



Board of Adjustment Staff Report

Meeting Date: April 16, 2020

Agenda Item: 8A

ADMINISTRATIVE CASE NUMBER: WADMIN20-0001 (Mays Building Residential Conversion)

BRIEF SUMMARY OF REQUEST: Conversion of the first floor of an existing commercial office building into two 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 the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size.

Applicant/Property	Tim Carlson
Owner:	
Location:	795 Mays Blvd, Incline Village NV. Approximately 150 feet south of the intersection of Mays Boulevard and Southwood Boulevard
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 WADMIN20-0001 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.

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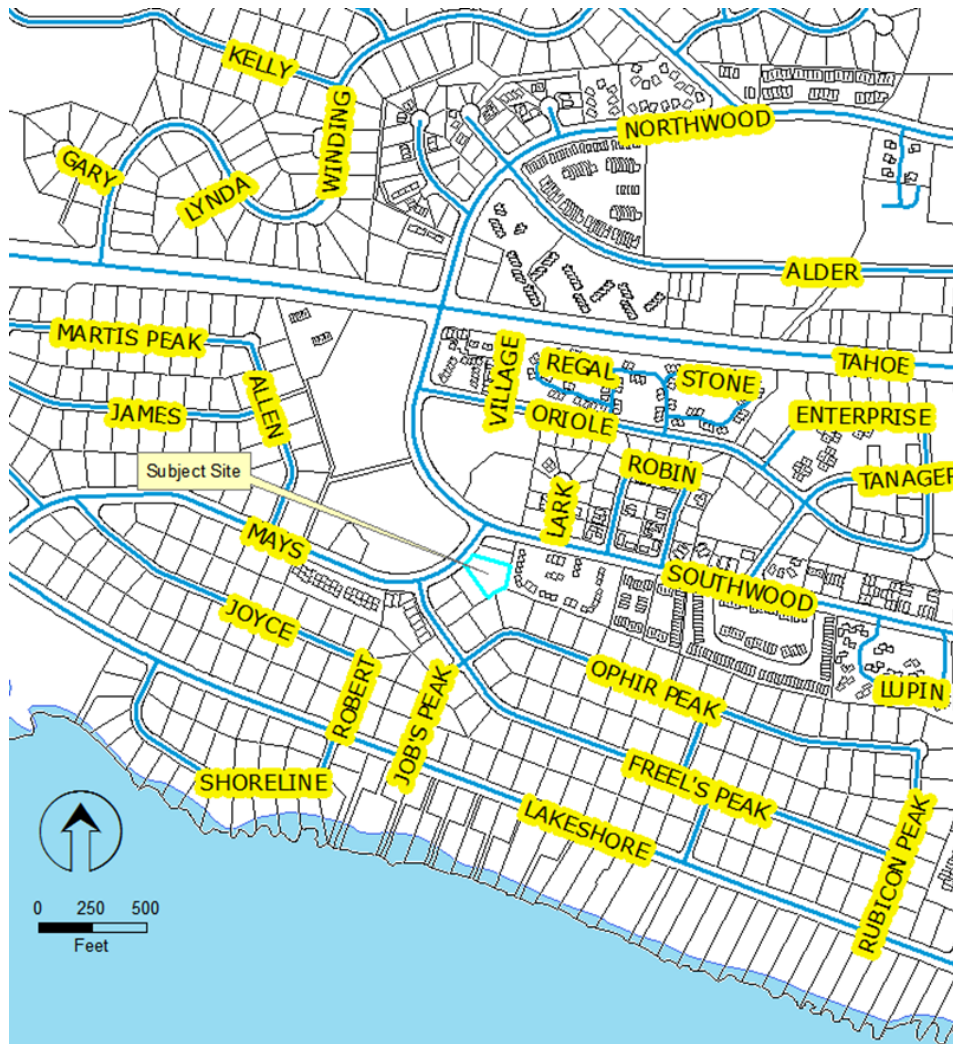
Public Notice..... Exhibit E

Administrative Permit Definition

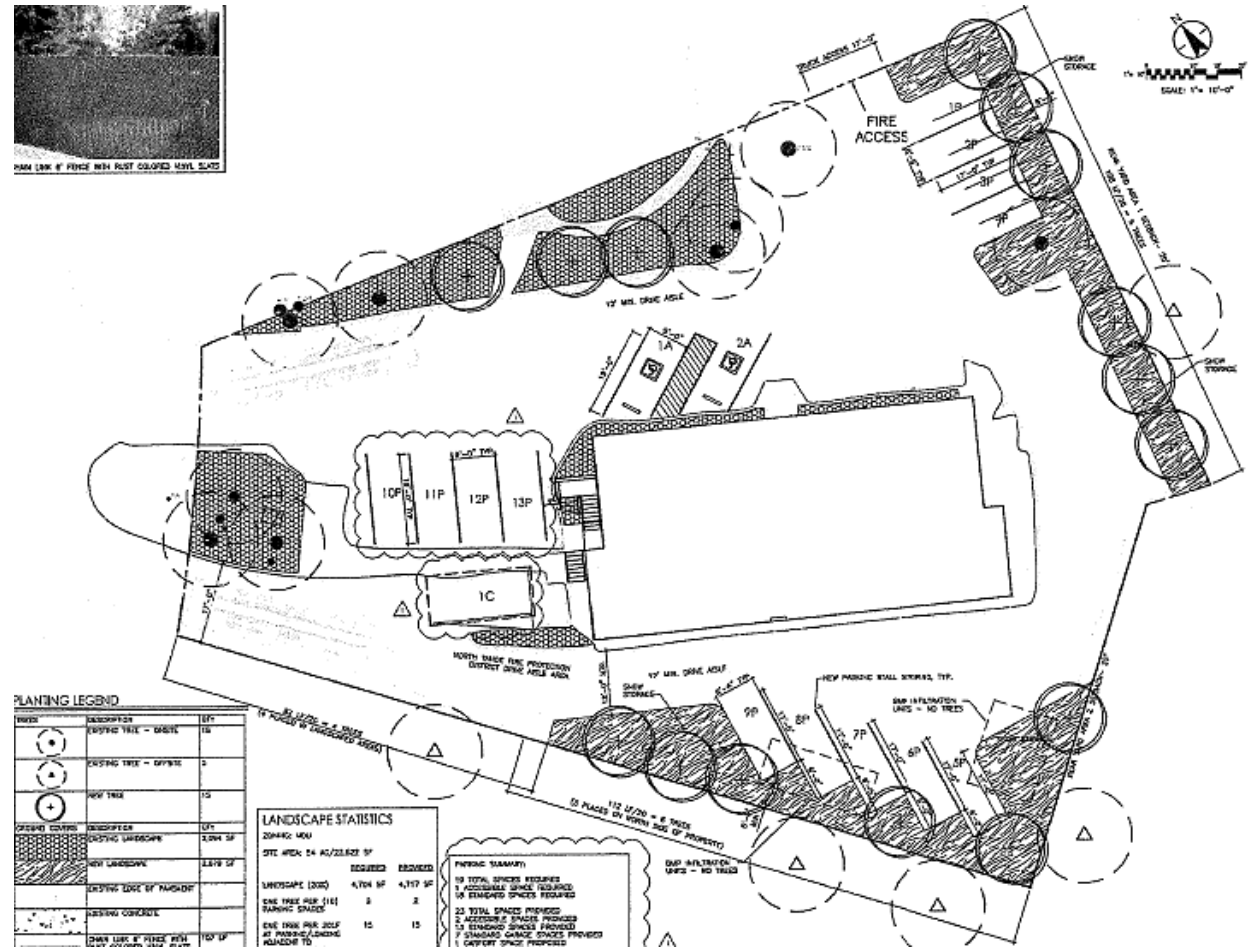
The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board 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 WADMIN20-0001 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 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

