



# WASHOE COUNTY BOARD OF ADJUSTMENT DRAFT Meeting Minutes

## Board of Adjustment Members

Clay Thomas, Chair  
Kristina Hill, Vice Chair  
Lee Lawrence  
Brad Stanley  
Kim Toulouse  
Trevor Lloyd, Secretary

Thursday, June 4, 2020  
1:30 p.m.

Washoe County Administration Complex  
Commission Chambers  
1001 East Ninth Street  
Reno, NV

**No members of the public were allowed in the Commission Chambers due to concerns for public safety resulting from the COVID-19 emergency** and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate, in which case this meeting was held by teleconference only. **If the Governor's Emergency Declaration and associated directives concerning public meetings and gatherings of more than 10 people were not still in effect at the time of this meeting, then the meeting would have been held at the above location at the above date and time. Attendance at any physical meeting location will be limited in accordance with any applicable Statutes, Declarations, Directives, Regulations, or Ordinances concerning the COVID-19 pandemic, including any applicable social distancing requirements and limits on the number of persons permitted to be physically present within the meeting room at the same time.**

The meeting was televised live and can be replayed on Washoe Channel at: <https://www.washoecounty.us/mgrsoff/Communications/wctv-live.php> also on YouTube at: <https://www.youtube.com/user/WashoeCountyTV>

## 1. \*Determination of Quorum

Chair Thomas called the meeting to order at 1:30 p.m. Trevor Lloyd provided announcements regarding the teleconference. The following members and staff were present:

Members present:	Clay Thomas, Chair Kristina Hill, Vice-Chair (via teleconference) Lee Lawrence Brad Stanley (via teleconference) Kim Toulouse
Members absent:	None
Staff present:	Trevor Lloyd, Planning Manager, Planning and Building Donna Fagan, Recording Secretary, Planning and Building Division

## 2. \*Pledge of Allegiance

Clay Thomas led the pledge.

## 3. \*Ethics Law Announcement

DDA Michael Large read the Ethics Law announcement.

## 4. \*Appeal Procedure

Trevor Lloyd read the appeal procedure for items heard before the Board of Adjustment.

## 5. \*General Public Comment and Discussion Thereof

As there were no requests for public comment, Chair Thomas closed the public comment period.

## 6. Approval of Agenda

In accordance with the Open Meeting Law, Member Toulouse moved to approve the agenda of June 4, 2020. Member Lawrence seconded the motion which carried unanimously.

## 7. Possible action to approve April 16, 2020 and May 7, 2020 Draft Minutes

In accordance with the Open Meeting Law, Member Toulouse moved to approve the draft minutes of the April 16, 2020 meeting and the draft minutes of the May 7, 2020 meeting. Member Lawrence seconded the motion which carried unanimously.

## 8. Public Hearings

The Board of Adjustment may take action to approve (with or without conditions), modify and approve (with or without conditions), or deny a request. The Board of Adjustment may also take action to continue an item to a future agenda.

**A. Special Use Permit Case Number WSUP20-0008 (Five Ridges)** – For possible action, hearing, and discussion to approve major grading of an area of approximately 2.5 acres with  $\pm 10,582$  cubic yards of cut and  $\pm 10,267$  cubic yards of fill to construct a paved gated emergency access road for the Five Ridges Project and to allow for a utility service use for a 16-inch water main; and to allow slopes greater than 3:1 in a section of the access roadway.

- Applicant/Property Owner: Highland Ranch HOA and Sun Valley Water and Sanitation (SVGID)
- Location: Eastern terminus of Warhol Dr. and north of Apple Blossom Dr.
- APN: 508-350-01, 508-340-01 and 02
- Parcel Size: 51.6, 10.06, & 1.43 acres
- Master Plan: Suburban Residential (SR) and Open Space (OS)
- Regulatory Zone: Public and Semi-Public Facilities (PSP) and Open Space (OS)
- Area Plan: Sun Valley
- Citizen Advisory Board: Sun Valley
- Development Code: Authorized in Article 302, Allowed Uses; Article 438, Grading; and Article 810, Special Use Permits
- Staff: Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3627
- E-mail: [jolander@washoecounty.us](mailto:jolander@washoecounty.us)

Chair Thomas opened the public hearing and called for member disclosures. There were none.

Trevor Lloyd, Planning Manager, reviewed Julee Olander's staff report dated May 12, 2020, in Ms. Olander's absence.

Mike Railey, the applicant's representative, was available and provided project information.

Member Lawrence referenced staff comments and conditions of approval to re-vegetate all disturbed areas. Member Lawrence requested "certified noxious weed-free seed" be used in the revegetation effort. Mr. Railey said yes, that is standard procedure.

