



# Board of Adjustment Staff Report

Meeting Date: December 3, 2020

Agenda Item: 9A

VARIANCE CASE NUMBER: WPVAR20-0006 (Reynolds Front Yard Setback Reduction)

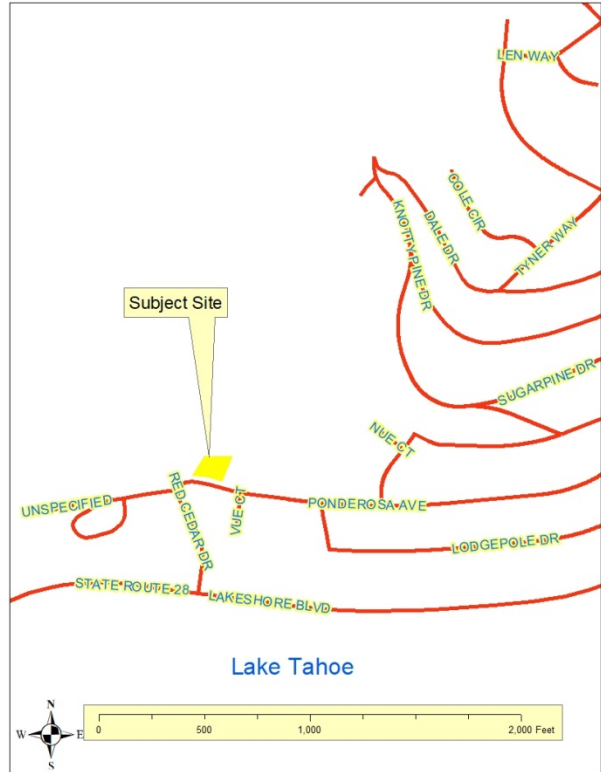
BRIEF SUMMARY OF REQUEST: To reduce the front yard setback at two locations to facilitate the enclosure of the front entry and deck; and expansion of the existing garage.

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

### CASE DESCRIPTION

For possible action, hearing, and discussion to approve a variance to allow the reduction in the front yard setback (20') at two locations: at the front entryway area to a setback of 9'-10½", to facilitate the enclosure of the front entry and deck; and at the garage to a setback of 7'-5½", in order to facilitate expansion of the existing garage from a capacity of two cars to three cars.

Applicant / Owner: John S. "Steve" Reynolds  
 Location: 500 Ponderosa Ave, just northeast of its intersection with Red Cedar Drive  
 APN: 122-116-24  
 Parcel Size: ± 0.34 acres (± 14,810 square feet)  
 Master Plan: Suburban  
 Regulatory Zone: Medium Density Suburban  
 Area Plan: Tahoe  
 Citizen Advisory Board: Incline Village / Crystal Bay  
 Development Code: Authorized in Article 804, Variances  
 Commission District: 1 – Commissioner Berkbigler



### STAFF RECOMMENDATION

APPROVE

**PARTIAL APPROVAL 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 Washoe County Board of Adjustment:

- 1) PARTIALLY approve Variance Case Number WPVAR20-0006 for John S. "Steve" Reynolds, to facilitate the enclosure of the front entry and deck by reducing the front setback from 20' to a setback of 9'10 ½" with the Conditions of Approval included as Exhibit A for this matter, having made all four required findings in accordance with Washoe County Development Code Section 110.804.25.

AND

- 2) PARTIALLY deny Variance Case Number WPVAR20-0006 for John S. "Steve" Reynolds, to facilitate expansion of the garage from a capacity of two-cars to three cars by reducing the front setback from 20' to a setback of 7'5 ½", being unable to make all four required findings in accordance with Washoe County Development Code Section 110.804.25.

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Agency Comments .....Exhibit B

Public Notice .....Exhibit C

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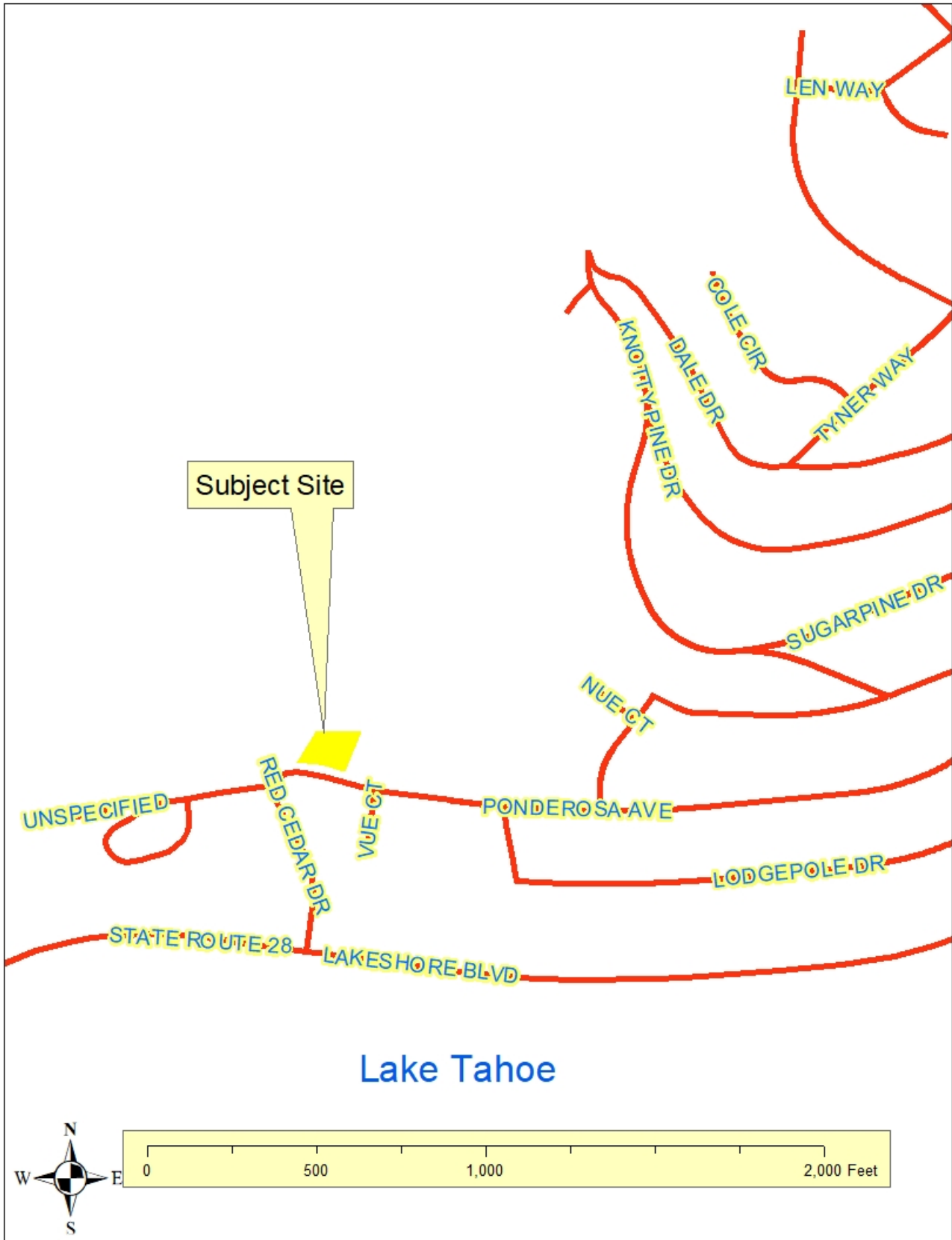
**Variance Definition**

The purpose of a variance is to provide a means of altering the requirements in specific instances where the strict application of those requirements would deprive a property of privileges enjoyed by other properties with the identical regulatory zone because of special features or constraints unique to the property involved; and to provide for a procedure whereby such alterations might be permitted by further restricting or conditioning the project so as to mitigate or eliminate possible adverse impacts. If the Board of Adjustment grants an approval of the variance, that approval is subject to conditions of approval. Conditions of approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., a grading permit, a building permit, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure.
- 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 business or project.

The conditions of approval for Variance Case Number WPVAR20-0006 are attached to this staff report and, if granted approval or partial approval, will be included with the action order.

The subject property has a regulatory zone of Medium Density Suburban, attached garages and enclosed entryways are permissible in that zone subject to compliance with generally applicable Development Code standards.



