 795 Mays Boulevard, Incline Village, NV
- Assessor's Parcel Number.: 127-090-04
- Parcel Size: ±0.54 acres
- Master Plan Category: Urban Residential (UR)
- Regulatory Zone: Medium Density Urban (MDU)
- Area Plan: Tahoe

- Development Code: Authorized in Article 412, Landscaping
- Commission District: 1 – Commissioner Berkgigler
- Section/Township/Range: Section 16, T16N, R18E, MDM,
Washoe County, NV

Washoe County Development Code

Article 412, Landscaping

Section 110.412.50 Parking and Loading Areas. In addition to other required landscaping, all parking and loading areas shall provide minimum landscaping as set forth in this section. Any trees required in Sections 110.412.35 through 110.412.45 may contribute toward the minimum coverage requirement.

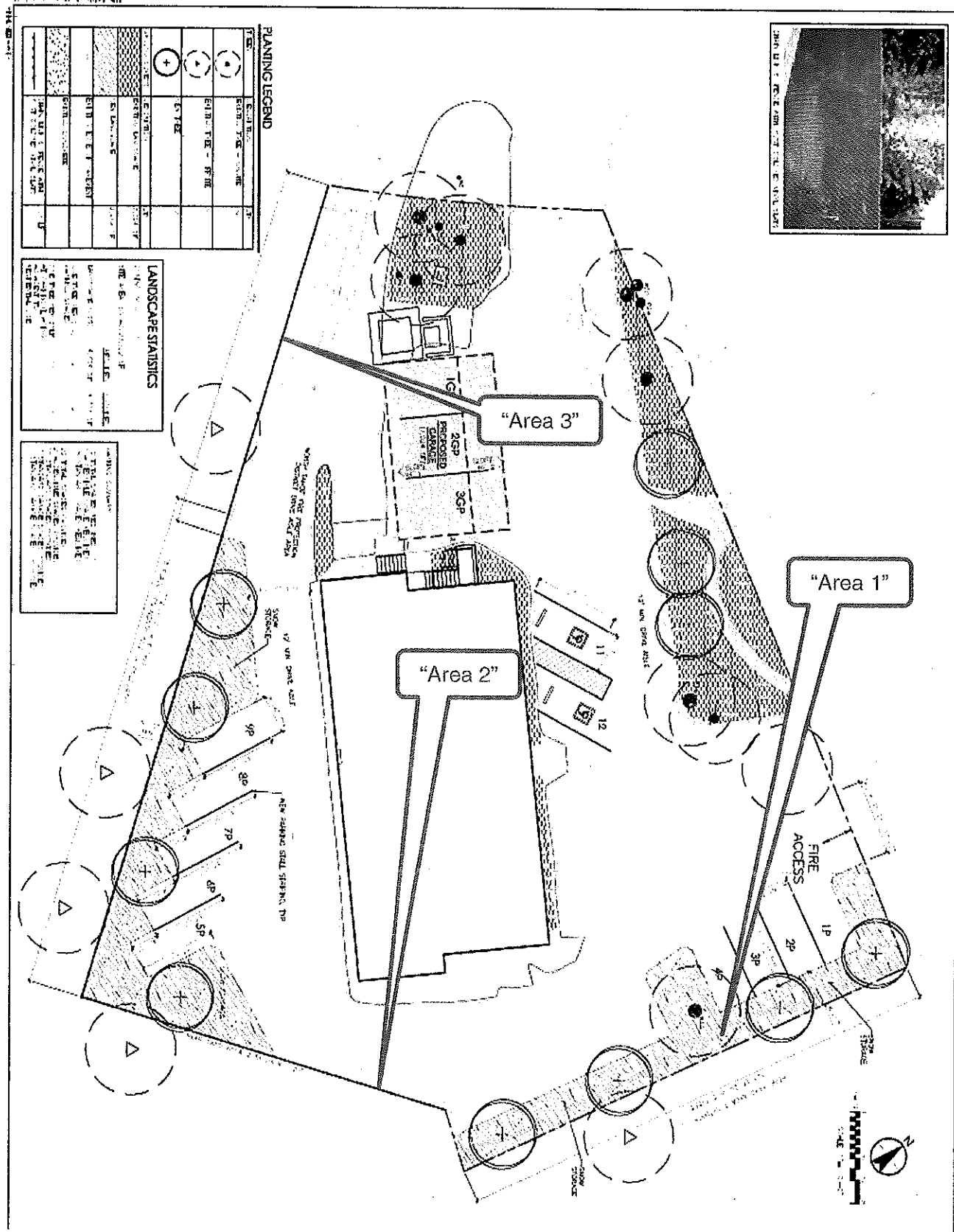
- (c) **Landscaped Buffers Adjoining Residential Uses.** As generally depicted in Figure 110.412.50.2, when a parking or loading area adjoins a residential use, a landscaped buffer is required as follows:
- (1) The buffer shall be the width of the required yard for the entire length of the adjoining common property line; and
 - (2) The buffer shall include at least one (1) tree every twenty (20) linear feet, or fraction thereof, planted in off-set rows.
- (d) **Screening Adjoining Residential Uses.** As generally depicted in Figure 110.412.50.2, when a parking or loading area adjoins a rear or non-street side yard of a residential use, a solid decorative wall or fence shall be erected along the entire length of the property line. This wall or fence shall be at least six (6) feet but not more than seven (7) feet in height.

Section 110.410.35 Modification of Standards. The requirements of this article may be modified by the Director of Planning and Development, in cases in which, due to the unusual nature of the establishment proposed or the development proposal submitted for it, the standards set forth herein may be considered insufficient or excessive. The Director may consider the existence of special transit incentives and services, car pooling programs, and significant use of pedestrian and bicycle access. Decisions of the Director pursuant to this section may be appealed pursuant to Article 808, Administrative Permits.

The location for each of the requested parts of the modification are indicated on the following landscape plans, submitted as part of this request.

The applicant has requested modification buffering standards including:

- (1) To reduce the rear yard landscape buffer setback in Area 1 from 20 feet to 8 feet to preserve the necessary clear zone for a fire truck turning movement as well as a fire truck access on the north side of the parcel to the adjacent parcel.
- (2) To reduce the rear yard landscape buffer setback in Area 2 from 20 feet to 0 feet, to preserve the necessary clear zone for a fire truck turning movement as well as a fire truck access on the east side of the parcel.
- (3) To eliminate approximately 82 linear feet of the required side yard landscape buffer in Area 3 to maintain the minimum driveway opening of 17 feet from property line to the front yard landscape area.



Approved Modifications

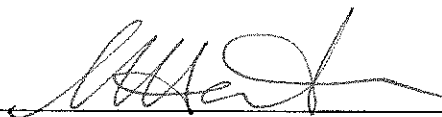
The landscape plans submitted with this application for modification are found to be generally acceptable to the Director. The Director finds that the unusual nature of the development includes the fact that the building was built over 30 years ago and was in conformance with applicable Codes at that time. The building is now being repurposed and, due to the change in use, is required to come into conformance with current Code standards. It is necessary to modify the required buffering standards to maintain appropriate access for emergency vehicles, and to maintain the minimum required driveway opening.