Chair Thomas asked the distance of the existing road up to the water tower from the development. Mr. Railey said the length of existing road from the development to the water tower is about 600 feet. He said they are extending it another 1,500 feet. Chair Thomas asked what the necessity is to pave the road. Mr. Railey stated it will allow for secondary access so fire trucks can access the development year-round. The HOA will be responsible to maintain the road. Member Stanley asked about the acreage that is greater than 3:1 slope. Mr. Railey said it is hard to determine; generally, it is 2:1 with matching existing grade to match topography. Mr. Railey said approximately an acre. Chair Thomas inquired if Mr. Railey has spoken with the fire department about slopes and if they had any issue with the grade to maneuver fire trucks through. Mr. Railey said City of Sparks Fire Marshall had reviewed and didn't have any problems.

As there was no requests for public comment, Chair Thomas closed the public comment period.

Chair Thomas asked DDA Large regarding adding language to conditions of approval regarding re-vegetation with noxious weed-free seeds. Member Toulouse noted he read certified weed free in the report. Member Lawrence noted that is for materials; what he was referring to was if fill is coming from the South Reno/Damonte Ranch area, we don't want white top in it. It has happened in the Verdi area. The fill needs to be clean. The seeds used to re-vegetated should be certified noxious weed-free seed. That should be a standard in all Washoe County. Member Toulouse agreed. Condition 1(g) references 'certified weed free,' but we should add a sentence in condition 1(f) that says, 'all native seed mixes and live PLS seed should be certified weed free prior to dispersal.' Member Toulouse requested to make that amendment to condition 1(f) with that sentence. Chair Thomas agreed and requested to be specific in those conditions.

Member Toulouse moved that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve with the amended conditions, *Condition 1(f) which shall include: All Native Seed Mix shall be certified noxious weed-free prior to dispersal on the site,* Special Use Permit Case Number WSUP20-0008 for Highland Ranch HOA and Sun Valley Water and Sanitation, having made all five findings in accordance with Washoe County Code Section 110.810.30. Member Lawrence seconded the motion which carried unanimously.

1. Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Sun Valley Area Plan;
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;
3. Site Suitability. That the site is physically suitable for type of development, i.e. a bed and breakfast inn, etc., and for the intensity of such a development;
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;
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.

## 9. Chair and Board Items

### \*A. Future Agenda Items

None

### \*B. Requests for Information from Staff

Member Lawrence requested 'noxious weed-free seed' be included in the process, so we don't have to do this every time. Mr. Lloyd stated we can add that language to the list of conditions for all grading plans or projects.

## 10. Director's and Legal Counsel's Items

### \*A. Report on Previous Board of Adjustment Items

Mr. Lloyd stated its Member Toulouse's last meeting. He has been a valuable member to this Board, valuable County resident, and staff will bring back an item to recognize him at the next meeting.

**\*B. Legal Information and Updates**

None

DDA Large echoed what Mr. Lloyd said about Member Toulouse.

**11. \*General Public Comment and Discussion Thereof**

Chair Thomas personally thanked Kim for his time on the Board. He has a lot of experience and it was a pleasure to work with him. He said he learned a lot from Mr. Toulouse. He said his expertise and professionalism will be truly missed. You are an asset to this Board.

Member Lawrence thanked Kim for his service. He said he felt a great comfort with him on the Board because of his insight with environmental and wildlife. He provided so much value to this Board. He said he enjoyed working with him.

Member Hill said she appreciate Kim for his expertise. It's an invaluable asset to have him on the Board.

Member Stanley thanked Kim. He said he learned a lot from his discretion. He paid close attention to detail. He added he has a great deal of respect.

Member Toulouse said he has been on the Board for a little over 11 years. He has seen a lot of projects come and go. He said he believes it's incumbent of each citizen to be involved in public service and be involved in their community. He said he was fortunate enough to be appointed by two commissioners from two different political parties. Every citizen should participate in the public process, become involved. You cannot complain unless you are involved in the process. This Board allows everyone to express their opinions. This Board has made decision and has been independent. He recognized staff members. The spirit and dedication of Washoe County employee has been fantastic. He thanked the Board for the opportunity. He wishes everyone the very best in the future.

With no further requests for public comment, Chair Thomas closed the public comment period.

**12. Adjournment**

Meeting adjourned at 2:07 p.m.

Respectfully submitted by Misty Moga, Independent Contractor

Approved by Board in session on \_\_\_\_\_, 2020

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Trevor Lloyd  
Secretary to the Board of Adjustment