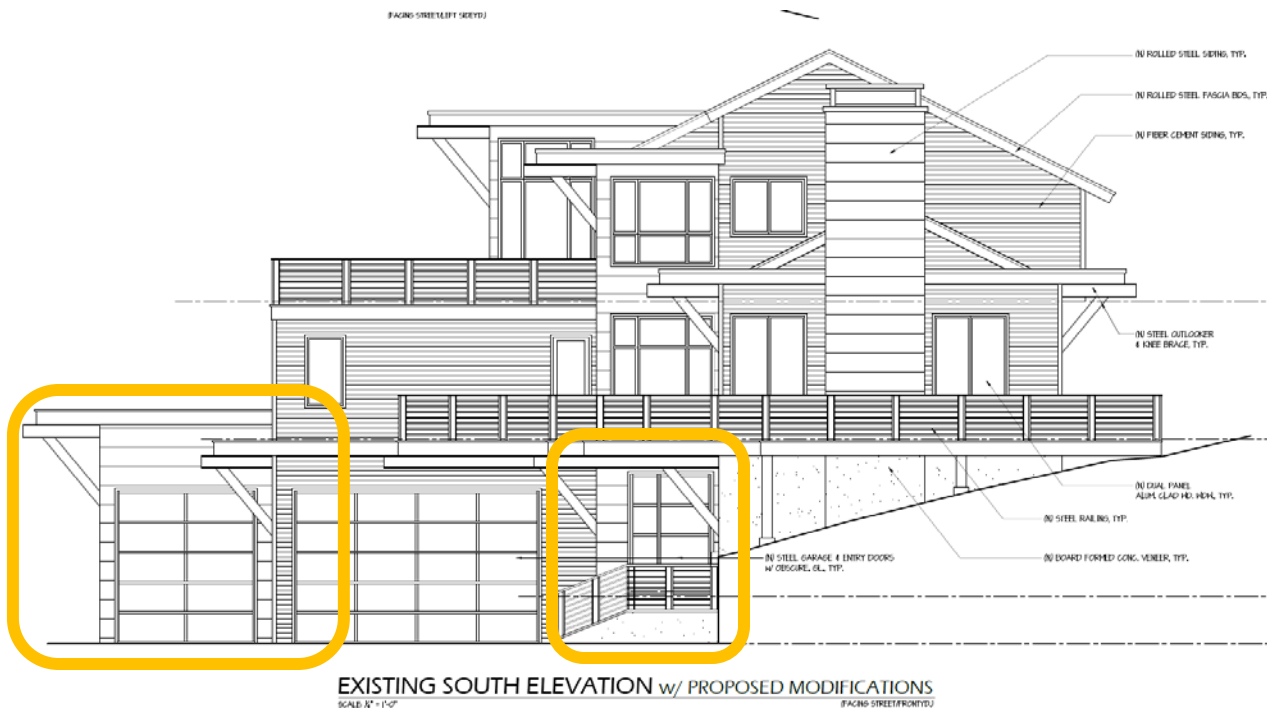
**Vicinity Map**







EXISTING WEST ELEVATION w/ PROPOSED MODIFICATIONS



EXISTING SOUTH ELEVATION w/ PROPOSED MODIFICATIONS  
SCALE: 1/4" = 1'-0" FACING STREET (FRONT)



**Overhead Photo of Subject Site**



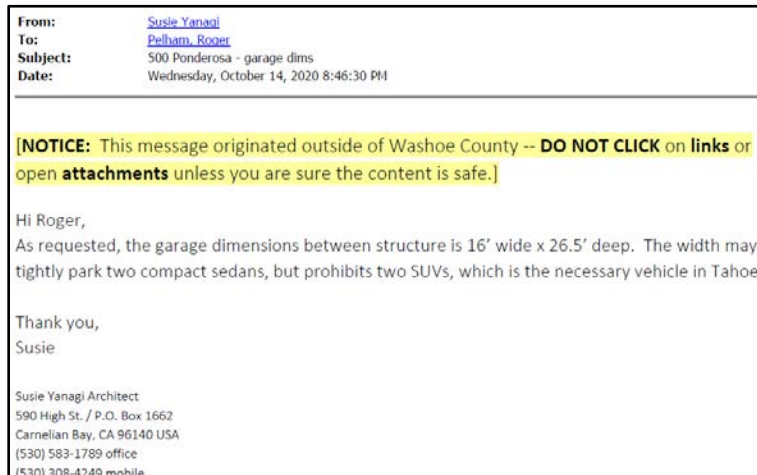
**Subject Site, Looking North from Ponderosa Avenue**



## **Project Evaluation**

The applicant seeks a reduction in the front yard setback in two locations to facilitate expansion of the existing dwelling. These will be dealt with individually in this report. The first part of the request is to reduce the front yard setback from 20 feet to 9'-10½", to facilitate the enclosure of the front entry and deck. The second part of the request is to reduce the front yard setback from 20 feet to 7'-5½", in order to facilitate expansion of the garage from a capacity of two cars to three cars. The dwelling was constructed in 1984, at which time a 20-foot front yard setback was also required.

The Board will note that the application states that the request is to expand the garage from one car capacity to two cars capacity. Upon site inspection staff contacted the applicant's representative and asked the size of the existing garage. The following email was received:



The existing garage is approximately 424 square feet in size and can accommodate two standard vehicles.

It is important to recognize that Nevada Revised Statutes (NRS 278.300) limits the power of the Board of Adjustment to grant variances only under particular circumstances. The applicant has the responsibility to demonstrate that the subject property exhibits one or more of the following characteristics to demonstrate a hardship: 1) exceptional narrowness, shallowness, or shape of a specific piece of property; or 2) by reason of exceptional topographic conditions; or 3) other extraordinary and exceptional situation or condition of the piece of property. If such a finding of fact can first be made, then the Board must also show that the strict application of the regulation would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the owner of the property.

It is the opinion of staff that this parcel of land does not demonstrate such circumstances. The application submitted does not address special circumstances.

### **Exceptional Narrowness:**

The regulatory zone of the subject parcel of land is Medium Density Suburban (MDS). The minimum lot dimension for that zone is 80 feet. The subject parcel is approximately 146 feet at the front property line, and it is approximately 132 feet in width at the rear property line. This results in an average lot width of approximately 139 feet.

The subject parcel is not exceptionally narrow.

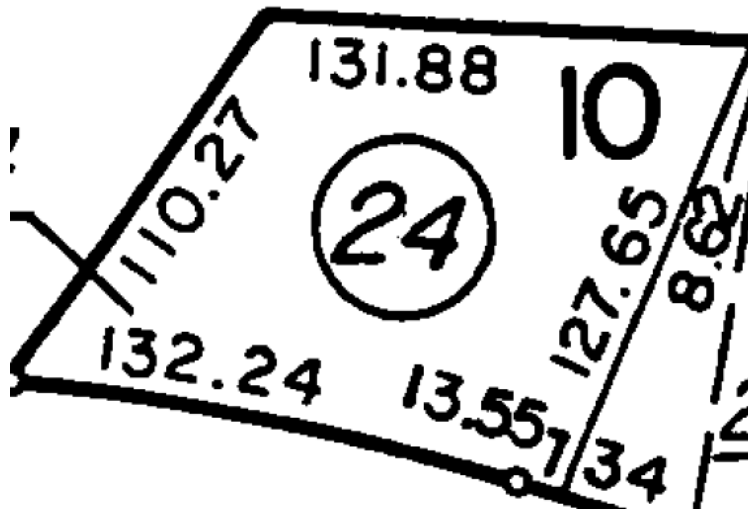
### **Exceptional Shallowness:**

Again, the minimum lot dimension for that zone is 80 feet. The western property line is approximately 110 feet in length, and the eastern property line is approximately 128 feet in length. This results in an average lot depth of approximately 174 feet.

The subject parcel is not exceptionally shallow.

**Exceptional Shape:**

The subject parcel is essentially rectangular, please see the diagram, with the dimension of the subject site, following:



The parcel is not exceptionally shaped.

**Exceptional Topographic Conditions:**

The subject parcel increases in elevation from the southwest corner (at approximately 6352 feet in elevation) to the northeast corner (at approximately 6394 feet in elevation) for a rise of approximately 42 feet over a distance of approximately 211 feet for an average slope of approximately 19%. While the average slope across the property would be considered “managed” under the Tahoe Regional Plan (being between 15% and 30%) and development is appropriate with caution, the area proposed for additional development is essentially flat, as a result of previous grading during the original development of the lot.

The parcel does not contain exceptional topographic conditions, in the areas proposed for development.

While there are no physical constraints on the parcel of land that inhibit development within the required building setbacks, the Development Code and Nevada Revised Statutes also allows for a variance to be granted if there is, “other extraordinary and exceptional situation or condition of the piece of property.”

One reasonable reading of this provision would preclude any recommendation of approval of a variance on this property, as there is no physical characteristic of the land that prohibits development. In this case, the only other possible support for a variance request would be a finding that an “extraordinary and exceptional situation or condition” exists on the “piece of property.” One possible extraordinary situation is that the existing dwelling was constructed (in error, in 1984) partially within the front yard setback. Again, it is also reasonable to conclude that any hardship created by the existing improvements on the property would be a “self-induced” hardship, and thus not a legitimate basis for support of a variance request.

From this point forward evaluation of the two parts of the variance request will be considered individually.

**Other extraordinary and exceptional situation or condition:**

First the garage setback reduction will be evaluated. There are no extraordinary and exceptional situations or conditions that create peculiar and exceptional practical difficulties, or exceptional and undue hardships upon, the owner of the property. For this reason, the strict application of the regulation is appropriate. The applicant has several options to increase their garage space without

encroaching upon the front yard setback. The applicant's representative has stated that the garage area is actually wider than the 16' indicated in their email to staff (page 8 of this report), but that there are posts within the garage area that support the upper level of the dwelling. When asked at the CAB meeting, the applicant's representative stated that modifying the supports to allow removal or relocation to a more convenient location, of the posts had not been considered. The applicant also has the opportunity to extend the rear of the garage further behind the existing dwelling which would be compliant with generally-applicable standards and would remain outside of the required building setbacks. The applicant also has the opportunity to simply create the third-car garage further to the northwest, again this would be compliant with generally-applicable standards.