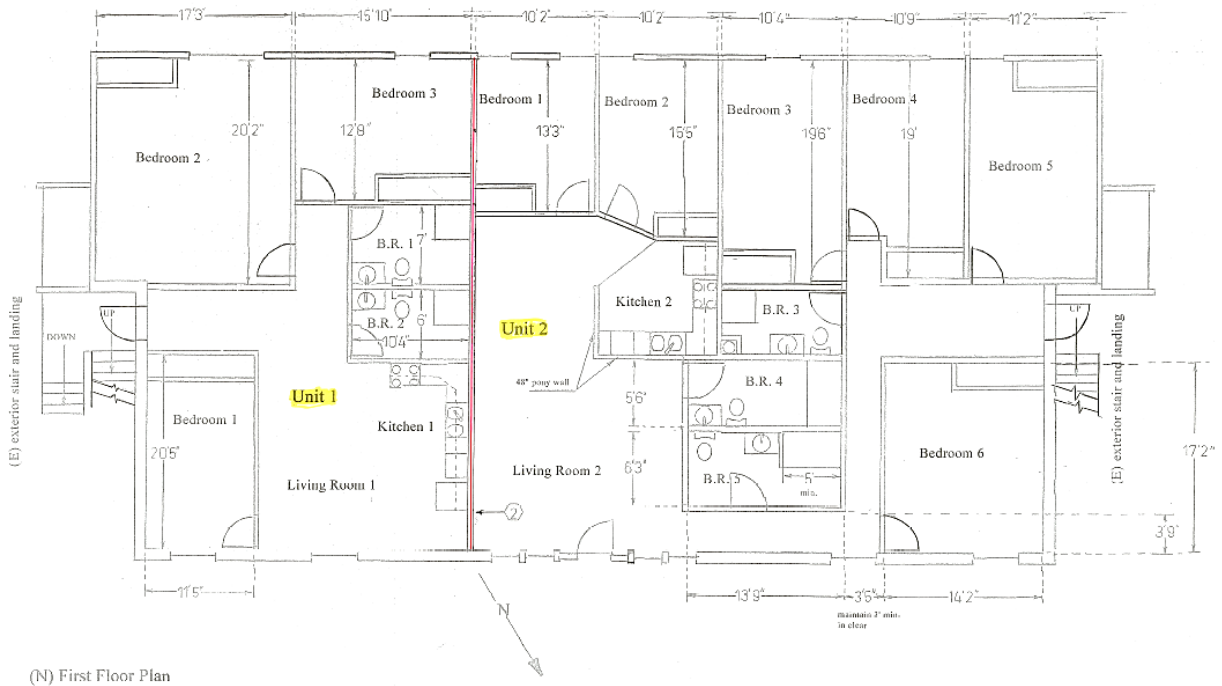


Project Evaluation

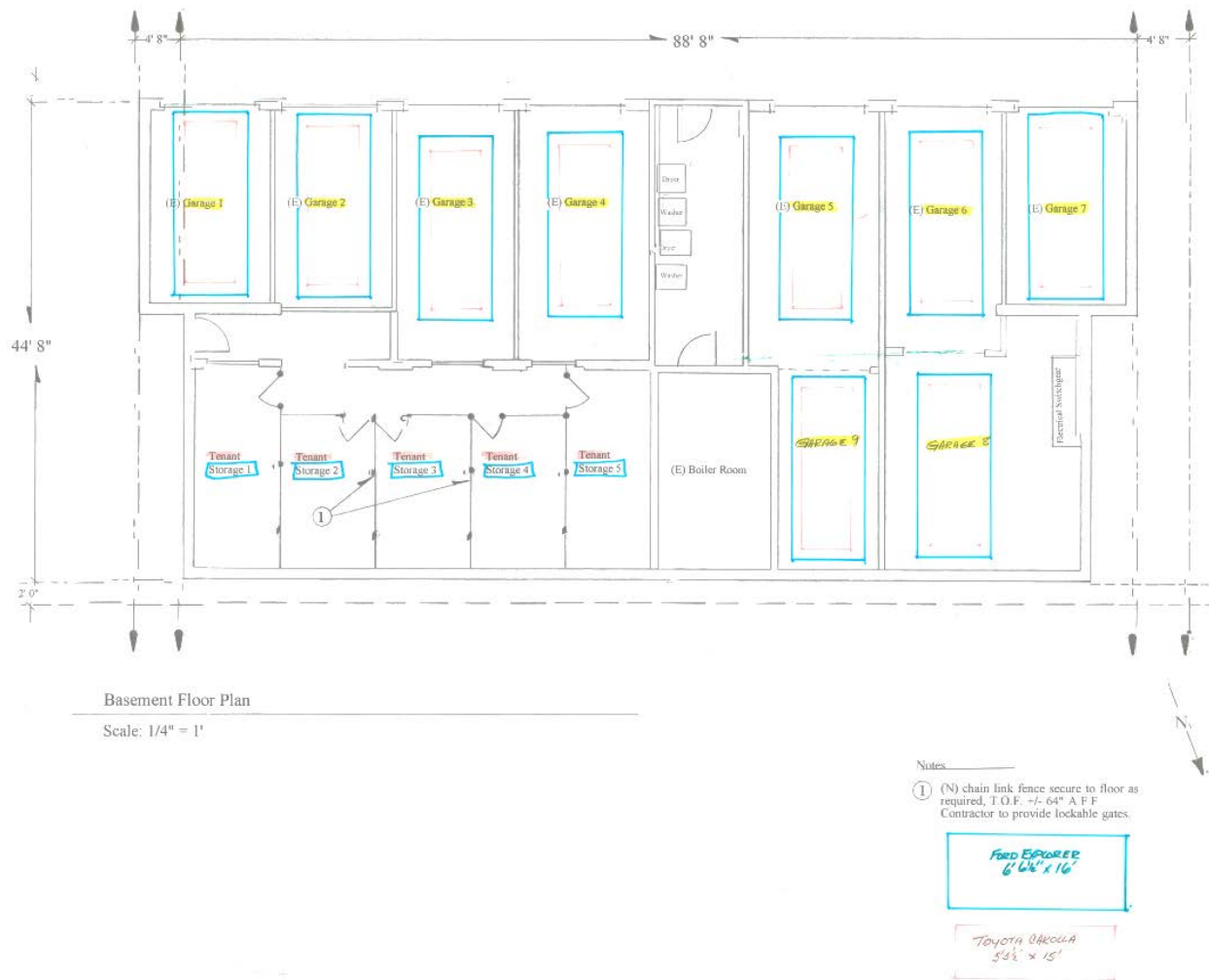
The applicant had resubmitted an application that was previously approved by the Board of Adjustment on two occasions. The first approval was not acted upon in a timely manner and subsequently expired. The second approval sought four apartments and one remaining office

on the first floor of the building. The applicant is now requesting to convert the entirety of the first floor of the existing building, which was formerly commercial offices, into two residential apartments. 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 eight 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 existing building is adjacent to similar residential development.

The proposed floor plan for the first floor follows: Unit 1 is proposed to be a three-bedroom, two-bathroom apartment. Unit 2 is proposed to be a six-bedroom, three-bathroom apartment. The exterior of the building is not proposed to be modified.

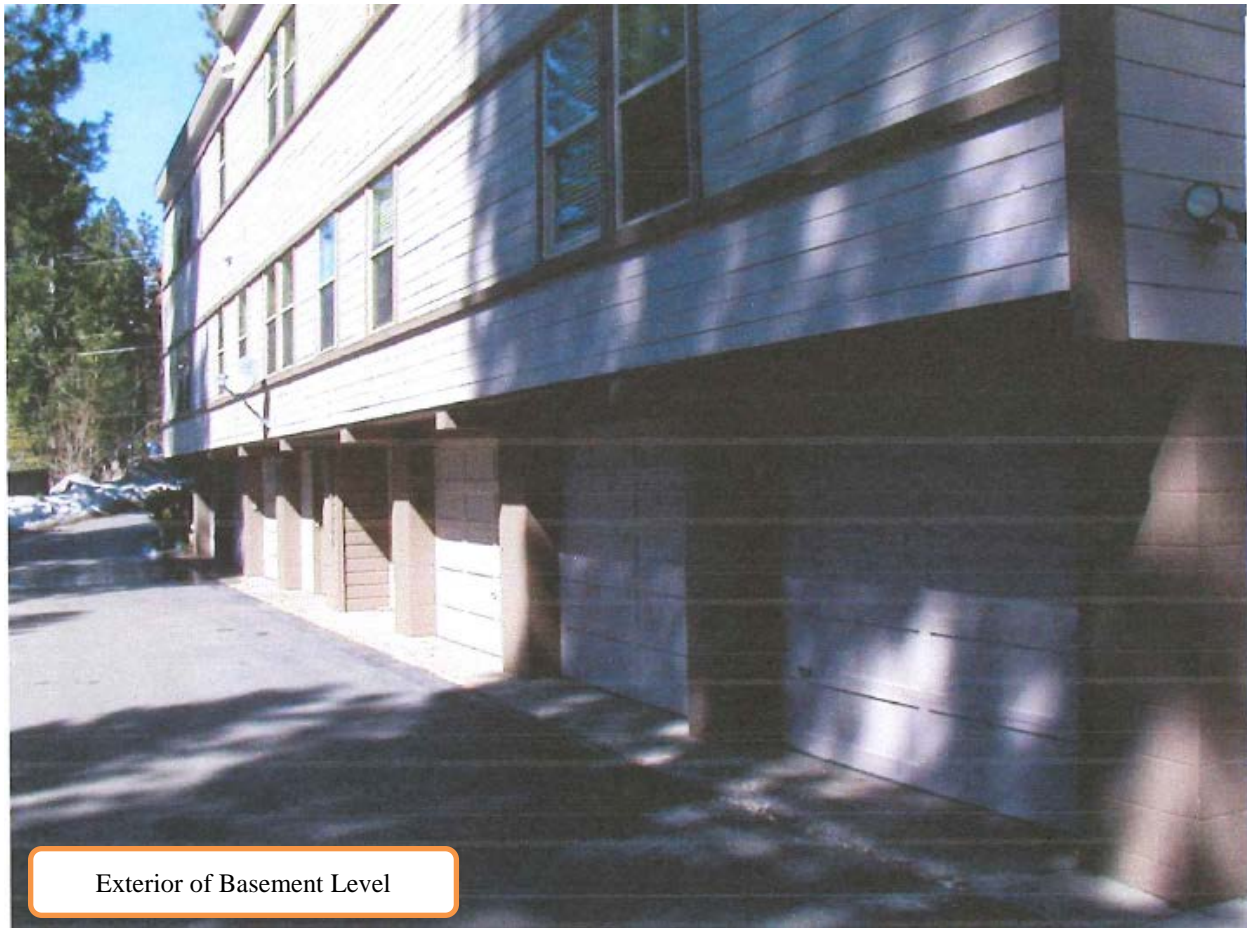


There is a sufficient number of parking spaces overall, however, one parking space for each apartment is required to be within a garage or a carport. The previously-approved request included the construction of a new garage for three additional enclosed parking spaces. There is enclosed parking within the basement level of the existing building. A diagram of that level follows.



The applicant is seeking approval of the plan by the Board of Adjustment, without the provision of any additional enclosed or covered parking spaces. The applicant contends that the areas labeled as “garage 8” and “garage 9”, in the diagram above, constitutes compliance with the requirement for enclosed parking for an apartment.

This configuration of parking does not constitute compliance with the parking requirements for an apartment. There is an obvious conflict, in that, the tenant assigned to “garage 8” and “garage 9” cannot access that area unless “garage 5” and “garage 6” are not in use. This defeats the concept of providing at least one covered parking space for each apartment. Further, to utilize “garage 8” and “garage 9” as one of the required parking spaces “garage 5” and “garage 6” would be considered “driveways” to access those garages. WCC110.410.25(h)(1) requires that, “access driveways shall have a width of no less than twenty (20) feet”. “Garage 5” and “garage 6” are narrower than 20 feet and cannot be used as driveways. A condition of approval has been recommended to require compliance with the generally-applicable standards associated with parking for apartments. Construction of one additional parking space within a garage or carport is necessary to meet those standards.



