



# Board of Adjustment Staff Report

Meeting Date: September 5, 2024

Agenda Item: 8B

ADMINISTRATIVE CASE NUMBER:

WADMIN24-0009 Summit Christian Church

BRIEF SUMMARY OF REQUEST:

To allow an existing religious facility to construct a 10,000 SF building

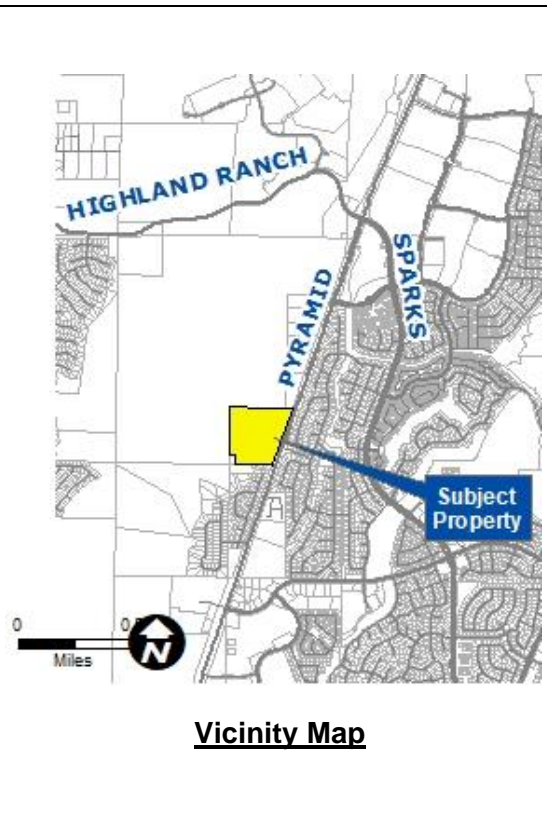
STAFF PLANNER:

Julee Olander, Planner  
Phone Number: 775.328.3627  
E-mail: jolander@washoecounty.gov

### CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit in accordance with WCC 110.808.25, as required by WCC Section 110.216.80 Table C-2 for religious assembly use type in the Public/Semi-Public Facilities regulatory zone, to construct a 10,000 SF administrative office building as an addition to an existing religious facility.

Applicant/ Property Owner:	Summit Christian Church
Location:	7075 Pyramid Highway
APN:	083-730-13
Parcel Size:	36.7 acres
Master Plan:	Open Space (OS)
Regulatory Zone:	Public/Semi-Public (PSP)
Area Plan:	Spanish Springs
Development Code:	Authorized in Article 808, Administrative Permits
Commission District:	4 – Commissioner Andriola



### 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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0009 for Summit Christian Church, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25