Next the reduction of the front yard setback for the enclosure of the entryway will be considered. To a very large extent the same analysis applies to this portion of the request, however, there is one slight difference. While the existing two-car garage was constructed within the parcel of land itself (although partially within the front yard setback) the existing entry deck was constructed partially within the right-of-way. That is to say, part of the entry is constructed within the road. That road belongs to Washoe County. If this portion of the variance is approved, the new entry enclosure will be constructed completely within the parcel of land, and not within the right-of-way. In the Tahoe Area an enclosed entry can be considered necessary for safety and protection from snow and extreme weather conditions. In the very broadest sense this may be considered an "extraordinary and exceptional situation or condition" of the piece of property, and an enhancement for safety.

Because a portion of the existing entry was constructed in the right-of-way and the Tahoe area is typically subject to heavy snow, a very broad reading of the statute may allow an interpretation that an exceptional situation exists. If that interpretation is made, a variance may be appropriate for construction of an entryway within the front yard setback. If this portion of the variance is approved, conditions of approval have been included with the recommendation to require that all existing improvements be removed from the County right-of-way.

Denial of the variance for the reduction in the front yard setback for the garage is recommended, as, staff can find no hardship of the land, and no extraordinary conditions, as required by NRS and the Washoe County Code, necessary to support the approval of the variance request. In addition, the owners have several other design alternatives to meet their needs to accommodate parking additional vehicles in a garage.

Approval of the variance for the reduction in the front yard setback for the entryway is recommended, as staff believes that the Board of Adjustment may be able to find that there is an exceptional situation, as required by NRS and the Washoe County Code.

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

The proposed project was presented by the applicant's representative at the regularly scheduled citizen advisory board meeting on November 2, 2020. The CAB recommended approval of the variance as proposed, but recommended that the applicant reach out to surrounding property owners and expressed a concern with hardship. Discussion centered on possible options for expansion of the garage in ways other than as applied for. The draft minutes from that meeting are included at Exhibit E to this report.

### **Reviewing Agencies**

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

- Washoe County Community Services Department
  - Planning and Building Division
  - Planning and Building Division – Parks and Open Spaces
  - Engineering and Capital Projects – Land Development

- Washoe County Health District
  - Air Quality Management
  - Environmental Health
  - Emergency Medical Services
- Nevada Department of Wildlife
- US Forest Service
- Washoe County Sheriff
- Washoe Storey Conservation District
- Regional Transportation Commission
- Incline Village General Improvement District
- Nevada State Lands
- North Lake Tahoe Fire Protection District

Of the above-listed agencies only Washoe County Planning provided comments and recommended conditions of approval. That evaluation is the substance of this report.

### **Staff Comment on Required Findings**

Washoe County Development Code Section 110.804.25, Article 804, *Variances*, requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the request. Staff has completed an analysis of the variance application and has determined that the proposal is in compliance with the required findings as follows.

1. **Special Circumstances**. Because of the special circumstances applicable to the property, including exceptional narrowness, shallowness or shape of the specific piece of property; exceptional topographic conditions; extraordinary and exceptional situation or condition of the property and/or location of surroundings; the strict application of the regulation results in exceptional and undue hardships upon the owner of the property.

*Staff Comment: Please see pages 8 through 10 of this report. Only in the broadest interpretation can an exceptional circumstance be found to support a portion of this request. That portion of the request is for the enclosure of the entryway, as a portion of the existing outdoor entry was constructed within the County right-of-way..*

2. **No Detriment**. The relief will not create a substantial detriment to the public good, substantially impair affected natural resources or impair the intent and purpose of the Development Code or applicable policies under which the variance is granted.

*Staff Comment: Approval of the variance may be seen to impair the intent and purpose of the Development Code or applicable policies under which the variance is granted, as variances are intended to be granted only when special circumstances are present. If the BOA determines that a special circumstance exists in one instance then the approval does not impair the intent of the Development Code.*

3. **No Special Privileges**. The granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and the identical regulatory zone in which the property is situated.

*Staff Comment: Because there are no special circumstances applicable to the subject site, approval of the requested variance may be seen to grant special privileges to the applicant that are inconsistent with the limitations upon other properties in the vicinity and*

*the identical regulatory zone. If the BOA determines that a special circumstance exists in one instance then the approval does not constitute a grant of special privileges.*

4. Use Authorized. The variance will not authorize a use or activity which is not otherwise expressly authorized by the regulation governing the parcel of property.

*Staff Comment: Expansion of a dwelling within the MDS zone is permissible, subject to compliance with generally-applicable Code provisions.*

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 within the area required to be provided notice of this request. Therefore, there can be no detrimental effect on the location, purpose or mission of a military installation, and this finding is not required to be made.*

### **Recommendation**

After a thorough analysis and review, Variance Case Number WPVAR20-0006 is being recommended for partial approval, with conditions and partial denial. 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 Washoe County Board of Adjustment:

- A. PARTIALLY approve Variance Case Number WPVAR20-0006 for John S. "Steve" Reynolds, to facilitate the enclosure of the front entry and deck by reducing the front setback to a setback of 9'10 ½" with the Conditions of Approval included as Exhibit A for this matter, having made all four required findings in accordance with Washoe County Development Code Section 110.804.25.

AND

- B. PARTIALLY deny Variance Case Number WPVAR20-0006 for John S. "Steve" Reynolds, to facilitate expansion of the garage from a capacity of two-cars to three cars by reducing the front setback to a setback of 7'5 ½", being unable to make all four required findings in accordance with Washoe County Development Code Section 110.804.25.
  1. Special Circumstances. Because of the special circumstances applicable to the property, including exceptional narrowness, shallowness or shape of the specific piece of property; exceptional topographic conditions; extraordinary and exceptional situation or condition of the property and/or location of surroundings; the strict application of the regulation results in exceptional and undue hardships upon the owner of the property;
  2. No Detriment. The relief will not create a substantial detriment to the public good, substantially impair affected natural resources or impair the intent and purpose of the Development Code or applicable policies under which the variance is granted;
  3. No Special Privileges. The granting of the variance will not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and the identical regulatory zone in which the property is situated;
  4. Use Authorized. The variance will not authorize a use or activity which is not otherwise expressly authorized by the regulation governing the parcel of property;

### **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 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 applicant.

Applicant:                    John S. "Steve" Reynolds  
                                     3260 Silverado Trail  
                                     Napa, CA        94558

Representatives:        Susie Yanagi  
                                     Po Box 1662  
                                     Carnelian Bay, CA 96140



# Conditions of Approval

Variance Case Number WPVAR20-0006

The project approved under Variance Case Number WPVAR20-0006 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on December 3, 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 Variance 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 Variance 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 Variance may result in the institution of revocation procedures.

Washoe County reserves the right to review and revise the conditions of approval related to this Variance 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.

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**

- a. **A copy of the Final Order stating conditional approval of this variance shall be attached to all applications for administrative permits, including building permits, issued by Washoe County.**
- b. A reduction in the front yard setback is approved only for the front entryway area to a setback of 9'10 ½", to facilitate the enclosure of the front entry and deck. No other reduction in required setback is approved.
- c. The applicant shall demonstrate conformance to the plans approved as part of this variance. Modification to the site plan may require amendment to and reprocessing of the variance.
- d. The applicant shall submit construction and grading plans, with all information necessary for a complete and comprehensive review by Washoe County, and building permits must be issued by Washoe County, on or before December 3, 2022. The applicant shall complete construction within the time specified by the building permits. Compliance with this condition shall be determined by Planning and Building.
- e. All existing improvements associated with the entryway and entry stairs shall be removed from the County right-of-way.
- f. Prior to issuance of a building permit, the applicant execute Hold Harmless Agreement to the satisfaction of the Engineering and Capital Projects Division for the purposes of road maintenance and snow removal. The applicant shall submit a copy of the executed document to the Planning and Building Division.
- g. The applicant shall install an automatic garage door opener prior the issuance of a Certificate of Occupancy or building permit final sign-off.
- h. Prior to submission of a building permit for the approved entryway, the front property line shall be surveyed and marked by a surveyor licensed in Nevada. Approval of the variance shall not convey any rights or approval to construct any portion of a structure across the property line, or in the county right-of-way. Neither shall any roof eaves, light fixtures or other structural or architectural elements project over the front property line.
- i. 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.

- j. The use of straw bales shall be prohibited during construction of the project. A filter-fabric fence or other acceptable alternative shall be utilized for erosion control.

\*\*\* End of Conditions \*\*\*



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Engineering and Capital Projects**

1001 EAST 9<sup>TH</sup> STREET  
PO BOX 11130  
RENO, NEVADA 89520-0027  
PHONE (775) 328-3600  
FAX (775) 328.3699

Date: November 1, 2020

To: Roger Pelham, Senior Planner, Planning and Building Division

From: Leo Vesely, P.E., Engineering and Capitol Projects Division

Re: Variance Case **WPVAR20-0006 – Reynolds Setback Variance**  
APN 122-116-24

**GENERAL PROJECT DISCUSSION**

Washoe County Engineering and Capital Project staff has reviewed the above referenced application. The application is for a variance to allow the reduction in the front yard setback at two locations: at the front entryway area to a setback of 9'10 1/2", to facilitate the enclosure of the front entry and deck; and at the garage to a setback of 7'5 1/2", in order to facilitate expansion of the garage from a capacity of one-car to two-cars. The Engineering and Capital Projects Division recommends approval with the following comments and conditions of approval which supplement applicable County Code and are based upon our review of the application prepared by the applicant/home owner. The County Engineer shall determine compliance with all the following conditions of approval.

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

**GENERAL ENGINEERING CONDITIONS**

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

There are no general engineering related comments.