Exterior of Basement Level

It is particularly important that covered parking be provided in the Tahoe area, due to the typical weather conditions in that area and the benefit of keeping as many vehicles as possible from being parked on public roads, which inhibits snow removal. A condition of approval has been recommended that each garage and/or carport be provided with signage indicating that it is reserved for the storage of a car for the apartment that it is associated with.

It is unlikely that there will be any changes to drainage, as there is no grading proposed.

Exterior lighting fixtures on the existing building appear to cast light outward, rather than downward. Please see the following photos. WCC110.414.21(a) states, "All light sources shall be located and installed in such a way as to prevent spillover lighting onto adjoining properties." Further, WCC110.414.21(a)(1) includes, "Covers must be installed on all lighting fixtures and lamps must not extend below the bottom of the cover." To ensure compliance with this requirement, a condition of approval has been recommended to require a photometric study or a statement by an engineer, showing that there is no light spillover onto adjacent properties and for manufactures specifications (cut-sheets) for all exterior lighting fixtures to be included with any submittal for a building permit.



The building has commercial signage, at this time. Please see the following photo. As this request is to eliminate all commercial use of the building, a condition of approval has been recommended to require removal of the commercial sign on the building.



The applicant received approval for a previous version of 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. The applicant also received approval for another previous version of this project in June of 2019 (permit number WADMIN19-0008). The conditions of approval required that plans be in substantial conformance with the plans that were approved by the Board of Adjustment, the plans submitted were significantly different than those reviewed. Staff is recommending conditions of approval to require submission of building permits within one year of the approval of this administrative permit, that permits must be issued within two years, and that permits be in substantial conformance with those reviewed by the BOA with this application, 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 area, 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 in the application submittal, attached to 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 request. 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 substantial negative impacts associated with the conversion 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 February 3, 2020. The CAB forwarded comments without making a recommendation. 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 that meeting will be provided at the BOA hearing. 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 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

After a thorough analysis and review, Administrative Permit Case Number WADMIN20-0001 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 WADMIN20-0001 for Tim Carlson, having made all 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 WADMIN20-0001

The project approved under Administrative Permit Case Number WADMIN20-0001 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on April 16, 2020. 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 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 Name – Roger Pelham, 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, with all information necessary for comprehensive review by Washoe County, for the entire site and modification of the existing structure, to Washoe County, on or before March 5, 2021. The applicant shall submit all required corrections to those plans and building permits must be issued by Washoe County on or before March 5, 2022. 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 or a carport, 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, by the resident of that apartment.
 - 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 or a letter from an engineer, licensed in the State of Nevada, certifying that there will be no spill-over of light onto adjacent parcels of land. All exterior lighting fixtures shall have covers installed and lamps shall not extend below the covers. Light shall be emitted earthward only.
- m. Construction plans shall include manufacturers' specifications (cut-sheets) for all exterior lighting fixtures. Cut-sheets shall clearly show that all exterior lighting fixtures are to have covers installed and lamps shall not extend below the covers.
- n. Construction plans shall specifically call out the removal of all commercial signage from the subject site and the existing building.
- o. 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 serve the proposed project.
- p. 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 Name – Leo Vesely, 775.328.2041, Ivesely@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 ***

From: [Wines-Jennings, Tammy L](#)
To: [Pelham, Roger](#)
Cc: [Schull, Shyanne](#)
Subject: FW: January Agency Review Memo II
Date: Friday, January 24, 2020 2:49:56 PM
Attachments: [January Agency Review Memo II.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Hi Roger,
I see no issues from a WCRAS perspective.

Thank you,
Tammy



Tammy Wines-Jennings
Assistant Director | Washoe County Regional Animal Services
twines-jennings@washoecounty.us | Office: 775-353-8945 | Dispatch 775-322-3647
2825 Longley Lane, Suite A, Reno, Nv 89502

A row of social media icons including a globe, a speech bubble, a Twitter bird, a Facebook 'f', and a globe.

From: [Kuentz, Karen -FS](#)
To: [Pelham, Roger](#)
Subject: FW: [CAUTION: Suspicious Link]January Agency Review Memo II
Date: Monday, January 27, 2020 4:31:05 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[January Agency Review Memo II.pdf](#)

[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Roger – the Forest Service has no comment on this project. Thank you.

Karen

Date	1-23-2020
Attention	Roger D Pelham
Re	Administrative Permit Case Number WADMIN20-0001
APN	127-090-04
Service Address	795 Mays
Owner	Tim Carlson

Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion) –

For possible action, hearing, and discussion to approve an administrative permit to allow the conversion of the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size.

- Applicant/Property Owner: Tim Carlson
9 Silver Saddle Court
Washoe Valley, NV 89704
- 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
- Commission District: 1 – Commissioner Berkbigler
- Staff: Roger Pelham, 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. The owner must comply with all IVGID building permit requirements and fee structures.

From: [Gil, Donald](#)
To: [Pelham, Roger](#)
Subject: FW: January Agency Review Memo II
Date: Thursday, January 23, 2020 4:41:03 PM
Attachments: [January Agency Review Memo II.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Importance: High

Roger,

The Washoe County Sheriff's Office Patrol Division has no issues or concerns with Item #1.

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-Storey Conservation District

Bret Tyler Chairmen
Jim Shaffer Treasurer
Cathy Canfield Storey app
Jean Herman Washoe app

1365 Corporate Blvd.
Reno NV 89502
775 857-8500 ext. 131
nevadaconservation.com

January 28, 2020

Washoe County Community Services Department

C/O Roger Pelham, Senior Planner

1001 E Ninth Street, Bldg A

Reno, NV 89512

R: WADMIN20-0001 Mays Building Residential Conversion

Dear Roger,

In reviewing the administrative permit to convert a commercial building into two residential apartments, the Conservation District has the following comment.

We request that fencing proposed for the north and south sides utilize split rail and or open viewing (green color) to reflect the scenic natural area.

Thank you for providing us the opportunity to review the project that may have impacts on our natural resources.

Sincerely,

Tyler-Shaffer



WASHOE COUNTY
COMMUNITY SERVICES
INTEGRITY COMMUNICATION SERVICE

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

January 23, 2020

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

FROM: Vahid Behmaram, Water Management Planner Coordinator, CSD

SUBJECT: Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion)

Project description:

The applicant is proposing to approve an Administrative Permit to allow the conversion of the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size. 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.



STEVE SISOLAK
Governor

STATE OF NEVADA
DEPARTMENT OF TRANSPORTATION
1263 S. Stewart Street
Carson City, Nevada 89712

KRISTINA L. SWALLOW, P.E., Director

January 30, 2020

Washoe County Community Services Department
Planning and Building Division
1001 East 9th Street
Reno, NV 89512
Attention: Roger Pelham, Senior Planner

RE: Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion)

Dear Mr. Pelham,

Nevada Department of Transportation (NDOT) staff has reviewed the following application and we have no comments at this time:

1. Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion) – Request to allow the conversion of the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size.

NDOT reserves the right to incorporate further changes and/or comments as this application progresses. Should you have any questions, please contact Alex Wolfson at (775) 834-8365.

Thank you for the opportunity to review this application.

Sincerely,

DocuSigned by:

F9FB080A68DF478

Tara Smaltz, PE
Engineering Services Manager
NDOT District II

TMS:alw

Cc: Mike Fuess, PE, PTOE
Alex Wolfson, PE
Marlene Revera
File

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: 795 Mays Blvd. Incline Village			
Project Description: Property Owner proposes to convert 3662 sq. ft. of commercial office space into two residential living units			
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: tc@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):	

Property Owner Affidavit

Applicant Name: CARLSON & ASSOCIATES, TIM 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]

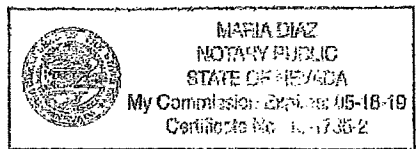
Address 19 SILVER SADDLE Ct. 89704
OUTSIDE UNCLEY