*(Motion with Findings on Page 11)*

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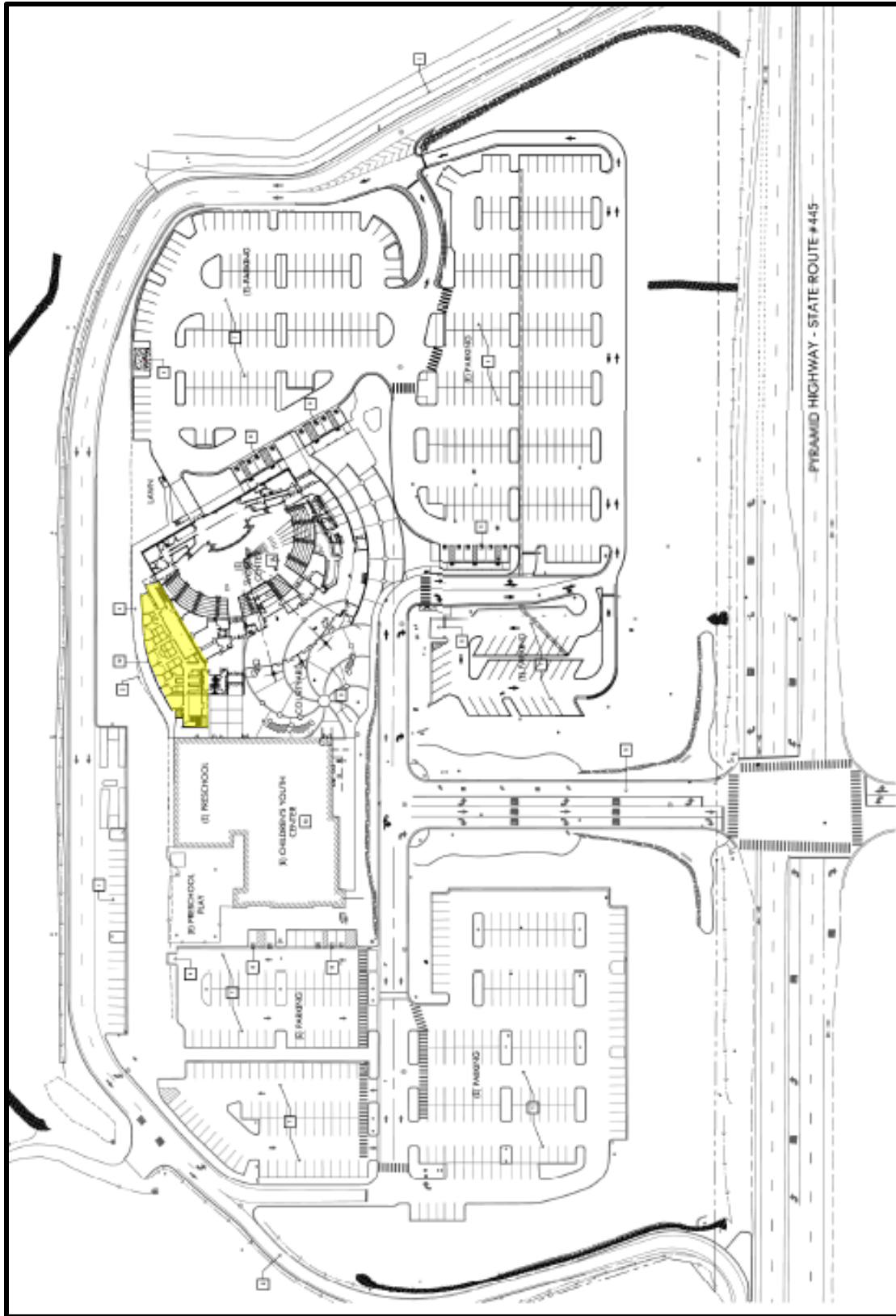
Project Application ..... Exhibit D