**DRAINAGE (COUNTY CODE 110.416, 110.420, and 110.421)**

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

There are no Drainage related comments.

**TRAFFIC AND ROADWAY (COUNTY CODE 110.436)**

Contact Information: Mitchell Fink (775) 328-2050

There are no Traffic related comments.

**UTILITIES (County Code 422 & Sewer Ordinance)**

Contact Information: Tim Simpson, P.E. (775) 954-4648

There are no utility related conditions of approval.



WWW.WASHOECOUNTY.NV.GOV



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

October 22, 2020

Washoe County Community Services Department

C/O Roger Pelham, Senior Planner

1001 E Ninth Street, Bldg. A

Reno, NV 89512

R: WPVAR20-0006 Reynolds Front Yard Setback Reduction

Dear Roger,

In reviewing the Reynolds front yard setback reduction, the Conservation District has no comments on the project.

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

Sincerely,

Tyler-Shaffer

**From:** [Olson, Vicky](#)  
**To:** [Pelham, Roger](#)  
**Subject:** October Agency Review Memo  
**Date:** Wednesday, October 28, 2020 12:59:14 PM

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Good afternoon Roger,

The EMS Oversight Program has reviewed Variance Case #WPVAR20-0006 (Reynolds Front Yard Setback Reduction) and does not currently have any questions, comments, or concerns regarding this case.

Also, just for your information for future requests, we generally don't issue any recommendations for property variances, our recommendations are typically limited to building and development projects. Save you some time on future permit recommendation requests=)

Please let me know if you have any questions!

Thank you,

*Vicky*

**Vicky Olson, MPS, RN**

**EMS Coordinator | Epidemiology and Public Health Preparedness | Washoe County Health District**  
[volson@washoecounty.us](mailto:volson@washoecounty.us) | O: (775) 326 6043 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE



**From:** [Jennifer Donohue](#)  
**To:** [Pelham, Roger](#)  
**Subject:** WPVAR20-0006  
**Date:** Tuesday, October 20, 2020 10:18:38 AM

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

Greetings,  
NLTFPD has no comments for  
**Variance Case Number WPVAR20-0006 (Reynolds Front Yard Setback Reduction) –**

Thank you,  
Jen



**Jennifer Donohue**  
**Interim Fire Marshal**  
Office: [775.831.0351](tel:775.831.0351) x8127 | Cell: [775.434.4555](tel:775.434.4555)  
Email: [jdonohue@nltpd.net](mailto:jdonohue@nltpd.net)  
[866 Oriole Way | Incline Village | NV 89451](#)



**From:** [Fagan, Donna](#)  
**To:** [Pelham, Roger](#); [Bronczyk, Christopher](#)  
**Subject:** FW: October Agency Review Memo III  
**Date:** Tuesday, October 20, 2020 10:37:02 AM  
**Attachments:** [image001.png](#)

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Roger and Chris,

Comments below for WPVAR20-0006 and WSUP20-0020.



**Donna Fagan**  
**Planning and Building Division | Community Services Department**  
[dfagan@washoecounty.us](mailto:dfagan@washoecounty.us) | Office: 775.328.3616  
1001 E. 9<sup>th</sup> Street, Reno, NV 89521  
Email: [planning@washoecounty.us](mailto:planning@washoecounty.us)

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**From:** Buxton, Tim <[tim\\_buxton@ivgid.org](mailto:tim_buxton@ivgid.org)>  
**Sent:** Monday, October 19, 2020 9:12 AM  
**To:** Fagan, Donna <[DFagan@washoecounty.us](mailto:DFagan@washoecounty.us)>  
**Subject:** RE: October Agency Review Memo III

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

Boss,

No response from IVGID needed.

Thanks for keeping us involved

Tim Buxton  
IVGID Chief Inspector  
1-775-832-1246 work  
1-775-354-5664 cell  
Working days Tuesday – Friday  
Working Hours- 7:00am to 5:30pm  
**Gung Ho!**



**From:** [Kirschenman, Sophia](#)  
**To:** [Pelham, Roger](#)  
**Subject:** Parks Comments Re: WPVAR20-0006  
**Date:** Monday, October 26, 2020 10:55:35 AM  
**Attachments:** [Outlook-q2bhwto2.png](#)  
[Outlook-aqxw0krs.png](#)  
[Outlook-ialqu5ek.png](#)  
[Outlook-dbsrnk25.png](#)  
[Outlook-qlqgbdin.png](#)

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Hi Roger,

I have reviewed WPVAR20-0006 (Reynolds Front Yard Setback Reduction) on behalf of Washoe County Regional Parks and Open Space and have no comments or conditions.

Thank you,



Please tell us how we did by taking a quick [survey](#).

Sophia Kirschenman

Park Planner | Community Services Department

775.328.3623 | 1001 E. 9th Street, Reno, NV 89512



Please consider the environment before printing this e-mail.

**From:** Wilmot, Kevin -FS <kevin.wilmot@usda.gov>

**Sent:** Monday, October 19, 2020 7:33 AM

**To:** Fagan, Donna <DFagan@washoecounty.us>

**Subject:** RE: October Agency Review Memo III

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

I do not think that item #2 has any connectivity to the Humboldt-Toiyabe National Forest.



**Kevin Wilmot, P.E.**  
**Recreation, Engineering, Lands, Minerals, and Heritage Staff Officer**

**Forest Service**  
**Humboldt-Toiyabe National Forest**

p: 775-352-1275

c: 775-848-2387

f: 775-355-5399

[kevin.wilmot@USDA.GOV](mailto:kevin.wilmot@USDA.GOV)

1200 Franklin Way

Sparks, NV 89431

[www.fs.fed.us](http://www.fs.fed.us)



**Caring for the land and serving people**

**From:** [Gil, Donald](#)  
**To:** [Pelham, Roger](#)  
**Subject:** FW: October Agency Review Memo III  
**Date:** Wednesday, October 28, 2020 9:58:12 AM  
**Attachments:** [October Agency Review Memo III.pdf](#)  
[image001.png](#)  
**Importance:** High

---

Roger,

The Washoe County Sheriff's Office Patrol Division does not have any concerns or issues with Item #2.

Thank you,

Don

**Don Gil**

**Captain – Patrol Division**

911 Parr Blvd. Reno, NV 89512

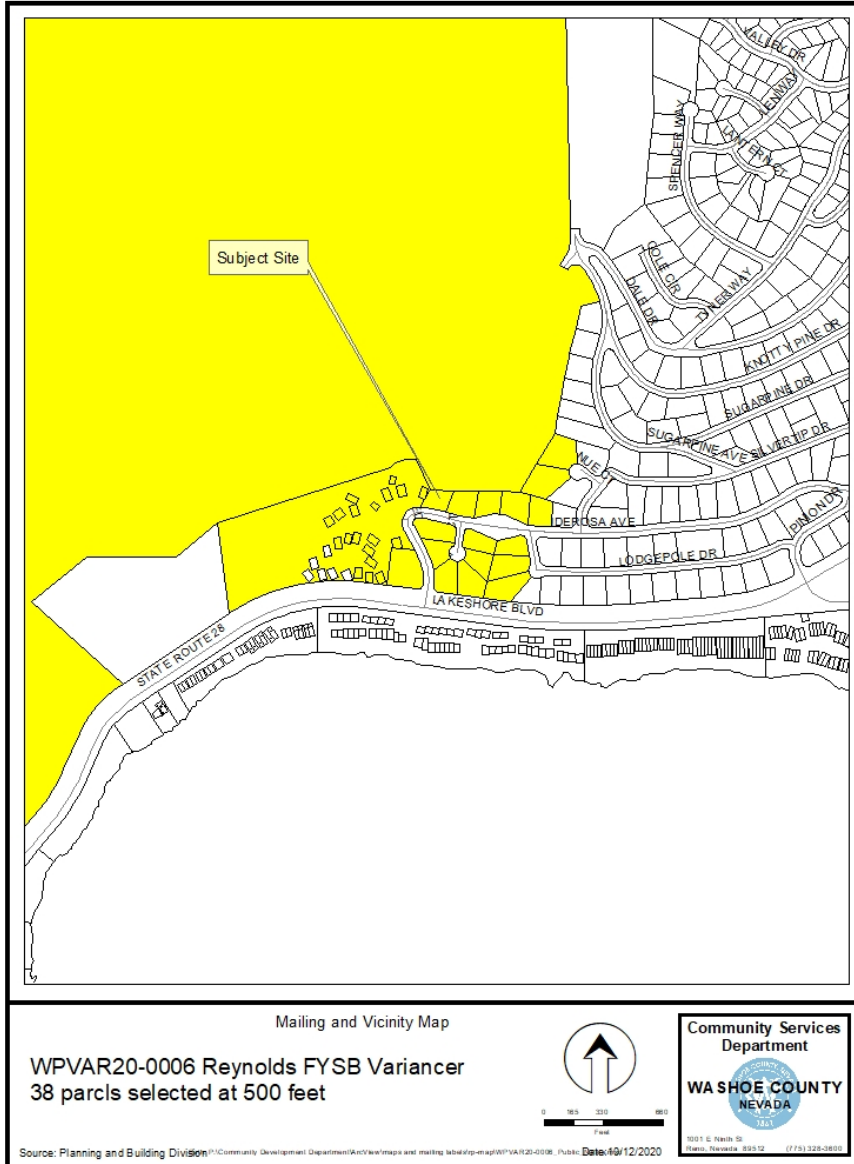
Desk: 775-328-3354

Email: [dgil@washoecounty.us](mailto:dgil@washoecounty.us)

Web: [www.WashoeSheriff.com](http://www.WashoeSheriff.com)

**Public Notice**

Pursuant to Washoe County Code Section 110.804.20 public notification consists of notification by mail of at least 30 separate property owners within a minimum 500-foot radius of the subject property. This proposal was noticed within a 500-foot radius of the subject property, noticing 38 separate property owners.