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

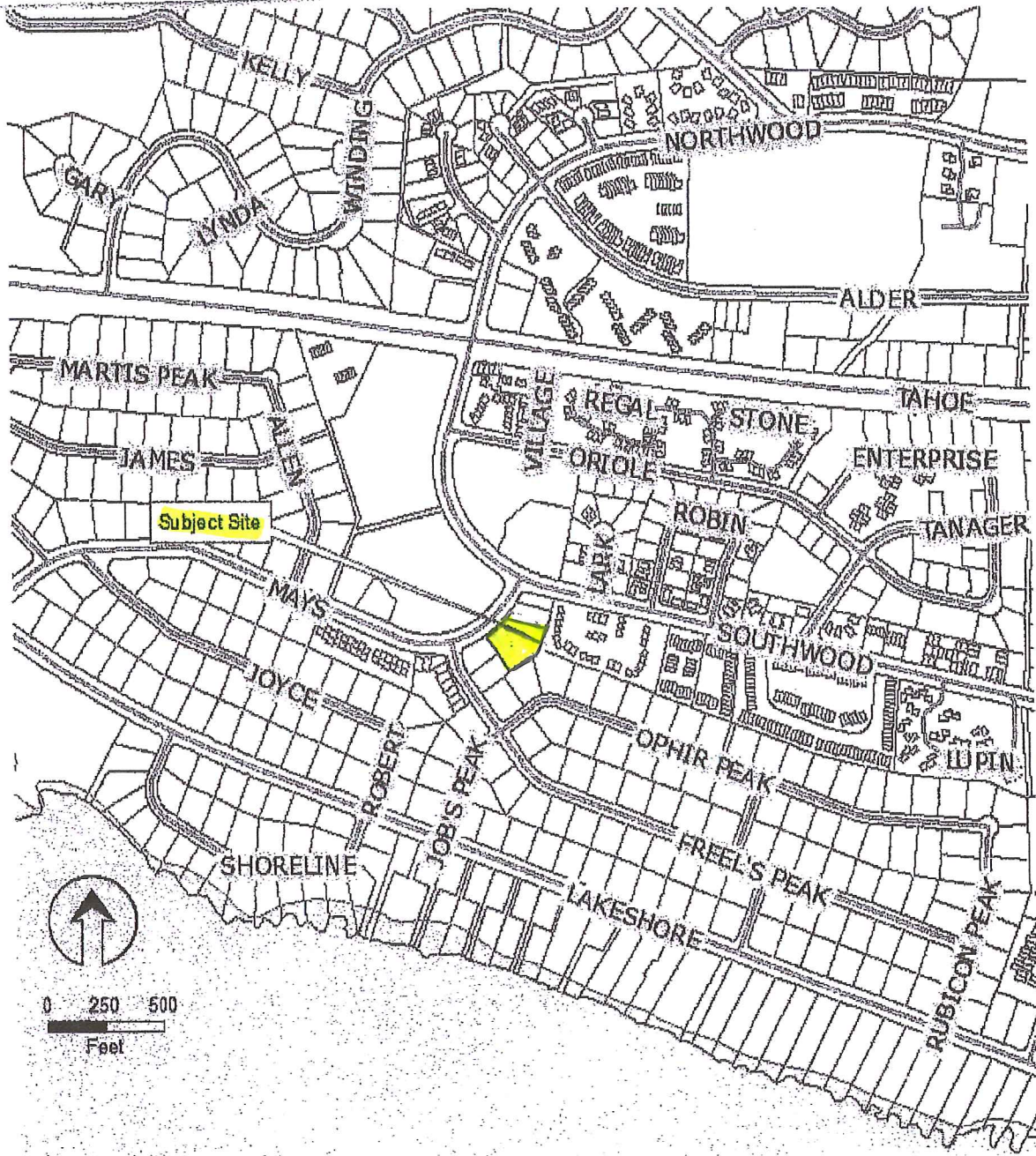
My commission expires: 05/18/2019

(Notary Stamp)

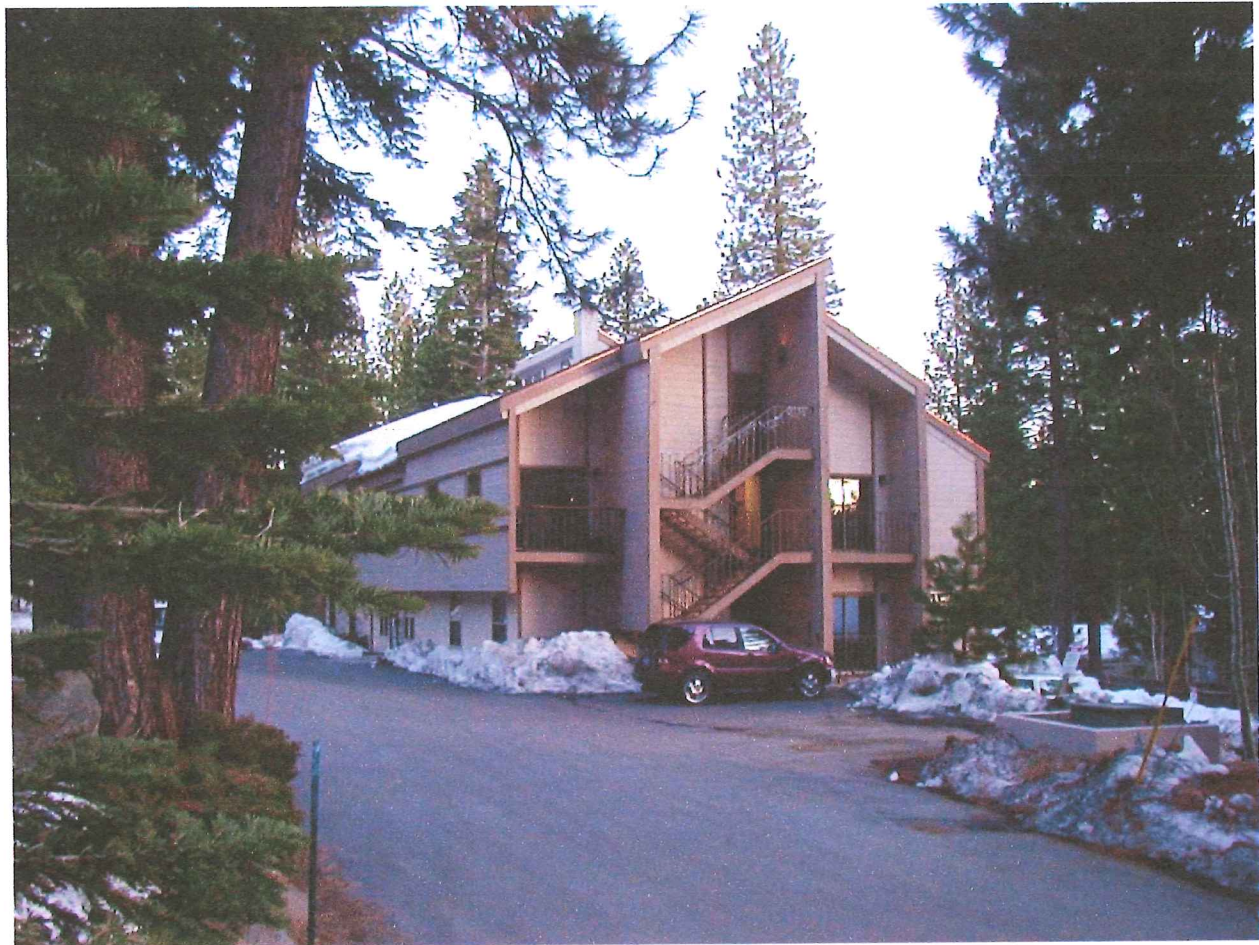


*Owner refers to the following: (Please mark appropriate box.)

- 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







**TAHOE
REGIONAL
PLANNING
AGENCY**

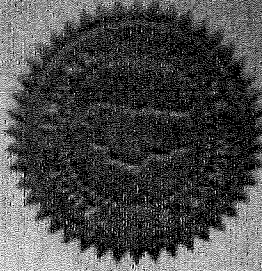
Certificate of Completion
Lake Tahoe Best Management Practices

Congratulations, this certificate acknowledges that the subject property has been inspected for and determined to be in compliance with the Best Management Practices (BMPs) pursuant to 390.4.4 of the Tahoe Regional Planning Agency Code of Ordinances. These water quality improvements are required for the purpose of controlling erosion and storm water runoff as well as protecting the natural resources of the Lake Tahoe Basin. The advent of future BMP improvements will not render this certificate void. This certificate is transferable to all subsequent owners as long as the BMPs are maintained and remain effective.

127-090-04
Assessor's Parcel Number

August 9, 2012
Date Issued

Washoe
County



127-090-04
Parcel Number

Shirley A. ...
Tahoe Regional Planning Agency

This certificate is void if not used in accordance with the terms of project activity.

01/15/2020

Administrative Permit Application Supplemental Information (Attachments)

1. **What is the type of project or use being requested?** The conversion of the first floor of an existing building that presently has six apartments on the second and third floors. The first floor is 3,662 sq. ft. and has been used as commercial space. In conforming to the needs of the community I am proposing to convert the total 3,662 sq. ft. of commercial space into two living units, allowable by the Counties Code as well as the TRPA. The building presently has nine garage spaces that will meet the requirement of the total eight apartments
2. **What section of the County code requires the Administrative permit required?** Chapter 110, table 110.302.05.1
3. **What currently developed portions of the property or existing structure are going to be used with this permit?** The permit is requesting that I am given the right to convert the commercial designation of the first floor to residential. The structure presently has six living units on the second and third floors and nine garage spaces along with five storage spaces, all located below the first floor. This change would make the entire structure an apartment building with no commercial space.
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?** Improvements will consist of interior only construction. There will be no exterior changes, improvements, modifications etc. This is emphasized by the TRPA permit process regarding land being disturbed when it isn't needed to be used for the development of the project. This is one reason for the recognition of the total of nine garage spaces. The recognition of the two additional garages are due to the fact that there are presently seven garages of which two of them are two cars deep, allowing for the designation of the two garages without having to provide for an additional garage when two already exist.
5. **Is there a phasing schedule for the construction and completion of the project?** This application addresses the fact that this is the second phase of this project. The first phase was completed a year ago and granted a CFO at that time. This second phase is planned to be completed as soon as I have received all permits.
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?** Property is centrally located with the Village Shopping Center across the street and several apartment buildings around the site
7. **What are the anticipated beneficial aspects or effect your project will have on adjacent properties and the community?**

Provide for additional medium income housing 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 South and North side of the property. (see attached landscape layout)

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 WADMIN 16-0001 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?

24 parking spaces will be available which includes 9 garages for the apartment's and 15 off street spaces for apt use and their guests.

11. What type 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 the North and South sides, repainting building same color; upon completion of project.

12. What type of signs and lighting will be provided?

There will be no changes to the outside of the building, all signs and exterior lighting will remain (see lighting and signage layout of existing signs and lights)

13. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&R's) that apply to the area subject to the administrative permit request?