The following conditions of approval must be adhered to for approval of this modification to be effective, the Planning and Development Division, shall be responsible for determining compliance with these conditions:

- 1) The applicant shall submit, to Washoe County, complete building and improvement plans for the entire site and modification of the existing structure, within 12 months of the date of this approval.
- 2) A copy of this modification shall be attached to all administrative applications, including building permits.
- 3) Buffering standards require, "at least one (1) tree every twenty (20) linear feet, **or fraction thereof**" "Area 1" shall include at least 6 trees.
- 4) A minimum of 4 trees (as would have been otherwise required in "Area 3") shall be added elsewhere on the subject site.
- 5) All landscape areas on the subject site shall be planted to achieve 100% vegetative coverage within 3 years of planting in accordance with *Washoe County Code, Chapter 110, Article 412, Landscaping*.
- 6) All landscape areas on the subject site shall be provided with permanent irrigation in accordance with *Washoe County Code, Chapter 110, Article 412, Landscaping*.
- 7) All required fencing shall consist of chain-link with vinyl slats. Metal shall be non-reflective and vinyl slats shall achieve 90% opacity level with the diagonal slat configuration in a rust or redwood color.
- 8) All improvements shall be done by a contractor, licensed in the State of Nevada.
- 9) Prior to approval of any Certificate of Occupancy, the applicant shall contact the Planning and Development Division for inspection of all required landscape improvements. All improvements on the subject site shall meet all generally applicable provisions of Washoe County Code Chapter 110.

This modification is effective June 27, 2017, [pending the required 10-day appeal period].

Washoe County Community Services Department
Planning and Development Division



Mojra Hauenstein, Architect, AICP Planner, LEED AP Neighborhood Development
Director of Planning & Development

- (d) Spaces Based on Employees. The employee requirements used in Table 110.410.10.1 through Table 110.410.10.5 to calculate parking spaces refer to the maximum number of employees who could be working at one time when the facility is operating at full capacity.
- (e) Rounding Off Numbers. Whenever the computation of the number of off-street parking spaces required by Table 110.410.10.1 through Table 110.410.10.5 results in a fractional parking space, one (1) additional parking space shall be required for a fractional space of one-half (1/2) or more. A fractional space of less than one-half (1/2) shall not be counted.

Table 110.410.10.1

OFF-STREET PARKING SPACE REQUIREMENTS (Residential Use Types)
 (See Section 110.410.10 for explanation)

Residential Use Types (Section 110.304.15)	Spaces Required
Family Residential	
Attached Accessory Dwelling	1 per attached accessory dwelling unit, in addition to other required spaces
Detached Accessory Dwelling	1 per detached accessory dwelling unit, in addition to other required spaces
Detached Accessory Structure	None
Duplex	2 per dwelling unit, 1 of which must be in an enclosed garage
Fabricated Home	*2 per fabricated home
Multi Family	1.6 for 1 bedroom units, 2.1 for 2 bedroom and larger units; 1 of which must be in an enclosed garage or carport
Single Family Attached	2 per dwelling unit, 1 of which must be in an enclosed garage
Single Family Detached	2 per dwelling unit, 1 of which must be in an enclosed garage
Manufactured Home Parks	1.5 per manufactured home, plus 1 per 5 units for guest parking
Group Home	.25 per bed, plus 1 per employee during peak employment shift

Note: * = Article 312, Fabricated Housing, may require 1 parking space to be in an enclosed garage or carport.



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Consultants

Notes
Fire Truck Turning Template based upon the North Tahoe Fire Department District usage of a 37' long Smead RM 55 foot general truck.

Legend

PARKING LEGEND

- P PROPOSED
- E EXISTING
- GP GARAGE PROPOSED
- GE GARAGE EXISTING

Revision	By	Appd.	Yr./M/DD

ISSUED FOR PERMIT	By	Appd.	Yr./M/DD

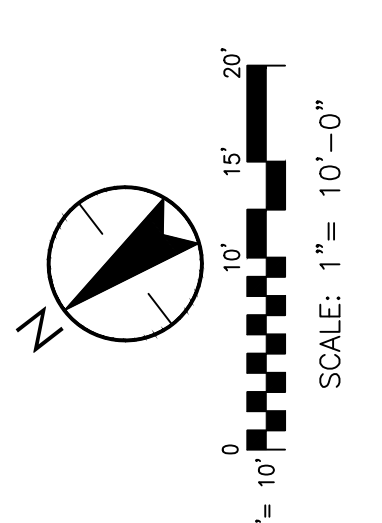
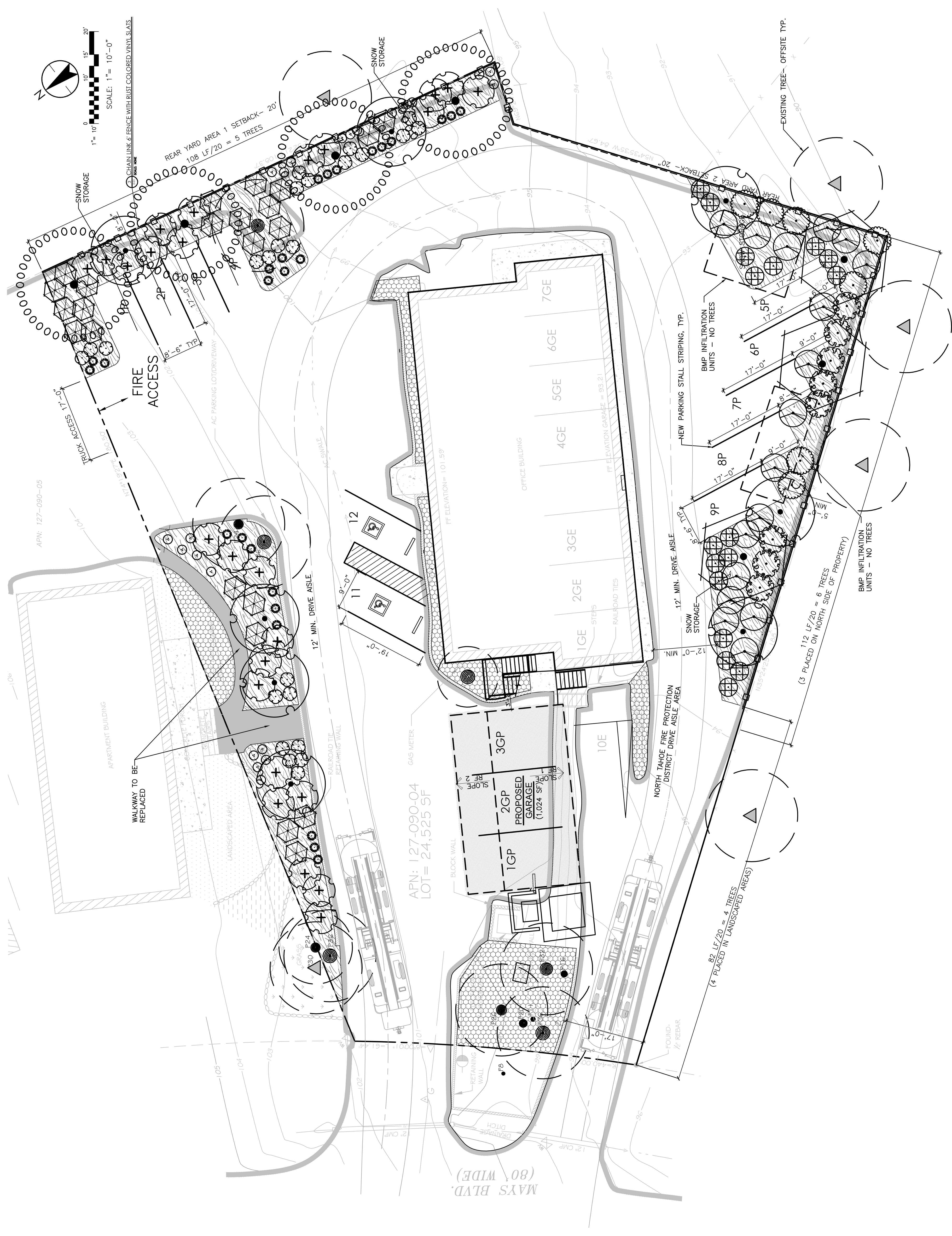
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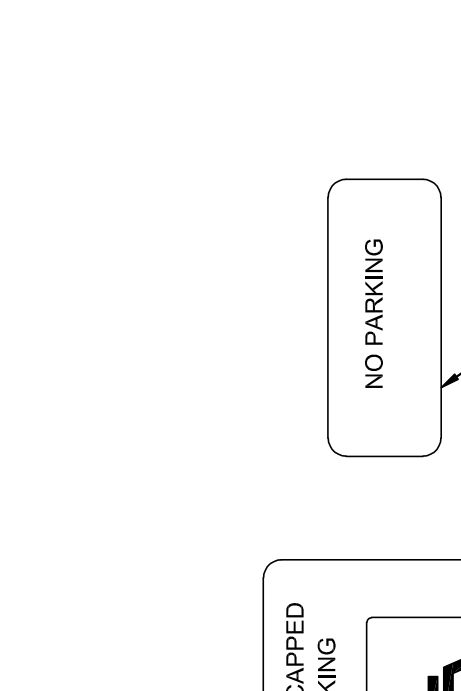
Permit/Seal			