**NOTICING MAP**

## 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.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: <u>ADDITION &amp; UPGRADES FOR THE REYNOLDS</u>			
Project Description: <u>GARAGE ADDITION, ENTRY ENCLOSURE, DECK,</u>			
Project Address: <u>500 PONDEROSA AVE., INCLINE VILLAGE, NV. 89451</u>			
Project Area (acres or square feet): <u>15,007 SF (PARCEL)</u>			
Project Location (with point of reference to major cross streets AND area-locator): <u>HWY 28 TO RED CEDAR, TO PONDEROSA</u>			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
<u>122-116-24</u>	<u>0.34</u>		
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
<b>Applicant Information (attach additional sheets if necessary)</b>			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: <u>JOHN S. REYNOLDS ('STEVE')</u>		Name: <u>SUSIE YANAGI ARCHITECT</u>	
Address: <u>3260. SILVERADO TRAIL</u>		Address: <u>POB 1662</u>	
<u>NAPA, CA, Zip: 94558</u>		<u>CARNELIAN BAY, CA Zip: 96140</u>	
Phone: <u>707-333-2030</u> Fax: <u>—</u>		Phone: <u>530-583-1789</u> Fax: <u>—</u>	
Email: <u>steve@reynoldsfamilywinery.com</u>		Email: <u>susiey@jps.net</u>	
Cell: <u>same as above</u> Other: <u>—</u>		Cell: <u>530-308-4249</u> Other: <u>—</u>	
Contact Person: <u>'Steve' Reynolds</u>		Contact Person: <u>Susie Yanagi</u>	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: <u>SAME AS OWNER</u>		Name:	
Address:		Address:	
Zip:		Zip:	
Phone:		Phone:	
Fax:		Fax:	
Email:		Email:	
Cell:		Cell:	
Other:		Other:	
Contact Person:		Contact Person:	
<b>For Office Use Only</b>			
Date Received:		Initial:	
County Commission District:		Planning Area:	
CAB(s):		Master Plan Designation(s):	
		Regulatory Zoning(s):	



**Variance Application  
Supplemental Information**  
(All required information may be separately attached)

1. What provisions of the Development Code (e.g. front yard setback, height, etc.) must be waived or varied to permit your request?

SEE ATTACHED.

**You must answer the following questions in detail. Failure to provide complete and accurate information will result in denial of the application.**

2. What are the topographic conditions, extraordinary or exceptional circumstances, shape of the property or location of surroundings that are unique to your property and, therefore, prevent you from complying with the Development Code requirements?

SEE ATTACHED.

3. What steps will be taken to prevent substantial negative impacts (e.g. blocking views, reducing privacy, decreasing pedestrian or traffic safety, etc.) to other properties or uses in the area?

SEE ATTACHED.

4. How will this variance enhance the scenic or environmental character of the neighborhood (e.g. eliminate encroachment onto slopes or wetlands, provide enclosed parking, eliminate clutter in view of neighbors, etc.)?

SEE ATTACHED.

5. What enjoyment or use of your property would be denied to you that is common to other properties in your neighborhood?

SEE ATTACHED.

6. Are there any restrictive covenants, recorded conditions or deed restrictions (CC&Rs) that apply to the area subject to the variance request?

Yes     No    If yes, please attach a copy.

7. How is your current water provided?

SEE ATTACHED.

8. How is your current sewer provided?

SEE ATTACHED.

Variance Application

Supplemental Information

Attachment

500 Ponderosa Ave.  
Incline Village, NV.  
APN 122-116-24

1. Applicant is seeking permission to waive the 20' front yard setback.
2. The residence and attached garage were built in 1984, encroaching in the front setback: the existing living room corner currently sits 6' inside the front property line; the existing front deck currently sits 4 feet outside the front property line and in the county right of way.
3. The proposed garage addition is designed to be a natural extension and continuation of the existing garage footprint and will be located to the far left side of the house, recessed from the existing garage front, and away from view corridors of surrounding properties. The proposed entry porch/stair enclosure is designed to stay within the footprint of the existing entry porch/stair access, with building height at 6 ½' below the current roof height, and incorporates windows that are oriented toward the street, not to surrounding properties. The existing front deck will be re-built to within the front property line, to correct the current encroachment in the county right of way.
4. The structure of the existing garage currently allows for one parking space. The variance will enable the property owner to park a second vehicle inside, which enhances the surroundings and is also critical during winter. Street parking is prohibited during winters due to access required by county snowplows. Driveway parking is also problematic as it hinders removal of snow and ice accumulation, which needs to remain clear for access to and from the house, especially during emergencies. The existing entry porch/stair and front deck are dilapidated (ref. attached photo). The new enclosure and deck will enhance the scenic character of the neighborhood by eliminating extra flights of exterior stairs from driveway to front door. It is nestled to reduce views and noise to adjacent neighbors. The new deck will also be cantilevered, which improves the view of the structure from the street, by reducing foundations, footings and posts. Existing wood surfaces will be replaced with non-combustible materials throughout, to improve safety in the wildland-urban environment.
5. Adequate garage parking and an enclosed entry/stair access to the front door of the house are common to properties in this neighborhood and throughout the community. Due to the 19% uphill slope of the site, the only access to the existing front door is via two flights of exterior stairs, exposed to the elements. The entry enclosure puts most of the stair on the interior, providing an aesthetic and functional solution to improve the quality of health, safety and welfare for the owner occupants of this property.
6. No restrictions known to apply to this subject area of the variance request.
7. Water provided by Incline Village General Improvement District (IVGID).
8. Sewer provided by Incline Village General Improvement District (IVGID).





WPVAR20-0006  
EXHIBIT D







**NOTICE OF TAXES**  
**WASHOE COUNTY, NEVADA**  
**TAMMI DAVIS - TREASURER**

1001 E 9th St, Bldg D, Rm 140  
 Reno, NV 89512  
 Monday-Friday 8am-5pm

tax@washoecounty.us  
 washoecounty.us/treas  
 Phone: (775) 328-2510  
 Fax: (775) 328-2500

PAGE 1 OF 2

Fiscal Year July 1, 2020 - June 30, 2021

Annual Real Property - Tax Year 2020

<b>TAX YEAR</b> 2020	<b>PARCEL #</b> 12211624	<b>PROPERTY LOCATION</b> 500 PONDEROSA AVE
<b>AREA</b> 5200	<b>TAX RATE</b> 3.4793	<b>PROPERTY DESCRIPTION</b> Township 16 Section 17 SubdivisionName PONDEROSA SUBDIVISION 3 Lot 10 Block F Range 18

<b>NAME</b> REYNOLDS FAMILY TRUST REYNOLDS TRUSTEE, JOHN S & SUZANNA J	<b>EXEMPTION VALUES</b>  0  0 <b>TOTAL EXEMPTION VALUE:</b>	<b>ASSESSED VALUATION</b> LAND 119,000 IMPROVEMENT 100,022 <b>TOTAL ASSESSED VALUE:</b> 219,022
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**ACCOUNT SUMMARY**

GROSS AD VALOREM TAX:	\$7,620.41
ABATEMENT AMOUNT	\$167.28
*ABATEMENT APPLIED LIMITS INCREASE TO 3.0%*	
RECAPTURE TAX AMOUNT:	\$0.00
NET AD VALOREM TAX (DETAIL RIGHT):	\$7,453.13
EXEMPTION AMOUNT:	\$0.00
SPECIAL ASSESSMENTS:	\$830.13
PENALTIES:	\$0.00
FEES:	\$0.00
INTEREST:	\$0.00
<b>TOTAL AMOUNT BILLED:</b>	<b>\$8,283.26</b>
LESS PAYMENTS APPLIED:	\$0.00
<b>BALANCE REMAINING:</b>	<b>\$8,283.26</b>
PRIOR YEAR DELINQUENCIES:	\$0.00
<b>TOTAL AMOUNT OWING:</b>	<b>\$8,283.26</b>

**BILLING DETAIL**

TAXING AGENCY	RATE	AMOUNT
N LAKE TAHOE FPD2	0.64800000	\$1,356.71
STATE OF NEVADA	0.17000000	\$366.62
SCHOOL DEBT	0.38850000	\$837.83
SCHOOL GENERAL	0.75000000	\$1,617.44
COUNTY GENERAL	1.34470000	\$2,899.93
COUNTY DEBT	0.01700000	\$36.66
ANIMAL SHELTER	0.03000000	\$64.70
INCLINE VILLAGE	0.13110000	\$273.24

**SPECIAL ASSESSMENTS**

	AMOUNT
BEACH FACILITY FEE	\$500.00
RECREATION FACILITY FEE	\$330.00
LAKE TAHOE WATER BASIN	\$0.13

SEE REVERSE SIDE FOR IMPORTANT INFORMATION AND PAYMENT OPTIONS.

IF PAYING BY CHECK, INCLUDE APPROPRIATE COUPONS.

REFERENCE PARCEL NUMBER ON ALL PAYMENTS AND CORRESPONDENCE TO ASSURE PROPER CREDIT.