NO

14. Utilities:

a. Sewer Service is being provided by IVGID

b. Water Service is being provided by IVGID

(see attached invoices from IVGID)



Incline Village General Improvement District
Public Works
1220 Sweetwater Road
Incline Village, NV 89451
Phone: (775) 832-1203

APN: 127-090-04

Name: CALSON & ASSOCIATES Lot: _____ Blk: _____ Subdivision: _____
Address: 3704 CALLE DEL TORRE Loc: 795 MIYUS
LAS VEGAS, NV 89102 Date: FEB 7, 2018

Check invoice type: New Construction Remodel Fire
 Landscape Fence Refund Other WATER RIGHTS
No of units under construction: 10 Previous invoices: 1506 - CONNECTION FEE Old meter size: _____
Washoe County Permit No: 14-1023

QTY.	DESCRIPTION	COST	CREDIT	TOTAL
	Water Connection Fee, water meter size: _____ <input type="checkbox"/> upgrade			
	Sewer Connection Fee, water meter size: _____ <input type="checkbox"/> upgrade			
	Retro Capital Improvement Fee - Water			
	Retro Capital Improvement Fee - Sewer			
	New meter size: _____ Water Meter Sale			
	Plan Check Fee:			
1	Inspection Fee: <u>REVISION - PERMIT 14-1023</u>			\$170.00
1	Water Rights Fee:			\$3,898.10
NOTE: WATER RIGHTS FOR FLOORS 2 & 3 ONLY, ALSO ALL CREDITS FROM OLD INVOICES FOR 3 UNITS ARE USED IN FULL. EXISTING CREDITS = 57.5 NEW FIXTURE 72.00 = (14.5)				

Owner/Agent has received all IVGID Requirements

Due on receipt TOTAL \$4,068.10

Signature: _____
Name (print): _____

Commercial Residential Check #: _____ Date: _____

Paid by: _____ Mailing Address: _____

Payment received by: _____

Refund authorized by: _____ Credit IVGID Acct No.: _____

IVGID PERMIT

INSPECTION REQUIREMENTS

PROPERTY STATUS SHEET

TAP PERMIT	WATER	SEWER	CONSTRUCTION	REPAIR	INSPECTION REQUIRED	ISSUE DATE	
	X	X			X	4-25-2014	
MULTI-UNIT	SGH..FMI.Y	RESIDENTIAL	COMMERCIAL	INDUSTRIAL	NEW CONST	REMODEL ADDITION	OTHER
ADDRESS	795 Mays			BLDG	UNIT	APN	127-090-04
AGENT				PH			
DEVELOPER				PH		LOT	BLK S/D
OWNER	Carlson & Associates			PH	(702)876-7677	Bldg Permit #	14-1023 & 16-100307
CONTRACTOR				PH		Fire Permits:	14-1669
EXCAVATOR				PH		DATE IN	1-8-2016
						RESTAMP	12-16-16

ITEM	EXISTING	REQUIRED	AS INSTALLED	DATE	INSP.
Water Tap Size	2"				
Water Meter Size	1"	1.5"			
Water Meter Pit for 1.5" MTR		X			
Customer Service Valve w/Box and lid		X			
Domestic Service to building with Tracer wire		2"			
5' outside foundation to inside building type K copper		X			
Pressure Regulator		X			
Approved Backflow Devices		X			
Existing boiler device installation approval needed		X			
Sewer Testing /Air or Water		X			
Sewer C/O's foundation		X			
Sewer property manhole		X			
Backwater Valve		SHOOT			
Sewer Boxes		X			
Steel Sewer Lids		X			
Residential Apartments		10			
1 commercial apartment		1			
Water Rights		1.02			
Existing fire service 4"		X			
Existing Fire Backflow Device		X			
As Built map		X			
No Trash Dumpsters		X			
Bear Totes		X			
Water Rights Invoice		X			
Construction Invoice		X			

IVGID PERMIT INVOICE #
15061 14857 & 15185

OLD INVOICE NUMBERS

VARIANCE

AS-BUILT INSTRUCTIONS
Engineer Stamped As-Built Water Plan and Sewer Plan and Profile are required prior to the final approval of the last unit.

ADDITIONAL PLANCHHECK INSTRUCTIONS/ COMMENTS

This existing commercial building was gutted and old records recorded 55.5 water fixture units. This remodel provided information that 76 new fixture counts to be added.

The 76 water fixtures were reduced to 61 due to a Flushometer valve in the restroom was only calculated as 5 water fixture count instead of 20.

Plan Check Hours _____

FINAL	DATE	Plan Check Hours
FINAL FIXTURE UNIT COUNT W /S	FIXTURE UNIT ALLOCATION W /S	
ALLOCATED WATER USE ACFT		

WASHOE COUNTY ASSESSOR PROPERTY DATA 04/09/2019

APN: 127-090-04 Card 1 of 2

Owner Information & Legal Description			Building Information			
Situs	795 MAYS BLVD, WASHOE COUNTY 89451		Quality	C20 Avg	Occupancy	Office Building
Owner 1	CARLSON & ASSOCIATES LTD PTSP		Stories	3.00	Sec Occupancy	
Mail Address	9 SILVER SADDLE CT WASHOE VALLEY NV 89704		Year Built	1982	Square Feet	3,813
Rec Doc No	2976509	Rec Date	01/02/2004	W.A.Y.	1992	Square Feet does not include Basement or Garage Conversion Area.
Prior Owner	CARLSON AND ASSOCIATES LTD,		Bedrooms	0	Finished Bsmt	1,258
Prior Doc	2596374		Full Baths	0	Unfin Bsmt	2,555
Keyline Desc	FR SE4 SE4 SEC 16 TWP 16 RGE 18		Half Baths	0	Bsmt Type	MULT TYPES
Subdivision	_UNSPECIFIED		Fixtures		Gar Conv Sq Foot	0
Lot: Block: Sub		Map#	Fireplaces	0	Total Gar Area	0
Record of Survey Map: Parcel		Map#	Heat Type	FORCED AIR	Gar Type	
Section: 16 Township: 16 SPC			Sec Heat Type		Det Garage	0
Range: 18			Ext Walls	STUD-WD SID	Bsmt Gar Door	0
Tax Dist	5200	Addl Tax	Sec Ext Walls		Sub Floor	
Info		Prior APN	Roof Cover		Frame	WD/STL FRAME
Tax Cap	Use does not qualify for Low Cap, High		Obsv/Bldg Adj	-438,209	Construction Mod	0
Status	Cap Applied		% Complete	79 %	Units/Bldg	1
					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

Valuation Information

Valuation History	2018/19	2019/20	V-Code	DOR
	FV	VN		
Taxable Land Value	273,910	273,910	3NTT	410
Taxable Improvement Value	241,090	241,090	3NTT	410
Taxable Total	515,000	515,000	2SVL	410
Assessed Land Value	95,869	95,869		
Assessed Improvement Value	84,381	84,381		
Total Assessed	180,250	180,250		

Sales/Transfer Information/Recorded Document

Valuation History	2018/19	2019/20	V-Code	DOR	Doc Date	Value/Sale Price	Grantor	Grantee
Taxable Land Value	273,910	273,910	3NTT	410	01-02-2004	0	CARLSON AND ASSOCIATES LTD,	CARLSON AND ASSOC LTD P
Taxable Improvement Value	241,090	241,090	3NTT	410	09-21-2001	0	CARLSON AND ASSOCIATES LTD,	CARLSON AND ASSOCIATES I
Taxable Total	515,000	515,000	2SVL	410	06-01-2000	1,230,000		CARLSON AND ASSOCIATES I

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

Building #1 Sketch

Property Photo



127-090-04 06/21/2018

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

Washoe County Treasurer
Tamara Davis

Washoe County Treasurer
P.O. Box 30039, Reno, NV 89520-3039
ph: (775) 328-2510 fax: (775) 328-2500
Email: tax@washoecounty.us

Bill Detail

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

Washoe County Parcel Information

Parcel ID 12709004	Status Active	Last Update 1/22/2020 2:09:04 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		

Installments

Period	Due Date	Tax Year	Tax	Penalty/Fee	Interest	Total Due
INST 1	8/19/2019	2019	\$0.00	\$0.00	\$0.00	\$0.00
INST 2	10/7/2019	2019	\$0.00	\$0.00	\$0.00	\$0.00
INST 3	1/6/2020	2019	\$0.00	\$0.00	\$0.00	\$0.00
INST 4	3/2/2020	2019	\$3,009.86	\$0.00	\$0.00	\$3,009.86
Total Due:			\$3,009.86	\$0.00	\$0.00	\$3,009.86

Tax Detail

	Gross Tax	Credit	Net Tax
Incline Recreati	\$5,810.00	\$0.00	\$5,810.00
Incline Village	\$228.38	\$0.00	\$228.38
North Lake Tahoe 2	\$1,133.95	\$0.00	\$1,133.95
State of Nevada	\$306.43	\$0.00	\$306.43
Washoe County	\$2,508.56	\$0.00	\$2,508.56
Washoe County Sc	\$2,052.15	\$0.00	\$2,052.15
LAKE TAHOE WATER BASIN	\$0.13	\$0.00	\$0.13
Total Tax	\$12,039.60	\$0.00	\$12,039.60

Payment History

Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid
2019	2019100378	B19.198209	\$3,009.87	1/9/2020
2019	2019100378	B19.132343	\$3,009.87	10/8/2019
2019	2019100378	B19.49437	\$3,010.00	8/14/2019

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 89512-2845

Change of Address

All requests for a mailing address change must be submitted in writing, including a signature (unless using the online form).

To submit your address change online [click here](#)

Address change requests may also be faxed to: (775) 328-3642

Address change requests may also be mailed to: Washoe County Assessor 1001 E 9th Street Reno, NV 89512-2845

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

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox or Safari.



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
rpelham@washoecounty.us

Phone: 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 Berkbigler
- 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

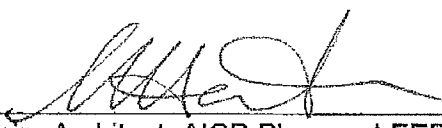
The landscape plans submitted with this application for modification are found to be generally acceptable to the Director. The Director finds that the unusual nature of the development includes the fact that the building was built over 30 years ago and was in conformance with applicable Codes at that 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