Client/Project
CARLSON AND ASSOC LTD
795 MAYS BOULEVARD
PARCEL 127-090-04
INCLINE VILLAGE, NEVADA

Title
PLANTING PLAN

Project No. 180101521
Scale 1" = 10'-0"
Drawing No. L-01
Sheet 3 of 8
Revision 0





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project title:
 PHASE 2 - FIRST FLOOR TENANT IMPROVEMENTS AND OFFICE

job number: 18-100
 date: 01/11/2019
 drawn by: AMM
 checked by: prd
 revisions:

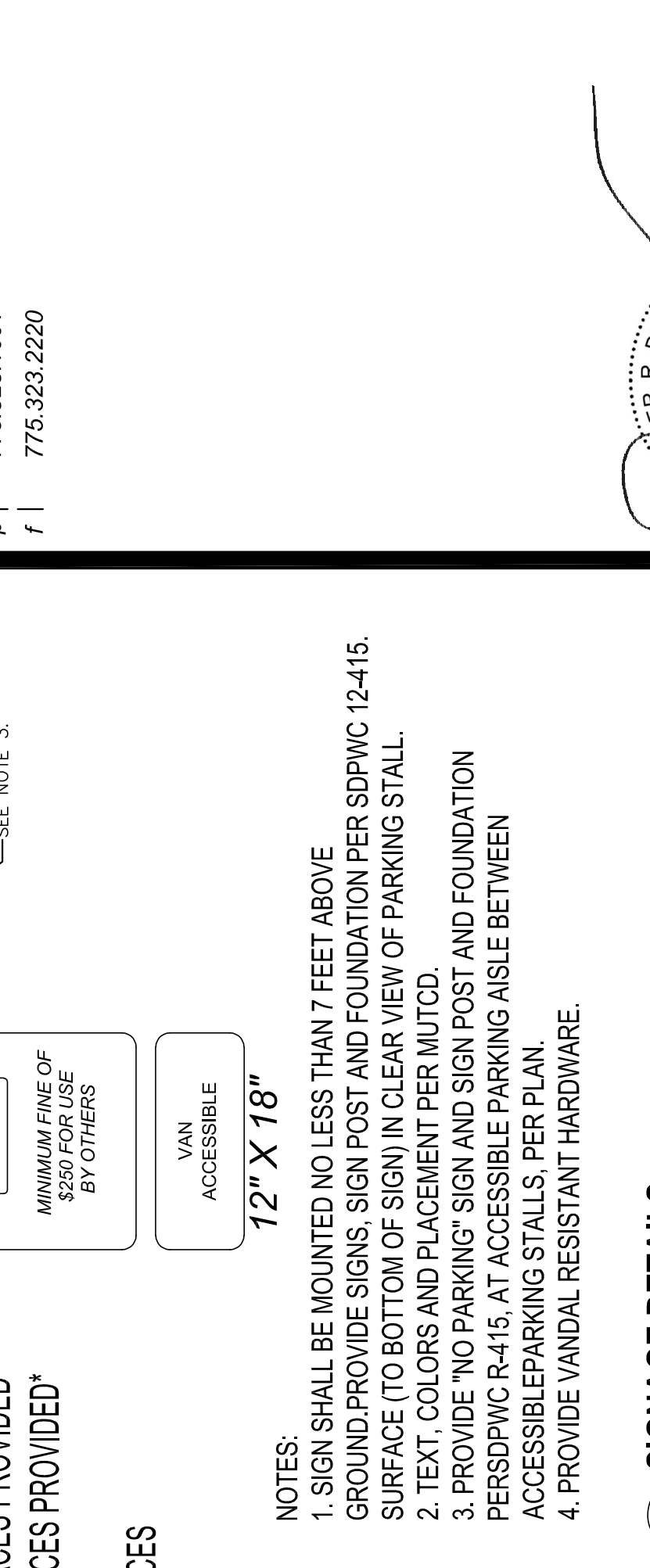
sheet description:
 ARCHITECTURAL SITE PLAN

sheet number:
 A1.0

summary:
 19 TOTAL SPACES REQUIRED
 1 ACCESSIBLE SPACE REQUIRED
 18 STANDARD SPACES REQUIRED
 22 TOTAL (E) SPACES PROVIDED
 2 ACCESSIBLE SPACES PROVIDED
 20 STANDARD SPACES PROVIDED
 *10 COVERED SPACES

parking calculations
 FIRST FLOOR DWELLING UNITS & OFFICE:
 OFFICE= 520 4 PER 1000=
 UNIT 2= 987 2 BEDROOM=
 UNIT 3= 666 1 BEDROOM=
 UNIT 4= 695 1 BEDROOM=
 UNIT 5= 804 1 BEDROOM=
 SECOND / THIRD FLOOR DWELLING UNITS:
 UNIT 5= 675 1 BEDROOM=
 UNIT 6= 918 1 BEDROOM=
 UNIT 7= 685 1 BEDROOM=
 UNIT 8= 1127 1 BEDROOM=
 UNIT 9= 515 1 BEDROOM=
 UNIT 10= 1136 1 BEDROOM=
 F=15'-0"
 S=5'-0"
 R=20'-0"