IT IS THE PROPERTY OWNER'S RESPONSIBILITY TO ENSURE THAT PAYMENT IS RECEIVED.

SEE ENCLOSED COUPONS FOR DUE DATES AND AMOUNTS DUE.

This notice is for your information, DO NOT consider this an attempt to collect if this property is protected by a bankruptcy proceeding. We ask that you contact our office to verify we have received a notice of bankruptcy.

WTFFORMA1 04/2020 (QESP)35:T117:051064:001:0000:034092127:WC-A1-2011:0DWTFORMA



- SHEET INDEX:**
- VARIANCE SUBMITTAL SET:
  - A1.0 SITE PLAN
  - A3.0 EXTERIOR ELEVATIONS
  - A31 EXTERIOR ELEVATIONS

590 High Street  
P.O. Box 1662  
Carmelien Bay, CA 96140  
susiey@jps.net  
530 / 583-1789

**Susie Yanagi**  
ARCHITECT

**ADDITION & UPGRADES**  
for  
**The Reynolds**  
500 Ponderosa Avenue  
Incline Village, NV 89451

PROJECT: **ADDITION & UPGRADES**

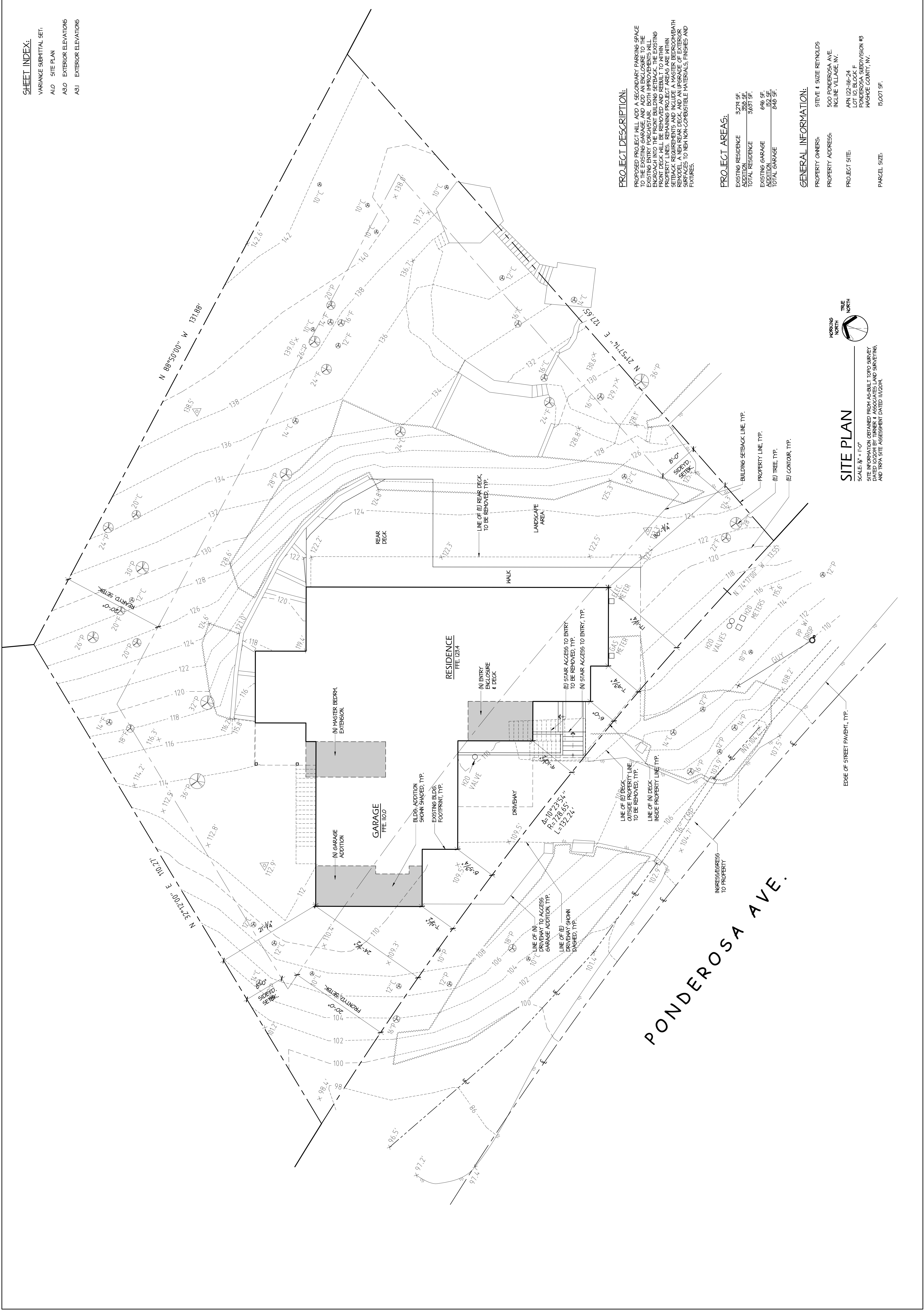
NOTE: All changes and additions made on this drawing shall constitute original and complete drawings and may not be duplicated, used for any other project, or be a part of any other project without the consent of Susie Yanagi Architect.

ISSUING: 10/2/20 VARIANCE SUBMITTAL SET

JOB NO.	REY-6203
DRAWN/CHECKED BY:	EZ/SY
SHEET TITLE:	SITE PLAN

SHEET NO.

# A1.0



**PROJECT DESCRIPTION:**

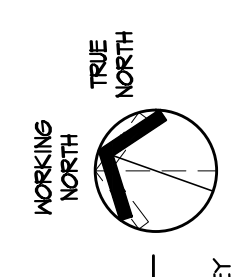
PROPOSED PROJECT WILL ADD A SECONDARY PARKING SPACE TO THE EXISTING GARAGE AND ADD AN ENCLOSURE TO THE EXISTING ENTRY PORCH/STAIR. BOTH IMPROVEMENTS WILL ENCRUSH INTO THE FRONT BUILDING SETBACK. THE EXISTING FRONT DECK WILL BE REMOVED AND REPLACED WITH A NEW FRONT DECK. REVISIONS AND UPDATES TO THE EXISTING SETBACK REQUIREMENTS AND INCLUDE A MASTER BEDROOM/BATH RENOVEL, A MEN REAR DECK, AND AN UPGRADE OF EXTERIOR SURFACES TO NEW NON-COMBUSTIBLE MATERIALS, FINISHES AND FIXTURES.

**PROJECT AREAS:**

EXISTING RESIDENCE	5274 SF
ADDITIONAL RESIDENCE	3230 SF
TOTAL RESIDENCE	8504 SF
EXISTING GARAGE	646 SF
ADDITION	452 SF
TOTAL GARAGE	1098 SF

**GENERAL INFORMATION:**

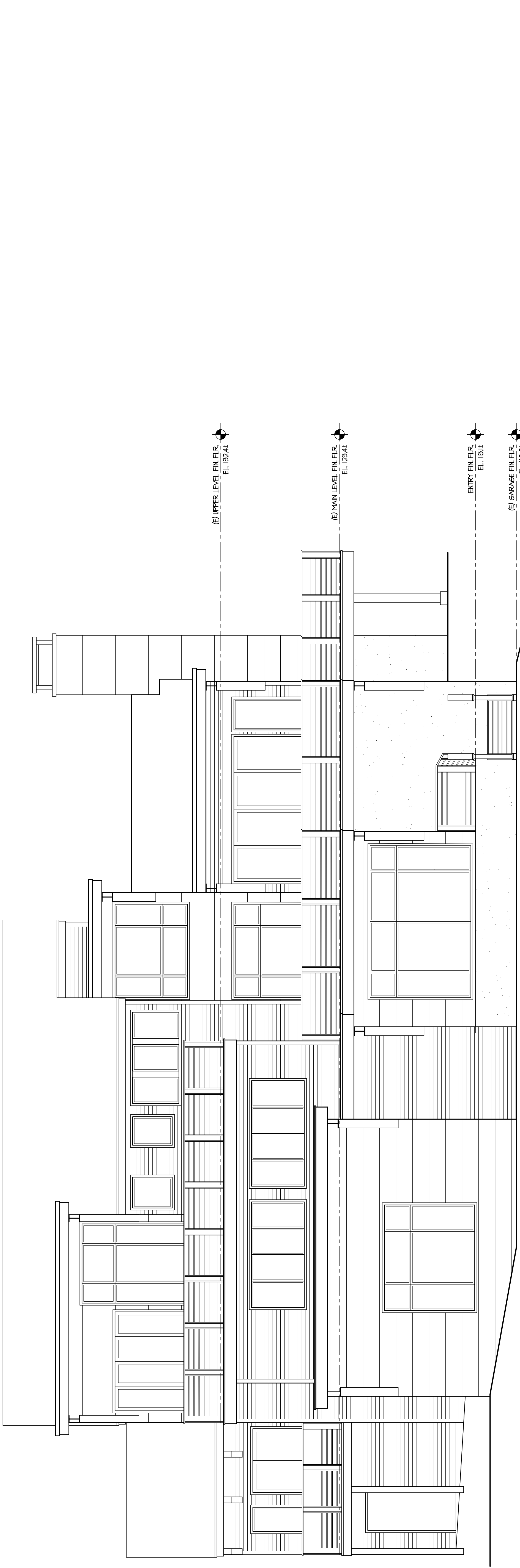
PROPERTY OWNERS: STEVE & SUZIE REYNOLDS  
 PROPERTY ADDRESS: 500 PONDEROSA AVE, INCLINE VILLAGE, NV.  
 PROJECT SITE: APRIL 22-18-24 LOT 10, BLOCK F PONDEROSA SUBDIVISION #3 WASHOE COUNTY, NV.  
 PARCEL SIZE: 15,007 SF.