JUNE 6, 2019



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

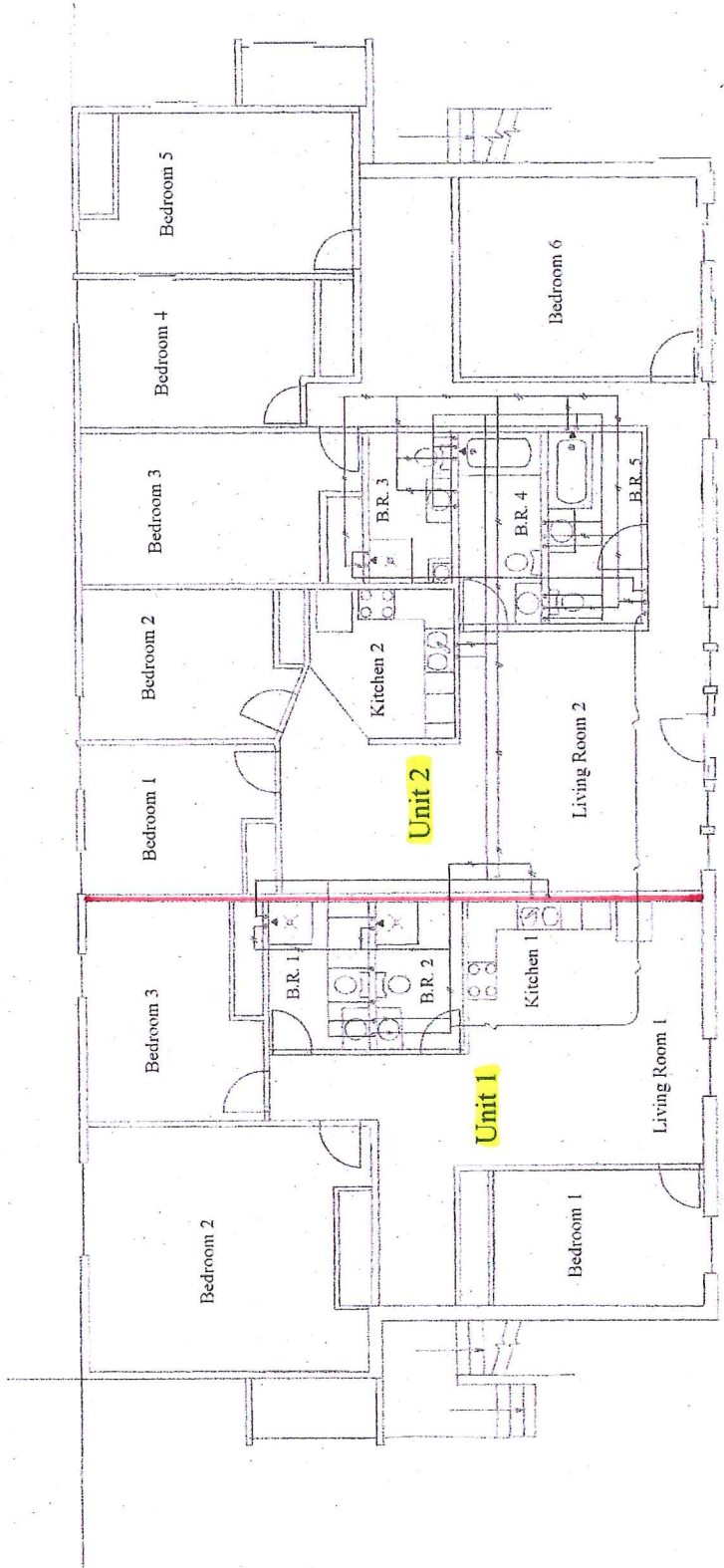
- a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Any necessary grading shall comply with County Code Article 438, Grading Standards and all drainage shall comply with County Code Article 420, Storm 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 ***

NO.	REVISIONS	DATE

Carlson & Associates - Tenant Improvement
795 Mays Blvd., Incline Village, NV 89451

Date: 10/23/2019
Scale: 1/4" = 1'
Drawing: Plumbing Plan
Sheet: P10
CR



Cold
Hot
Return


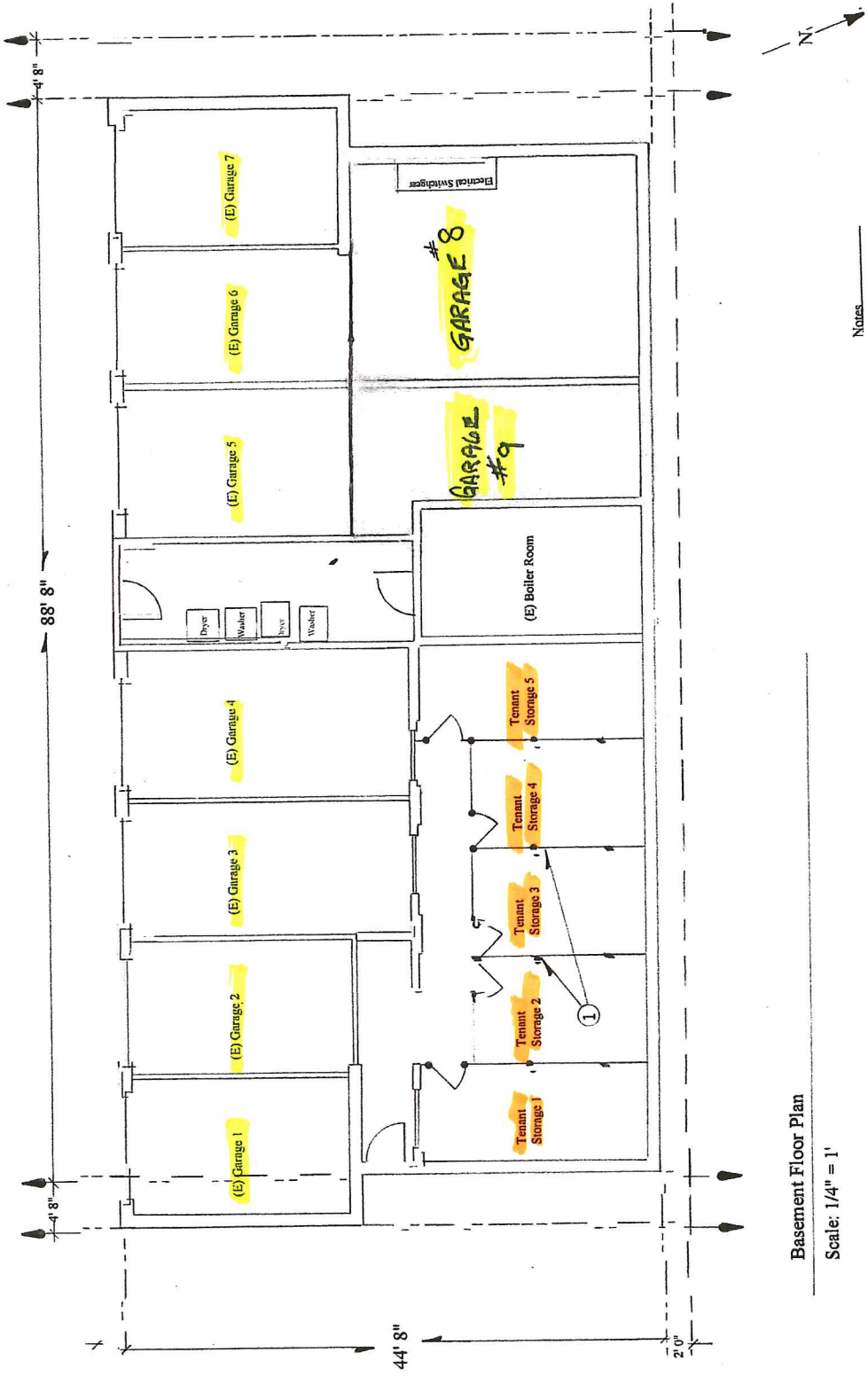
First Floor Plumbing Plan
Scale: 1/4" = 1'

DATE	
BY	
REVISION	

Carlson & Associates - Tenant Improvement
795 Mays Blvd., Incline Village, NV 89451

Date	10/18/2019
Scale	1/4" = 1'
Project	Basement Floor Plan
Sheet	A1.0

Gilliam Construction
General Contracting
0084027

Notes
 ① (N) chain link fence secure to floor as required, T.O.F. +/- 64" A.F.F. Contractor to provide lockable gates.

Basement Floor Plan
Scale: 1/4" = 1'

Proposed Tenant Improvement for Carlson & Associates

Project Details

Address:
795 Mays Blvd., Incline Village, NV 89451

APN:
127-090-04

Property Owner:
Carlson & Associates LTD. partnership
9 Silver Saddle Ct., Washoe Valley, NV 89704

Use and Occupancy:
Group R2 Residential Apartment Homes

Automatic Sprinkler System:
NFPA 13 system throughout (E) per IBC 903.3.1.1

Smoke Detection and Fire Alarm Systems:
Section 907.2.9 (E)

Fire-Resistive Rating Requirements:
No Rating Required for Building Elements (IBC Table 601)

Required Separations:
1 Hour Horizontal Separation Between Groups U and R-2
(E) 1/2 Hour Horizontal Separation Between Dwelling Units
1/2 Hour Fire Partitions at Walls Between Dwelling Units 2
Hour Mechanical Shaft Enclosure
(Sections 420, 508.4, 708.3, 713.4, 903.3.1.1, Table 508.4)

Interior Wall and Ceiling Finish Materials:
Class C - Flame Spread Index 76-200

Smoke - Developed Index 0-450
(Per IBC Section 803.1.1 and Table 803.9)

Manual Fire Alarm Boxes:
Not Required per IBC Section 903.1.1

Required Number of Exits:
2 Exits are to be Provided From Each Story Where Max
Number of Dwelling Units Exceeds 4 (Existing) IBC
Section 1021.2

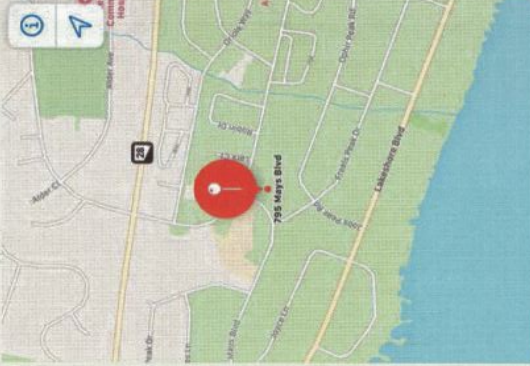
Scope of Work

Build 2 new apartments on the (E) first floor, which is currently an open space

Area of Work



Vicinity Map



Gilliam Construction
General Contracting
0084027



Carlson & Associates - Tenant Improvement
795 Mays Blvd., Incline Village, NV 89451

Page Index

T1.0 Title Page
A1.0 Garage Floor Plan
A2.0 First Floor Plan
A2.1 (E) First Floor Egress
A3.0 Carpport Architecturals
E1.0 First Floor Electrical
E1.1 Panel Schedule
P1.0 Plumbing Plan
M1.0 Mechanical Plan