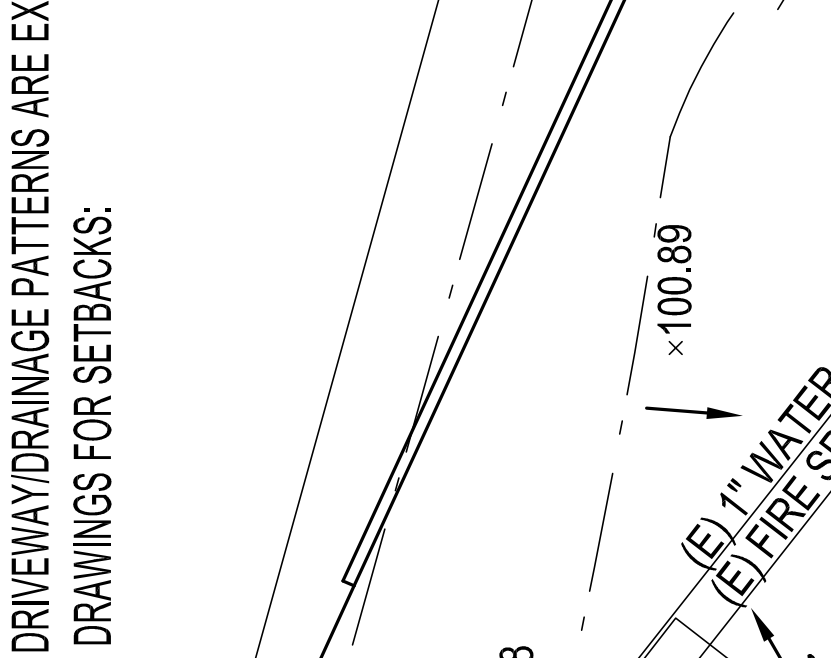
notes:
 1. EXISTING ASPHALT TO BE REMOVED AND HAUL OFF TO LANDFILL.
 2. TOTAL DISTURBED SOILS DUE TO EXCAVATION FOR FOOTINGS:
 3. MAXIMUM EXCAVATION DEPTH:
 4. ALL DRAINAGE PATTERNS ARE EXISTING.
 5. ALL DRAINAGE PATTERNS ARE EXISTING- SEE (E) BMP MAPS 2009
 6. ALL DRAINAGE PATTERNS ARE EXISTING- SEE SITE PLAN FOR (E) TREATMENT AREAS
 7. ALL DRIVEWAY/DRAINAGE PATTERNS ARE EXISTING AND DO NOT EXCEED 14%
 8. SEE DRAWINGS FOR SETBACKS:



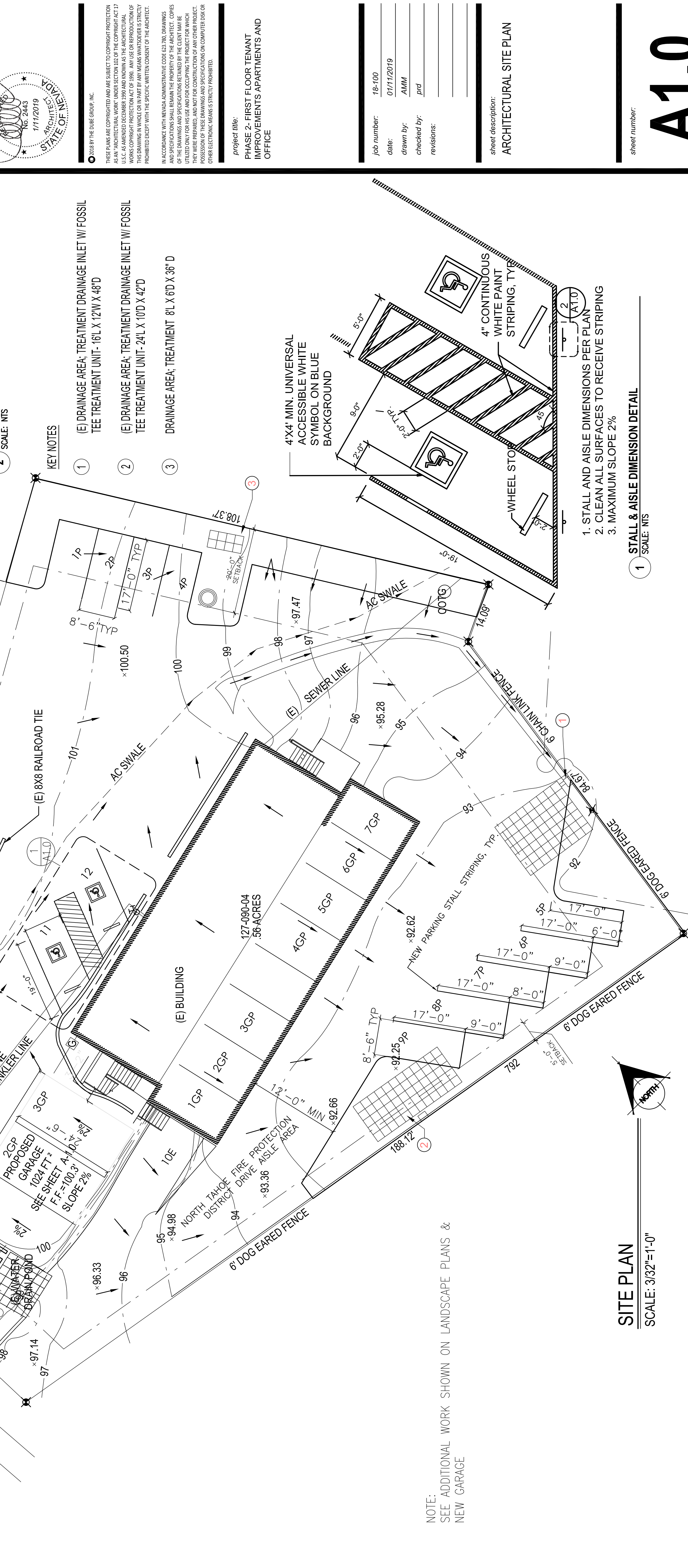
notes:
 1. SIGN SHALL BE MOUNTED NO LESS THAN 7 FEET ABOVE GROUND PROVIDE SIGNS, SIGN POST AND FOUNDATION PER SDPWC 12-415. SURFACE (TO BOTTOM OF SIGN) IN CLEAR VIEW OF PARKING STALL.
 2. TEXT, COLORS AND PLACEMENT PER MUTCD.
 3. PROVIDE "NO PARKING" SIGN AND SIGN POST AND FOUNDATION PER SDPWC R-415, AT ACCESSIBLE PARKING AISLE BETWEEN ACCESSIBLE PARKING STALLS, PER PLAN.
 4. PROVIDE VANDAL RESISTANT HARDWARE.

2 SIGNAGE DETAILS
 SCALE: NTS

key notes
 1 (E) DRAINAGE AREA; TREATMENT DRAINAGE INLET W/ FOSSIL TEE TREATMENT UNIT- 16' L X 12' W X 48" D
 2 (E) DRAINAGE AREA; TREATMENT DRAINAGE INLET W/ FOSSIL TEE TREATMENT UNIT- 24' L X 10' D X 42" D
 3 DRAINAGE AREA; TREATMENT 8' L X 6' D X 36" D

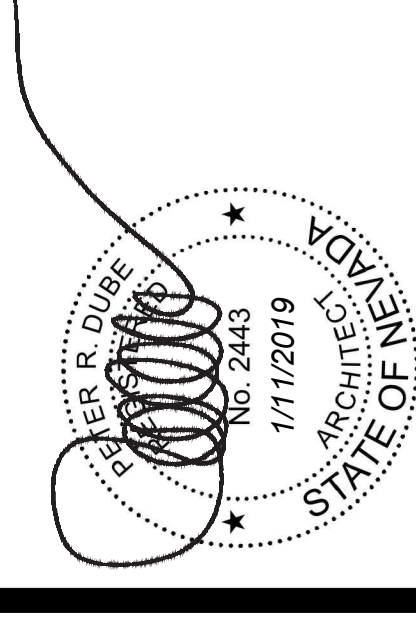


1 STALL AND AISLE DIMENSIONS PER PLAN
 2 CLEAN ALL SURFACES TO RECEIVE STRIPING
 3. MAXIMUM SLOPE 2%
 1 STALL & AISLE DIMENSION DETAIL
 SCALE: NTS



NOTE:
 SEE ADDITIONAL WORK SHOWN ON LANDSCAPE PLANS & NEW GARAGE

SITE PLAN
 SCALE: 3/32"=1'-0"