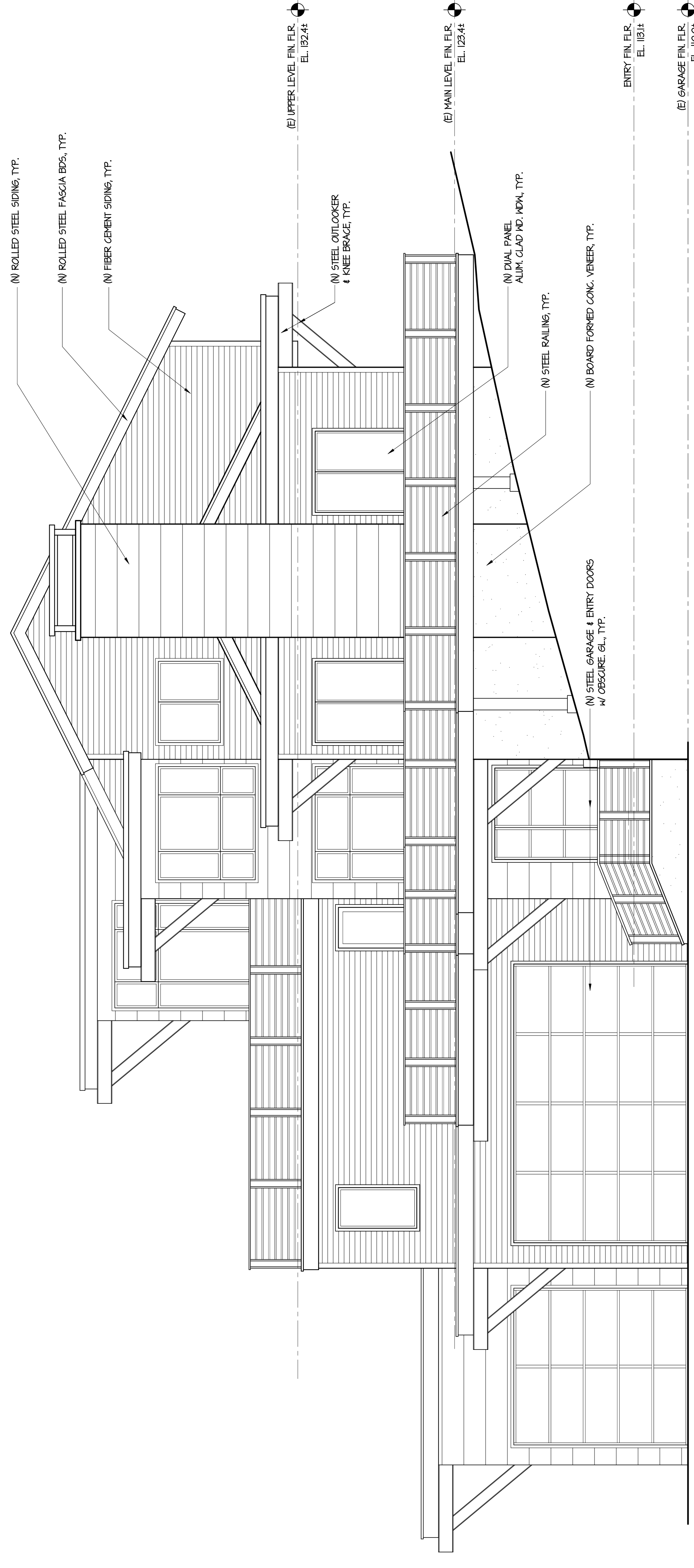
**SITE PLAN**

SCALE: 1/8" = 1'-0"  
 SITE INFORMATION OBTAINED FROM AS-BUILT TOPO SURVEY DATED 10/20/18 BY TURNER & ASSOCIATES LAND SURVEYING AND TOPOG SITE ASSESSMENT DATED 10/10/2018.

**PONDEROSA AVE.**



EXISTING WEST ELEVATION w/ PROPOSED MODIFICATIONS  
 (FACING STREET/LEFT SIDE)  
 SCALE: 1/4" = 1'-0"



EXISTING SOUTH ELEVATION w/ PROPOSED MODIFICATIONS  
 (FACING STREET/FRONT)  
 SCALE: 1/4" = 1'-0"

Susie Yanagi ARCHITECT  
530 / 583-1789  
susiey@jps.net  
590 High Street  
P.O. Box 1662  
Carmelian Bay, CA 96140

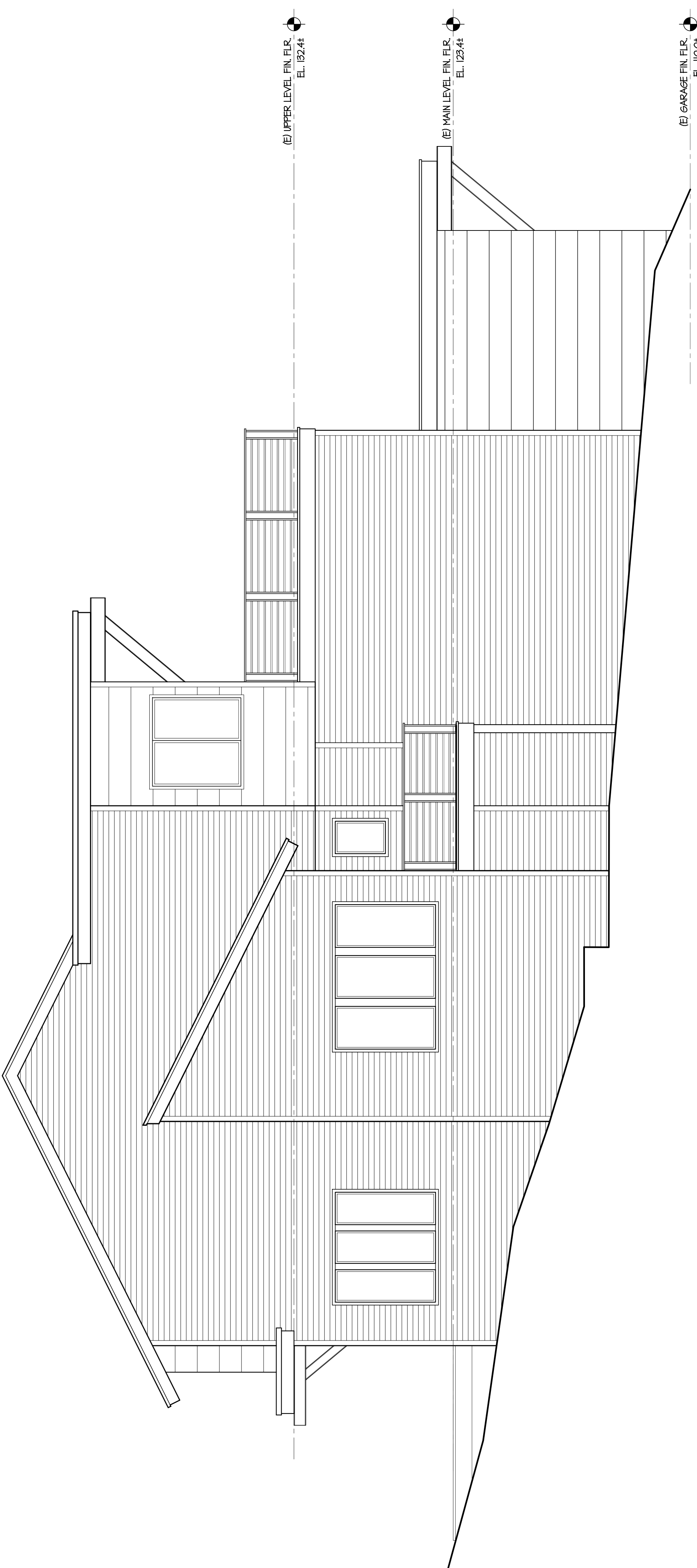
ADDITION & UPGRADES  
for  
The Reynolds  
500 Ponderosa Avenue  
Incline Village, NV 89451

PROJECT: ADDITION & UPGRADES  
DATE: 12/20/20  
DRAWN BY: REY-6203  
CHECKED BY: E2/JSY  
SHEET TITLE: EXTERIOR ELEVATIONS  
SHEET NO.: A3.1