Directory

Owner:
Tim Carlson (775) 378-6563
9 Silver Saddle Ct., Washoe Valley, NV 89451

General/ Design Contractor:
Gilliam Construction (775) 420-5945
5470 Kietzke Lane, Ste. 300, Reno, NV 89511

Electrical:
AAA Electric & Lighting (775) 832-7111
P.O. Box 4023, Incline Village, NV 89450

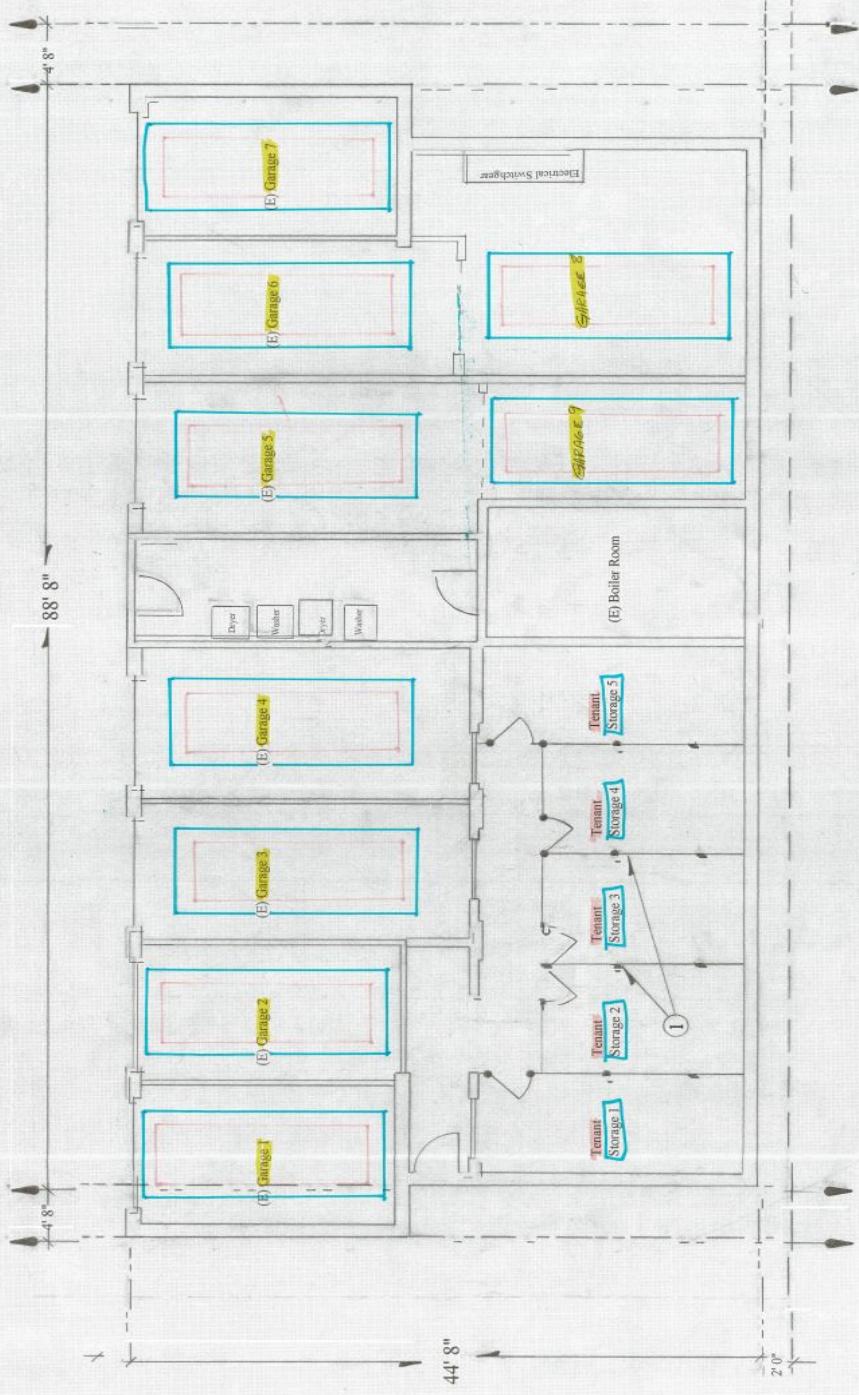
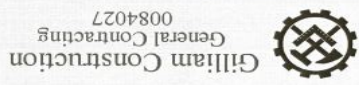
Mechanical and Plumbing:
Haworth Plumbing (775) 691-1822
Incline Village, NV 89450

IBC 2012 ed.; IRC 2012 ed.; IEBC 2012; IECC 2012; IFGC 2012; IFGC 2012; IGCC 2012; IMC 2012; IWUIC 2012; UPC 2012; UMC 2012; NEC 2011; NFPA 2009; IFC 2012;
Northern Nevada Fire Amendments, checklists and hand-outs. North Lake Tahoe - www.nltfipd.net/prevention; Northern Nevada Code Amendments by the NNICC 2012;
Northern Nevada Code Amendments to the 2012 IECC, 2015.

REVISIONS	BY

Date	10/18/2012
Scale	1/8" = 1'
Drawn	
Title Page	
Sheet	T1.0

REVISIONS	BY



- Notes
- ① (N) chain link fence secure to floor as required, T.O.F. +/- 64" A.F.F. Contractor to provide lockable gates.

*Food Storage
6' 0" x 16'*


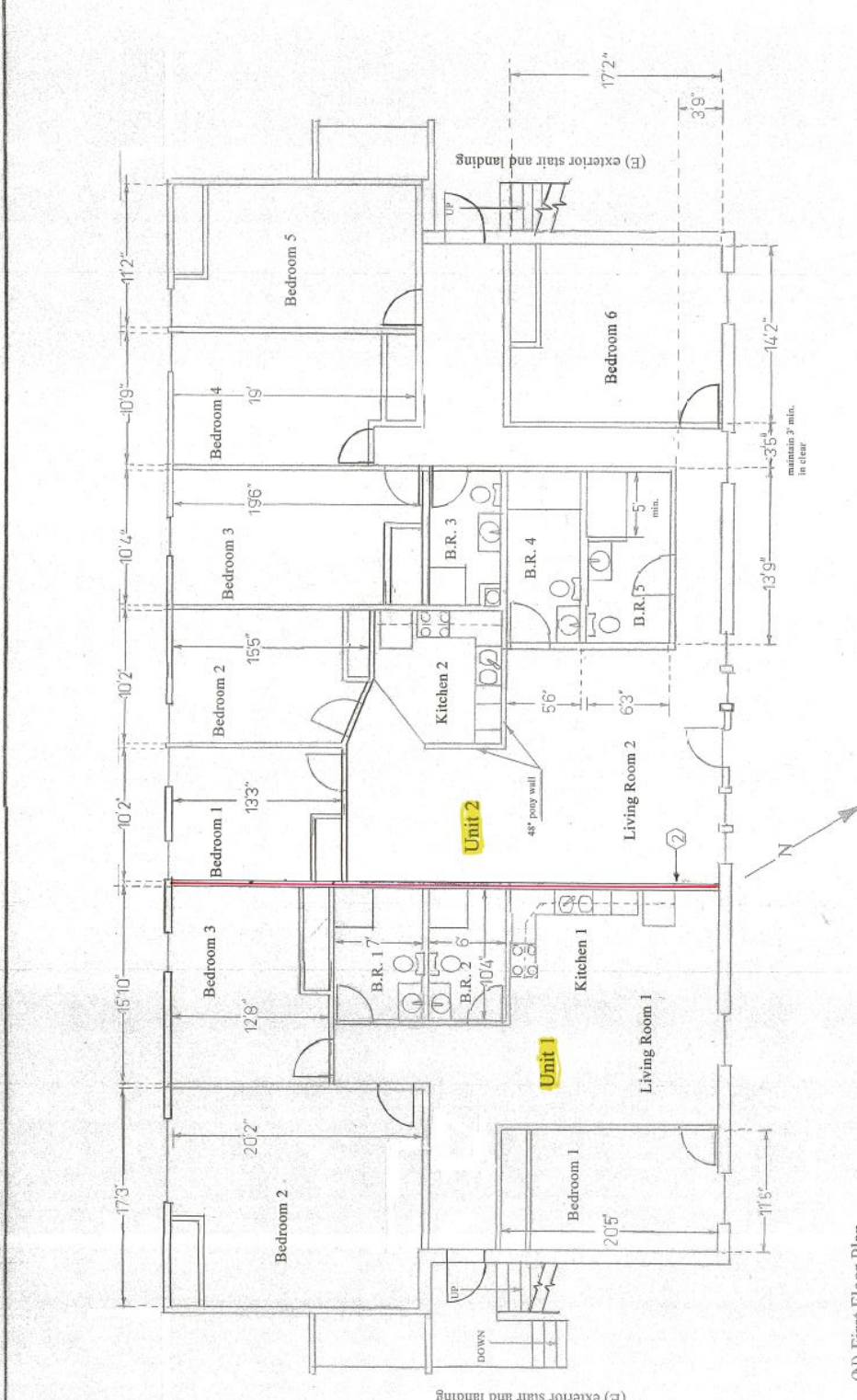
*Towel Rack
3' 0" x 15'*

Basement Floor Plan

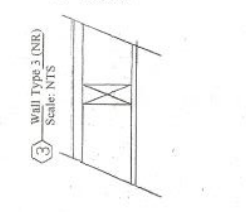
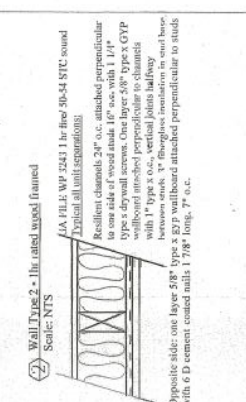
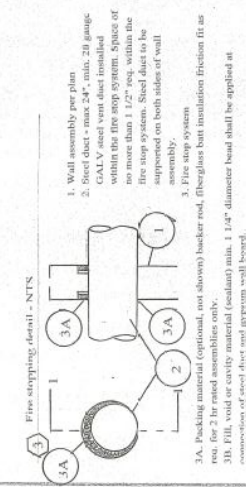
Scale: 1/4" = 1'

REVISED BY	

Gilliam Construction
General Contracting
0084027

(N) First Floor Plan
Scale: 1/4" = 1'



Our wallboard, wood studs
One layer type X gypsum wallboard attached perpendicular to each side of 2x4 wood studs 16" o.c. with 1 5/8" type X drywall screws 8" o.c. at vertical joints and 12" o.c. at wall perimeter and intermediate studs.