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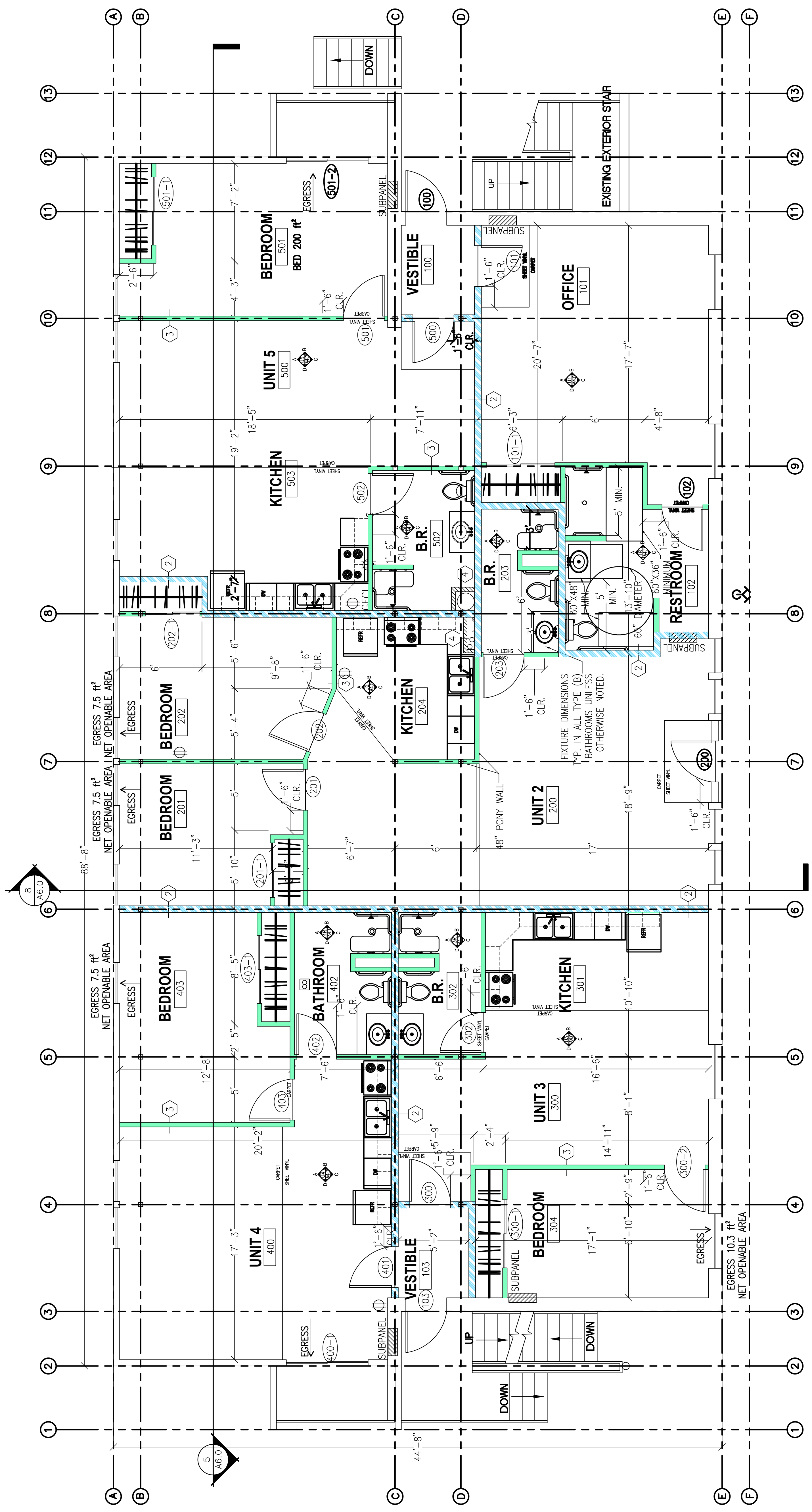
IN ACCORDANCE WITH NEVADA ADMINISTRATIVE CODE 639.623, DRAWINGS OF THIS PROJECT THAT ARE NOT IDENTICAL TO THE ORIGINAL DRAWINGS OF THE DRAWINGS AND SPECIFICATIONS REMAINED BY THE CLIENT MAY BE UTILIZED ONLY FOR HIS USE AND FOR OCCUPANCY OF THE PROJECT FOR WHICH THEY WERE PREPARED, AND NOT FOR CONSTRUCTION OF ANY OTHER PROJECT. POSSESSION OF THESE DRAWINGS AND SPECIFICATIONS ON COMPUTER DISK OR OTHER ELECTRONIC MEANS IS STRICTLY PROHIBITED.

project title:
PHASE 2- FIRST FLOOR TENANT IMPROVEMENTS APARTMENTS AND OFFICE

job number: 18-100
date: 01/11/2019
drawn by: AMM
checked by: prd
revisions:

sheet description:
NEW FIRST FLOOR PLAN

sheet number:
A2.3



NEW FIRST FLOOR PLAN
SCALE: 1/4"=1'-0"

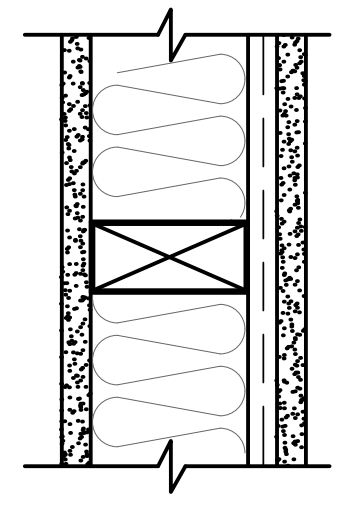
GENERAL NOTES

1. VERIFY ALL DIMENSIONS UNLESS OTHERWISE NOTED.
2. DIMENSIONS GIVEN ARE TO CENTER OF STUD UNLESS OTHERWISE NOTED.
3. FIRE STOPPING: ANY PENETRATIONS THROUGH WALL TYPE 1, 2, OR 4 SEE DETAIL 2-48.1 PROVIDE WINDOW OPENING CONTROL DEVICE PER SECTION 1013.8.1 THAT COMPLIES WITH ASTM F 2090. ANGLE VENTILOCK RETROFIT OR APPROVED EQUIVALENT. INSTALL AT ALL OPERABLE WINDOWS WITH SILLS LOCATED MORE THAN 72" INCHES ABOVE FINISHED GRADE IF THE SILL IS LESS THAN 36" ABOVE THE FLOOR LINE.
4. EXISTING EXTERIOR WALLS
OUTER: 3/4" PLYWOOD SHEATHING 2X6 STUDS
INNER: 5/8" GYPSUM WALLBOARD
NOTE: ALL WORK DONE TO EXTERIOR WALLS WILL BE REPAIRED/REPLACED IN-KIND