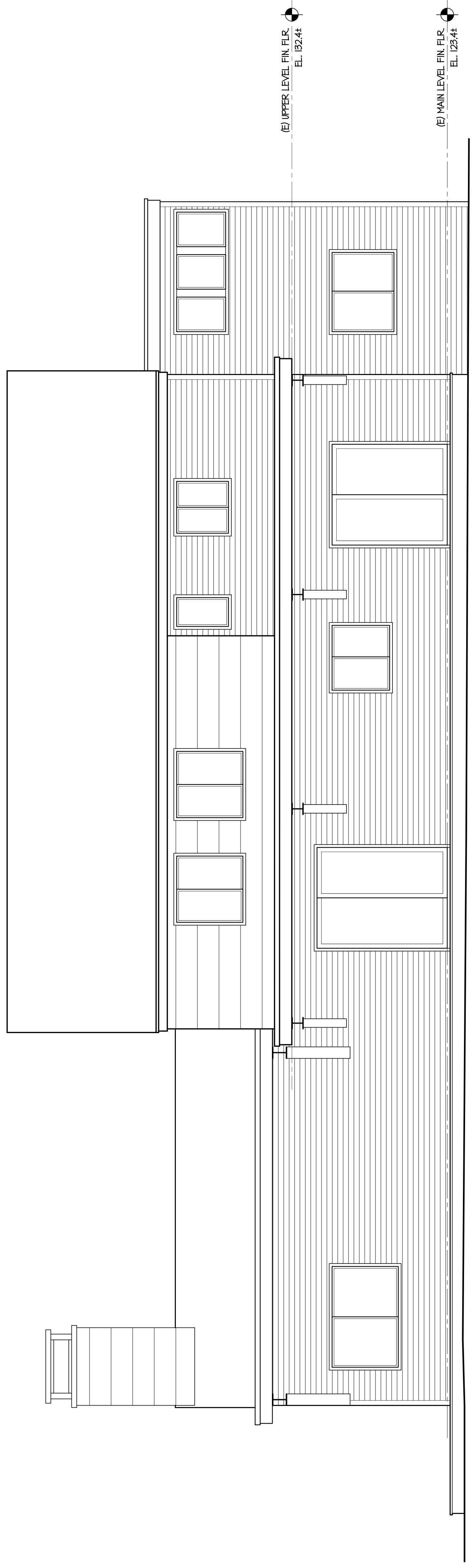
NOTE:  
All changes and additions made on this drawing constitute the original and final design. No other changes or modifications may be made without the written consent of Susie Yanagi Architect.  
VARIANCE: 12/20/20  
SUBMITTAL SET

EXTERIOR ELEVATIONS

A3.1



EXISTING NORTH ELEVATION w/ PROPOSED MODIFICATIONS  
SCALE: 1/4" = 1'-0"  
(FACING REAR)



EXISTING EAST ELEVATION w/ PROPOSED MODIFICATIONS  
SCALE: 1/4" = 1'-0"  
(FACING RIGHT SIDE)



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

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

Minutes of the Incline Village Crystal Bay Citizens Advisory Board meeting held by teleconference at <https://us02web.zoom.us/j/86593986047> on **November 2, 2020**

**1. \*CALL TO ORDER/ PLEDGE OF ALLEGIANCE** – Judy Miller called the meeting to order at 5:30 P.M. and chaired the meeting by unanimous consent. Diane Davis led the pledge of allegiance.

**2. \*ROLL CALL/DETERMINATION OF A QUORUM** - Judy Miller, Michael LeFrancois, Denise (alternate for absent member), Diane Davis (alternate for absent member), and Sara Schmitz. Kevin Lyons joined the meeting at 6:00 p.m. A quorum was determined.

Absent: Mike Sullivan.

**3. \*PUBLIC COMMENT** – Ronda Tiser expressed concern about Washoe County funds being dedicated to Tahoe Transportation District for purchase of the elementary school for a transportation hub. Ms. Tiser obtained previous emails from Washoe County and is concerned that Washoe County will bring approval of funds on November 10, 2020. Ms. Tiser believes Carl Hasty, Dave Solaro and Eric Crump have worked to provide funds for two years to support this effort and local residents concerns are not part of the discussion. Ms. Tiser noted if you want to make your opinion known to share on November 10 at 10 a.m. to Board of County Commissioners or to write your state representatives about why you want Incline Village to be its own township.

**4. APPROVAL OF AGENDA FOR THE MEETING OF NOVEMBER 2, 2020 (for Possible Action)** – Board unanimously approved the agenda with a change in moving item 7 to item 5.

**7 (amended agenda). \*WASHOE COUNTY COMMISSIONER UPDATE-** Washoe County Commissioner, Marsha Berkbigler provided updated information on discussions and actions by the Board of County Commissioners (BCC). Commissioner Berkbigler provided an update on the potential for Washoe County to support the Tahoe Transportation District HUB using Washoe County parks funds. Commissioner Berkbigler noted that she request that this funding not be dedicated to support the Nevada Department of Transportation grant. Commissioner Berkbigler indicated that this argument would be made clear on November 10 before the Board of County Commissioners. Commissioner Berkbigler indicated that Washoe County could not stop the purchase but that she could stop Washoe County funding of the project. Following her presentation, Commissioner Berkbigler addressed questions and concerns from the CAB regarding TART ridership statistics, how this might change related to COVID, and to general future use of mass transportation in Incline Village, Nevada. Commissioner Berkbigler can be reached at (775) 328-2005 or via email at [mberkbigler@washoecounty.us](mailto:mberkbigler@washoecounty.us).

**5. APPROVAL OF AGENDA FOR MINUTES FOR THE MEETING OF MARCH 2, 2020** – Due to staffing shortages, the minutes of the March 2, 2020 meeting have not been completed. Approval of minutes will be on the next available agenda).

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

**6.A. Special Use Permit Case Number WSUP20-0020 (447 Lakeshore Grading)** – For possible action, hearing, and discussion to approve a Special Use Permit to allow for a driveway to traverse a slope of thirty (30) percent or greater (steeper).

- **Applicant\Property Owner:** Midkiff and Associates, Inc\Aqua Verde Investment Group, LLC
- **Location:** 447 Lakeshore Boulevard
- **Assessor's Parcel Number:** 123-250-07
- **Staff:** Chris Bronczyk, Planner, (775) 328-3612; [cbronczyk@washoecounty.us](mailto:cbronczyk@washoecounty.us)
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on December 3, 2020

Presentation on behalf of the applicant was provided by Gary Midkiff, Midkiff and Associates. Citizen Advisory Board members requested additional information. CAB member Diane requested information on Nevada Department of Transportation (NDOT) review. Mr. Midkiff indicated that NDOT issued conditional approval and noted that NDOT would need to be satisfied before the project moved forward. CAB members noted concern with access for emergency vehicles and potential damage to public vehicles due to the perceived steep grade of the driveway. CAB members requested information on options to change the garage design to reduce the slope of the driveway. Planner Chris Bronczyk clarified that the special use permit is to traverse over 30% slope and that the steepness of the driveway is 12%; the applicant has withdrawn a request to remove the front of the property; additional variances are not expected to be brought forward outside the special use permit; and, the applicant is asking to vary standards to wall height and set backs. Washoe County Senior Planner Roger Pelham explained the purpose of the requirements for code related to retaining walls at 4.5 feet. CAB member Michael LeFrancois expressed concern regarding traffic, safety and bike safety on Highway 28 and future opportunities for bike lanes or related safety improvements. CAB member Michael LeFrancois requested information on alternative designs to limit visual impact of the driveway and walls. Washoe County Planner Chris Bronczyk provided information on Washoe County's jurisdiction.

**MOTION:** Kevin Lyons made a motion to approve and second from Michael LeFrancois, motion passed 4 to 1 (Schmitz in opposition).

**6.B. Variance Case Number WPVAR20-0006 (Reynolds Front Yard Setback Reduction)** – For possible action, hearing, and discussion to approve a variance to allow the reduction in the front yard setback at two locations: at the front entryway area to a setback of 9'10 1/2", to facilitate the enclosure of the front entry and deck; and at the garage to a setback of 7'5 1/2", in order to facilitate expansion of the garage from a capacity of one-car to two-cars.

- **Applicant\Property Owner:** John S. "Steve" Reynolds
- **Location:** 500 Ponderosa Ave, just northeast of its intersection with Red Cedar Drive
- **Assessor's Parcel Number:** 122-116-24
- **Staff:** Roger D. Pelham, MPA, Senior Planner, (775) 328-3622; [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on December 3, 2020

Washoe County Senior Planner Roger Pelham provided an update on the project, clarified that this is a two-car garage to a third car garage, and clarified noticing requirements for public hearings and Citizen Advisory Boards. Applicant representative provided a review of the project, clarified the scope of the project, described the current structure of the garage to include the pillars, and the status of Tahoe Regional Planning Agency permitting/coverage. Citizen Advisory Board members requested information on feedback from neighboring properties.

**MOTION:** Motion to recommend was made by Michael LeFrancois and second by Kevin Lyons with amendment to reach out to neighbors (no objection). Schmitz indicated there is a concern with hardship Motion was approved 4 to 1 (Schmitz in opposition).

**8. \*CHAIRMAN/BOARD MEMBER ITEMS** - This item is limited to announcements by CAB members. (This item is for information only and no action will be taken by the CAB).

- Citizen Advisory Board member Michael LeFrancois requested an update on the Tahoe Transportation proposed terminal and member Kevin Lyons supported the request.
- Citizen Advisory Board member Judy Miller noted that local representative is working with County Manager Brown to open up Citizen Advisory Boards to an expanded role.
- Citizen Advisory Board member Sara Schmitz noted she is working with County on parking issues.
- Citizen Advisory Board noted by the end of the year that they will hear an update on the Citizen Advisory Boards and an update on short-term rentals.

**9. \*GENERAL PUBLIC COMMENT AND DISCUSSION THEREOF** – no public comments.

**ADJOURNMENT** – With no further discussion, the meeting adjourned at 6:55 p.m.

Number of CAB members present: 4

Number of Public Present: 1

Presence of Elected Officials: 1

Number of staff present: 2

Submitted By: Sarah Tone