- Notes:
- contractor to verify all dimensions
 - any work done to exterior walls to be repaired to match existing
 - all interior walls to be type 3 U.N.O.
 - (P) mechanical chase to be left in condition
 - all side hinged lin. doors to be 3' 0" x 6' 8" 6 panel. - contractor to verify all dimensions and swing
 - all closets to have 6 panel bypass doors
 - contractor to verify all dimensions
 - all (L) ext. doors to remain the same
 - (E) fire sprinklers to remain

Washoe County Citizen Advisory Boards CAB Member Worksheet



Citizen Advisory Board: Incline Village/Crystal Bay

Meeting Date: 02/03/2020

Topic or Project Name (include Case No. if applicable): 795 Mays WADMIN20-0001

Please check the appropriate box:

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

Identified issues and concerns:

APPLICANT WAS NOT PRESENT

RECOMMEND DENIAL OF PROJECT AS PROPOSED

COVERED PARKING NEED NOT MET. SITE IS TOO DENSE

LANDSCAPING, SNOW STORAGE, PARKING,

IMPERVIOUS COVERAGE ARE ALREADY MAXIMIZED. THERE IS A SHORTAGE

OF PARKING IN THIS NEIGHBORHOOD

Suggested alternatives and/or recommendations:

PARKING NEEDS TO MEET CODE REQUIREMENT

Name  Date: 2/5/20

(Please Print)

Signature: _____

This worksheet may be used as a tool to help you take notes during the public testimony and discussion on this topic/project. Your comments during the meeting will become part of the public record through the minutes and the CAB action memorandum. Your comments, and comments from other CAB members, will and shall not collectively constitute a position of the CAB as a whole.

You may also complete this worksheet and send it separately to your County Commissioner.

Commissioner's Name: Marsha Beckwith

Use additional pages, if necessary.

Worksheets may be mailed to:

Washoe County Community Development
Attn: CAB Program
Post Office Box 11130
Reno, NV 89520-0027

Revised September 2010

Washoe County Citizen Advisory Boards CAB Member Worksheet



Citizen Advisory Board: Incline Village/Crystal Bay

Meeting Date: 02/03/2020

Topic or Project Name (include Case No. if applicable): wadmin2000-0001w
795 Mays Bl.

Please check the appropriate box:

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

Identified issues and concerns:

See attached.

Suggested alternatives and/or recommendations:

See attached

Name Judy Miller Date: 2/9/2020
(Please Print)

Signature: Judy Miller

This worksheet may be used as a tool to help you take notes during the public testimony and discussion on this topic/project. Your comments during the meeting will become part of the public record through the minutes and the CAB action memorandum. Your comments, and comments from other CAB members, will and shall not collectively constitute a position of the CAB as a whole.

You may also complete this worksheet and send it separately to your County Commissioner.
Commissioner's Name: Marsha Berkbigler

Use additional pages, if necessary. Worksheets may be mailed to:
Washoe County Community Development
Attn: CAB Program
Post Office Box 11130
Reno, NV 89520-0027

Revised September 2010

Table 110.410.10.1 in the Washoe County Development Code requires 2.1 parking spaces for 2 bedroom and larger units; 1 of which must be in an enclosed garage or carport. The proposed total of 8 units of 2 or more bedrooms would require 8 garages plus additional parking spaces, however only 7 separate garages are shown.

The proposed application does not provide one enclosed parking space for/accessible to each unit. Applicant's suggestion that one of the tandem garages can be shared by 2 units is unfeasible in practice. The rear space cannot be entered or exited if a vehicle occupies the front space.

Given that neither the applicant nor his representative appeared at the CAB meeting, no reason was stated as to why the parking/garages requirement should be relaxed.

For this reason, I respectfully recommend denial of this Administrative Permit.

Judy Miller
Incline Village Crystal Bay CAB Member

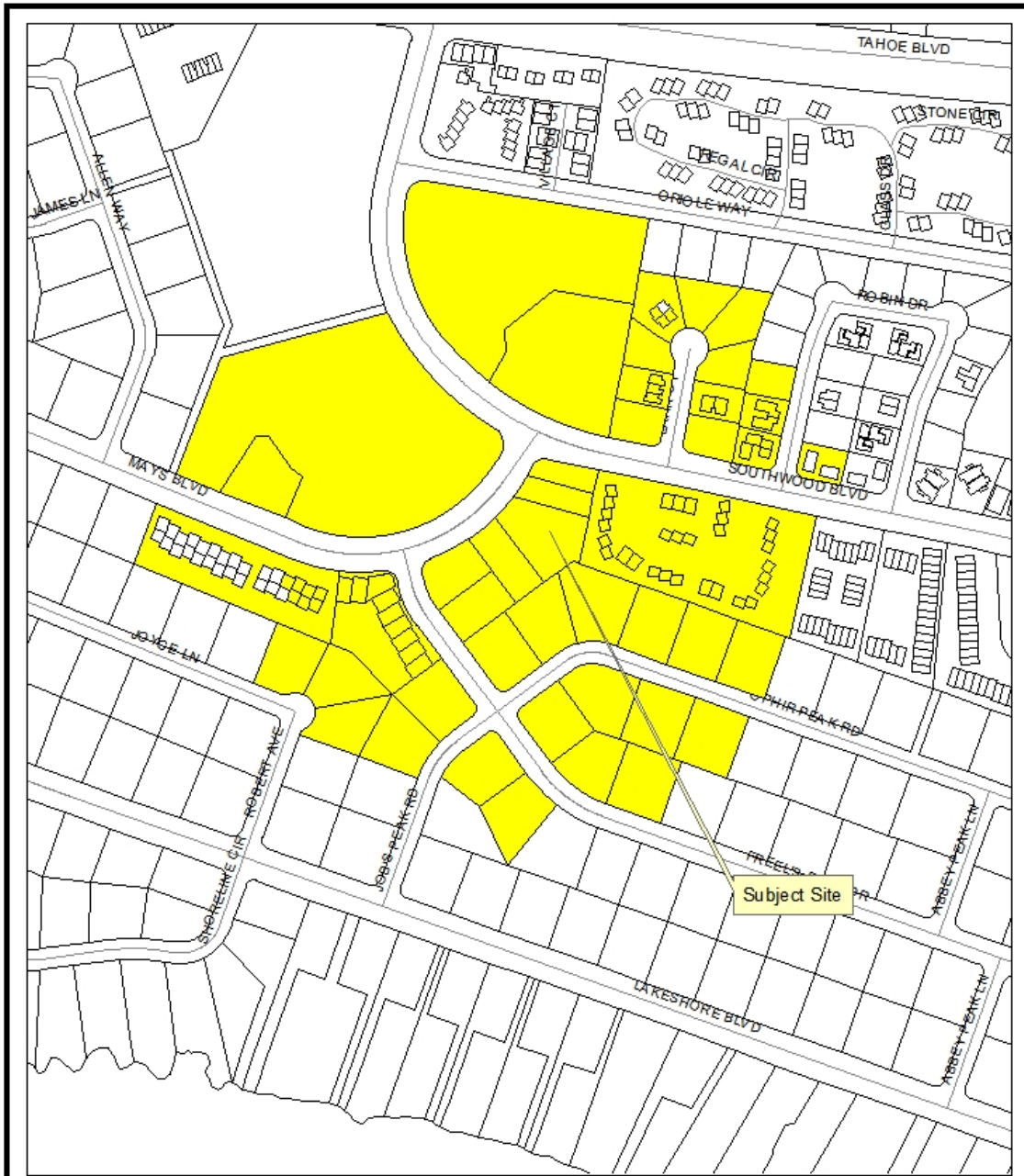
Incline Village Crystal Bay CAB meeting 2/3/2020

Regarding agenda item wadmin20-0001, my comments and the concerns I heard during public comment relate to a six bedroom apartment and the reality of the parking needed to accommodate its residents. While the idea of more moderate income housing is commended, this proposal has issues yet to be resolved. Each unit is to have one covered/garage parking space. To allow a tandem garage with one garage door to be acceptable for two separate units, should not be allowed to comply. One access to a garage should not be considered for more than one related unit. Therefore, parking is an issue. Making matters worse is thinking a 6 bedroom apartment will only require one, or even two, parking spaces. There could easily be 12 people residing in one unit and parking needs to be addressed. Off-street parking is already an issue in this area. I understand it is not the responsibility of this property owner to solve the problem, however the problem should not be ignored. I believe this application should be denied and resubmitted with the parking issues adequately addressed.

Regarding agenda item called Powabunga 2020, it was stated that the County will ensure all safety requirements and required permits will be obtained. The representative answered many questions and clearly explained how the security, safety, and traffic is intended to be managed. My main concern is that of through traffic in the very congested area of Crystal Bay on/near SR-28. It was stated that the organizers have a plan with NDOT to ensure through traffic is not significantly impacted. Since this is the first time this event will be held in Crystal Bay, the thoughts expressed by the organizer were that the numbers will not reach 3000/day, as stated in their application. Given that, this first event will be a time to make the proper plans and evaluate the effectiveness of those plans. I suggest there be some determination of the maximum capacity for the event, at this location, and cap the number of daily attendees.

Sara Schmitz

Schmitz61@gmail.com



Mailing and Vicinity Map

Project: WADMIN20-0001
 108 Parcels Selected at 500 feet



Community Services
 Department

WASHOE COUNTY
 NEVADA

1521

1001 E. Ninth St.
 Reno, Nevada 89512 (775) 328-3800

Source: Planning and Building Division - P:\Community Development Department\ArcView\maps and mailing labels\zp-map\WADMIN20-0001_Mail Date: 4/16/2020