KEY NOTES

1. INSTALL BACKER FOR ADA GRAB BARS TYP. ALL LOCATIONS. SEE DETAIL 1-48.1

CA FILE NO. WP 3243, GENERIC 1 HOUR FIRE / 50-54 STC SOUND TYPICAL- ALL UNIT SEPARATIONS



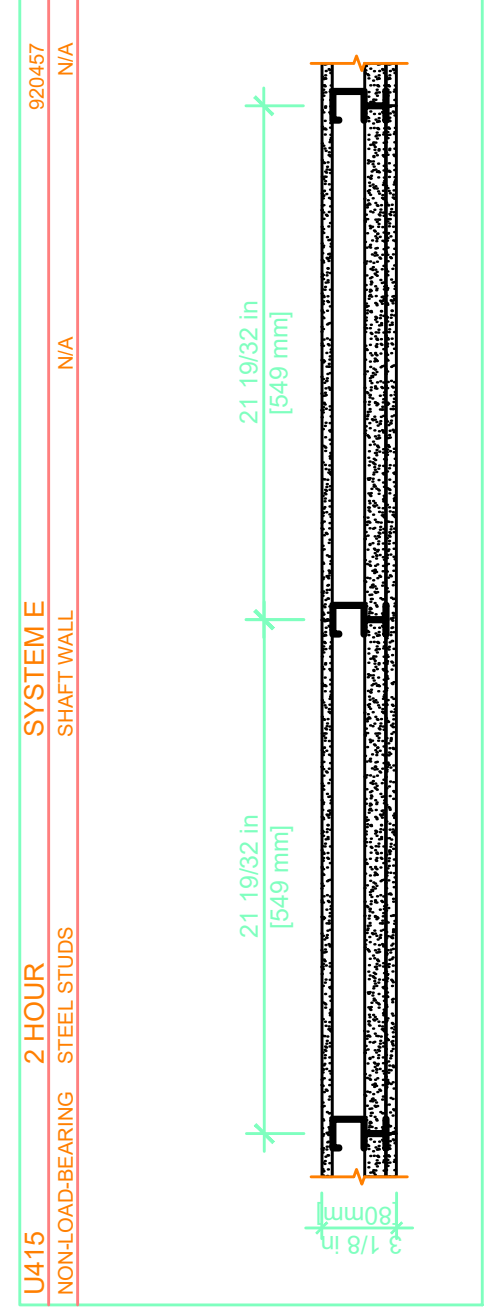
WALL TYPE 2- 1HR RATED WOOD FRAMED
SCALE: NTS

GYPSUM WALLBOARD, RESILIENT CHANNELS, GLASS FIBER INSULATION, WOOD STUDS

RESILIENT CHANNELS 24" O.C. ATTACHED AT RIGHT ANGLES TO ONE SIDE OF 2 X 4 WOOD STUDS 24" O.C. WITH 1 1/4" TYPE S DRYWALL SCREWS. ONE LAYER 5/8" TYPE X GYPSUM WALL VENEER BASE APPLIED AT RIGHT ANGLES TO CHANNELS WITH 1" TYPE S DRYWALL SCREWS 8" O.C. WITH VERTICAL JOINTS LOCATED MIDWAY BETWEEN STUDS. 3" MINERAL OR GLASS FIBER INSULATION IN STUD SPACE.
OPPOSITE SIDE: ONE LAYER 5/8" TYPE X GYPSUM VENEER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO STUDS WITH 6D CEMENT COATED NAILS, 1 7/8" LONG, 0.0915" SHANK, 15/64" HEADS, 7" O.C.

WALL LEGEND

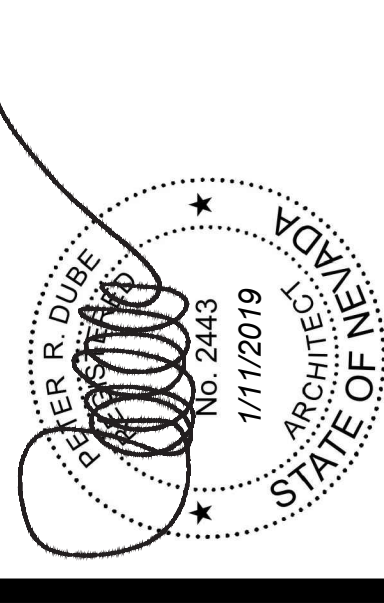
- TYPE 2 1 HR RATED SHAFTELL WALL: TYPE 3 (E) EXTERIOR WALLS 2HR RATED SHAFTELL WALL: STEEL STUD (NON-LOAD-BEARING)
- FIRE RATING: 2 HOUR
- SOUND TEST: N/A
- SYSTEM THICKNESS: 3-1/2"



EXISTING MECH. SHAFTELL WALL: 2 HR RATED
SCALE: NTS

GYPSUM WALLBOARD, WOOD STUDS

ONE LAYER 5/8" TYPE X GYPSUM WALLBOARD OR GYPSUM VENEER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO EACH SIDE OF 2X4 WOOD STUDS 24" O.C. WITH 1" TYPE S DRYWALL SCREWS 8" O.C. AT VERTICAL JOINTS AND 12" O.C. AT WALL PERIMETER AND INTERMEDIATE STUDS. FACE LAYER 5/8" TYPE X GYPSUM WALLBOARD OR GYPSUM VENEER BASE APPLIED PARALLEL OR AT RIGHT ANGLES TO ONE SIDE WITH 1-5/8" TYPE S DRYWALL SCREWS 12" O.C. JOINTS STAGGERED 24" EACH LAYER AND SIDE. SOUND TESTED WITH 3 1/2" CLASS FIBER FRICTION FIT IN STUD SPACE. (NLB)



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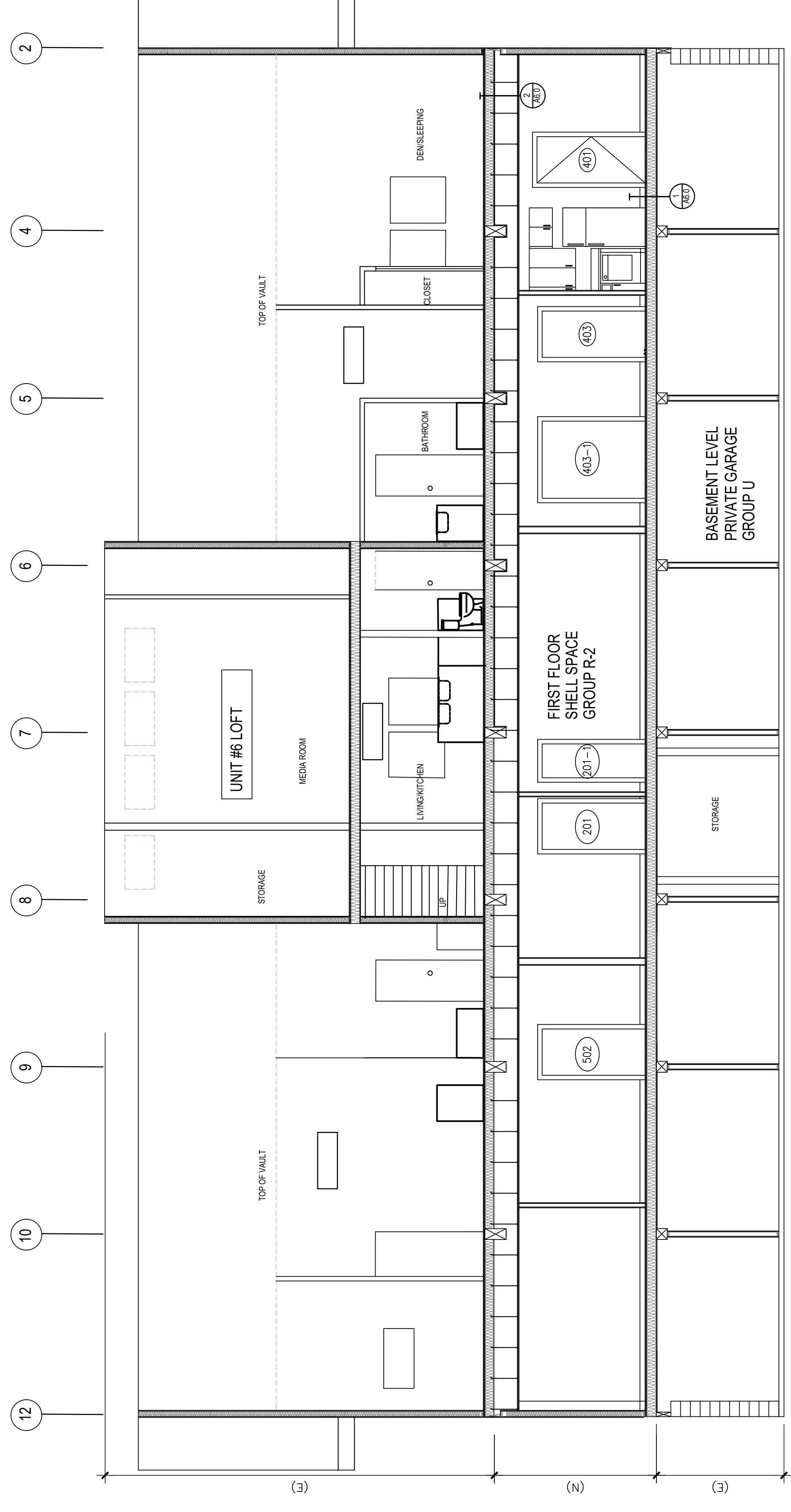
project file:
PHASE 2- FIRST FLOOR TENANT IMPROVEMENTS APARTMENTS AND OFFICE

job number: 18-100
date: 01/11/2019
drawn by: AMM
checked by: prd
revisions:

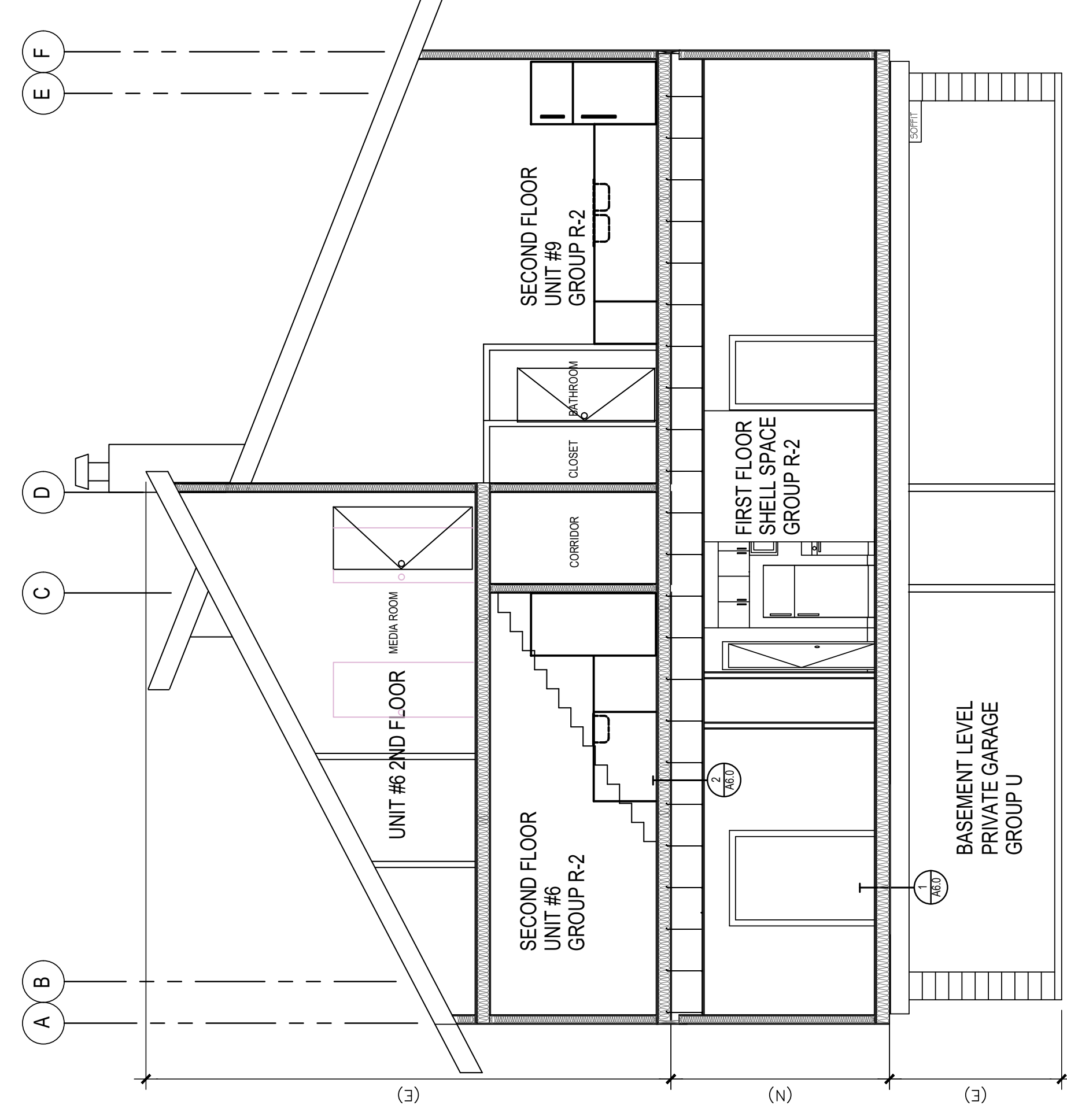
sheet description:
BUILDING SECTIONS AND HORIZONTAL ASSEMBLIES

sheet number:

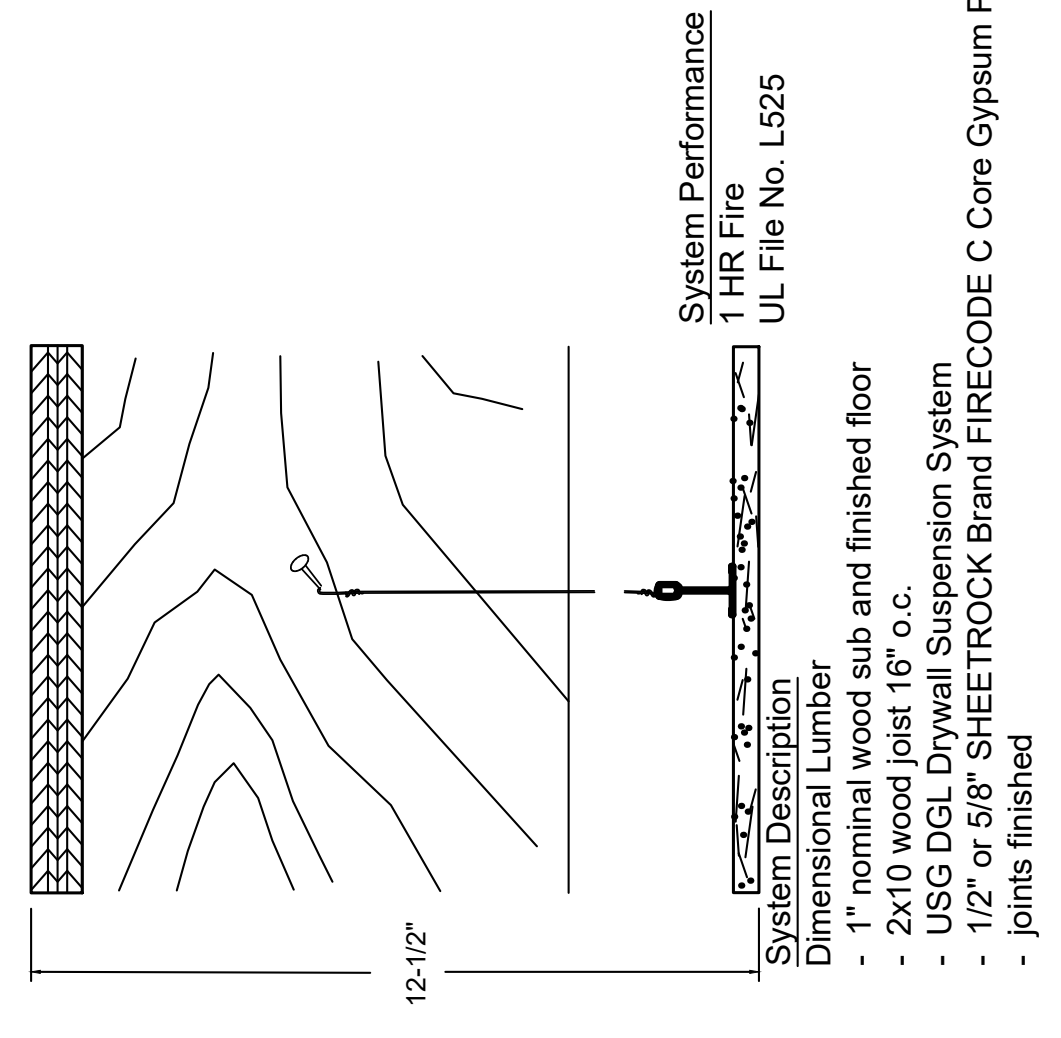
A6.0



5 BUILDING SECTION 1
SCALE: 3/16" = 1'-0"



8 BUILDING SECTION 2
SCALE: 3/16" = 1'-0"



GA FILE NO. FC 5406	GENERIC	1 HOUR FIRE	35 to 35 STC SOUND
FLOOR-CEILING SYSTEMS, WOOD-FRAMED			
WOOD JOISTS, GYPSUM WALLBOARD			
Base layer: 5/8" Type X Gypsum wallboard applied at right angles to 2 x 10 wood joists 24" o.c. with 1 1/4" Type W or S drywall screws 24" o.c. Free layer: 5/8" Type X Gypsum wallboard applied at right angles to 2 x 10 wood joists 24" o.c. with 1 1/4" Type W or S drywall screws 24" o.c. Intermediate layer: 1/2" Type G drywall screws 12" o.c. placed 2" back on either side of end joints. Joints offset 24" from base layer joints. Ceiling provides one hour fire resistance protection for framing, including trusses.			
Approve: Ceiling	Est.:		
Fire Test:	FMFC 172, 2-25-72;		
Sound Test:	ITS, 8-6-98		
	Estimated		

1 FC 5406 1 HOUR HORIZONTAL ASSEMBLY (EXISTING CONSTRUCTION)
SCALE: NTS

2 1 HOUR HORIZONTAL ASSEMBLY (EXISTING CONSTRUCTION)
SCALE: NTS



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 4th 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

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 RWTB 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.

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

Washoe County Citizen Advisory Boards
CAB Member Worksheet



Citizen Advisory Board: IV/CB COMMUNITY FORUM _____

Meeting Date (if applicable): 05/06/ 2019 _____

Topic or Project Name (include Case No. if applicable): _____
WMOD17-0004

Please check the appropriate box:

My comments were (or) were not discussed during the meeting.

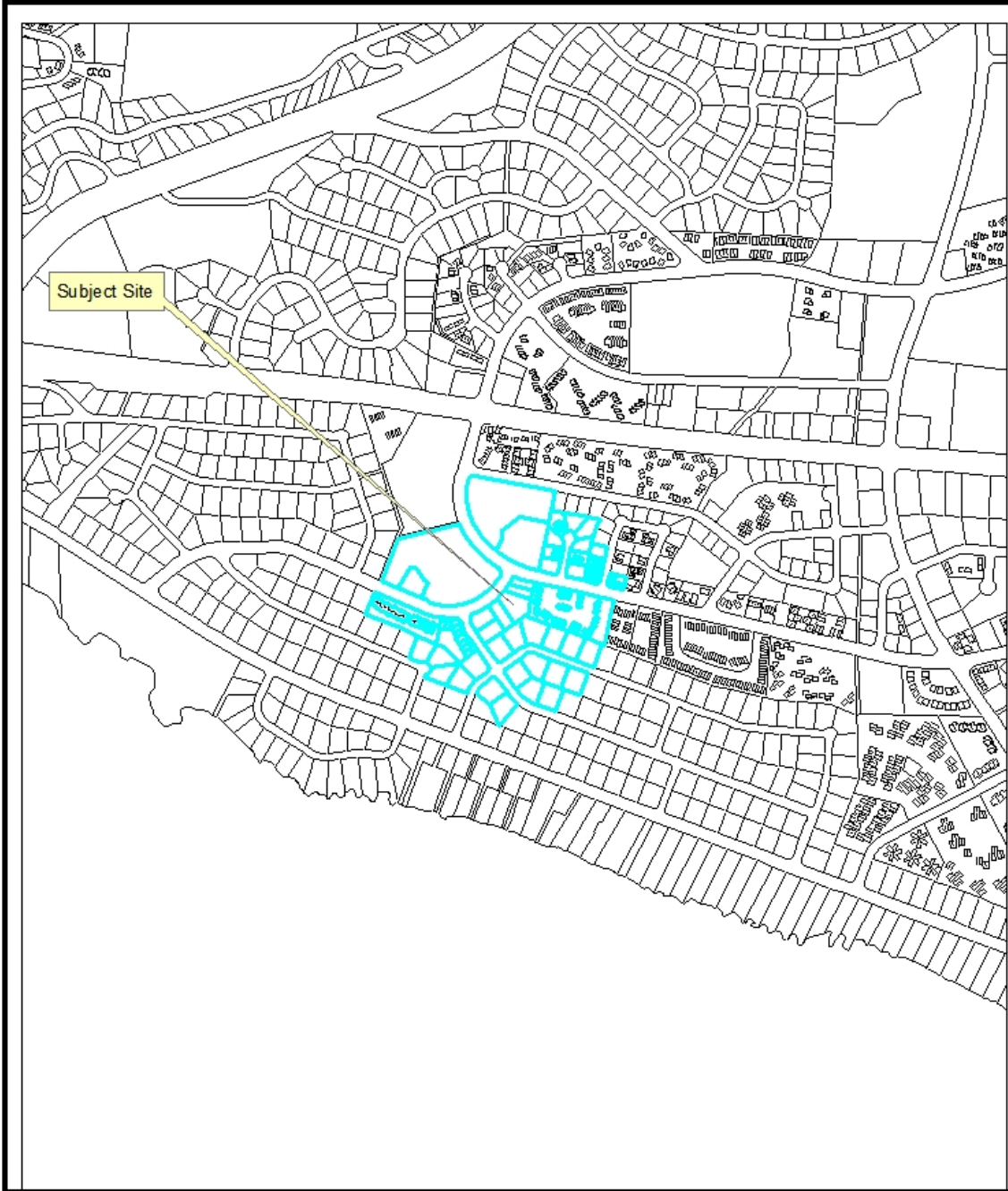
Identified issues and concerns:

I feel this is a Great Project and wish there were more like this to Address Low Income Housing issues that the TRPA AND WASHOE COUNTY wants to have in North Shore Incline Village and Crystal Bay.

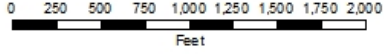
Suggested alternatives and/or recommendations:

NO Alternatives but do this to all of the Vacant Offices Buildings in Incline Village to address the shortages of Housing for Teachers, and the Work Force in Incline Village.

Name Pete Todoroff Date: 04/22/2019
(Please Print)



WADMIN19-0008 Mays Building
 Noticing Map
 108 Parcels Selected at 500 feet



Community Services
 Department



WA SHOE COUNTY
 NEVADA

1001 EN 9th St.
 Reno, Nevada 89512 (775) 323-3600

Source: Planning and Building Division

Date: 04/16/2019