**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 in WCC 110.808.25, if applicable, are true.

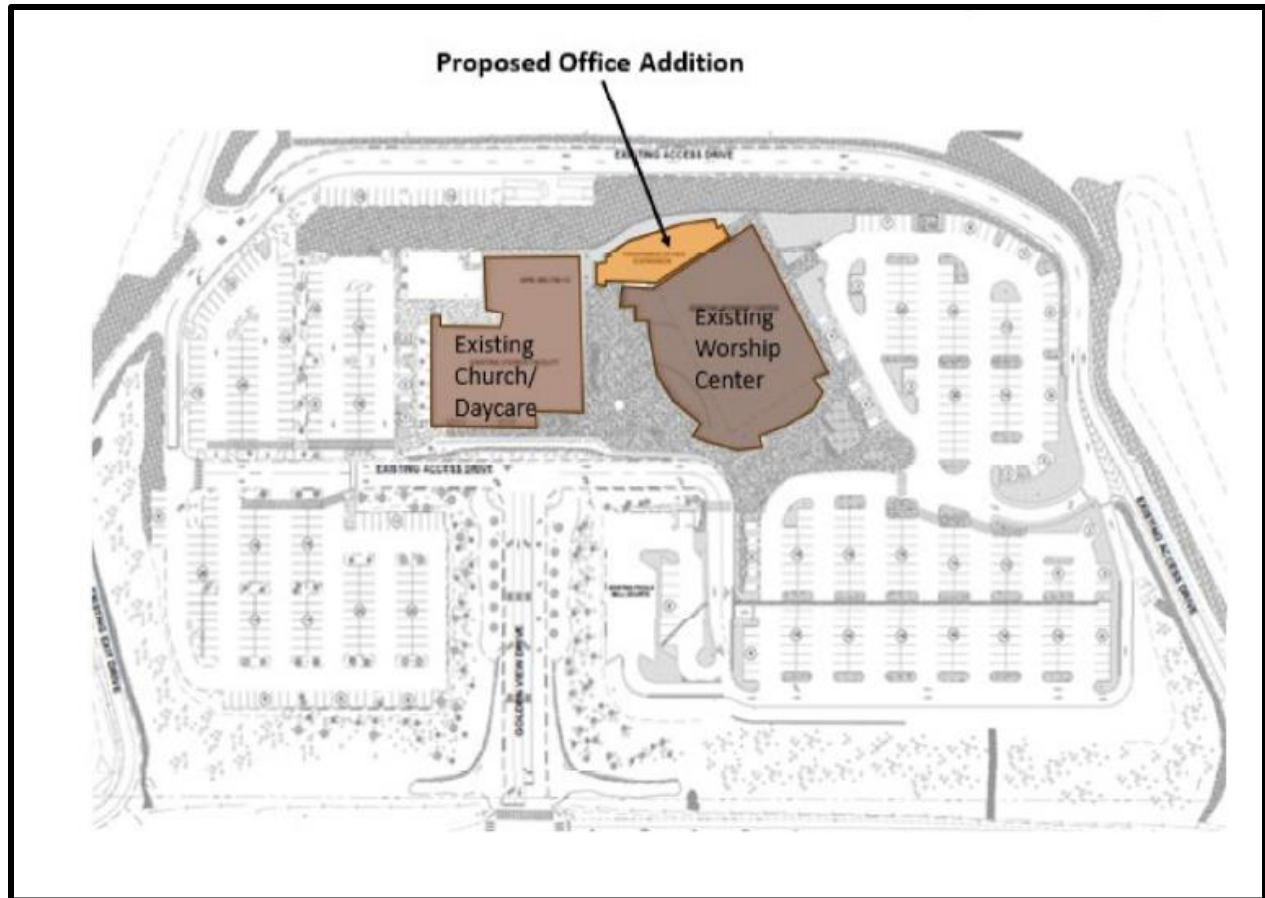
The conditions of approval for Administrative Permit Case Number WADMIN24-0009 are attached to this staff report and will be included with the action order.

The subject property is designated as Public/Semi-Public Facilities (PSP). The proposed expansion of a religious assembly use type, is permitted in the PSP regulatory zone subject to approval of an administrative permit in accordance with WCC Section 110.216.80 Table C-2. Therefore, the applicant is seeking approval of this administrative permit from the Board of Adjustment.



**Overall Site Plan**





### Site Plan

#### Project Evaluation

Previous entitlements for the Summit Christian Church:

1. In 2001, Special Use Permit case number SW0011-027 to construct a 33,064 SF religious facility; and
2. In 2019, Special Use Permit case number WSUP19-0029 for grading of 50,000 CY and a 34,225 SF expansion of religious assembly use.

The applicant is requesting an administrative permit to further expand the site with a 10,000 SF administrative office building. The expansion of religious assembly in the PSP regulatory zone requires approval of an administrative permit, per WCC Article 216, Spanish Springs Area, Table C-2 Civic Use Types.

The applicant indicates that the church has experienced rapid growth over the years, with continuing need to increase staff. The church staff currently includes 31 full-time and 12 part-time employees. The new building will allow the church to locate all the staff in one building. Spaces through the site that are being used as offices will be converted to gathering areas.

The proposed 2-story 10,000 SF administrative office building will be adjacent to the existing worship hall (See Office Building Floor Plans, page 7). The building roofline will be approximately 28 feet tall and will sit below the roofline of the existing worship hall. The allowed height for PSP is 65 feet. The architecture will be compatible with the existing buildings, using complimentary materials.

Of note, the applicant also indicates that the child daycare will increase from 100 to 250 children. The use type of child daycare is allowed by right in the PSP regulatory zone, per Article 216, Spanish Springs Table C-2 Civic Use Types, and does not require an administrative permit. The increased child care enrollment will not require any changes to the daycare facility and is not subject to any approvals by the Board of Adjustment.



VIEW FROM COURTYARD



VIEW LOOKING SOUTHEAST



VIEW LOOKING NORTHEAST



WEST ELEVATION

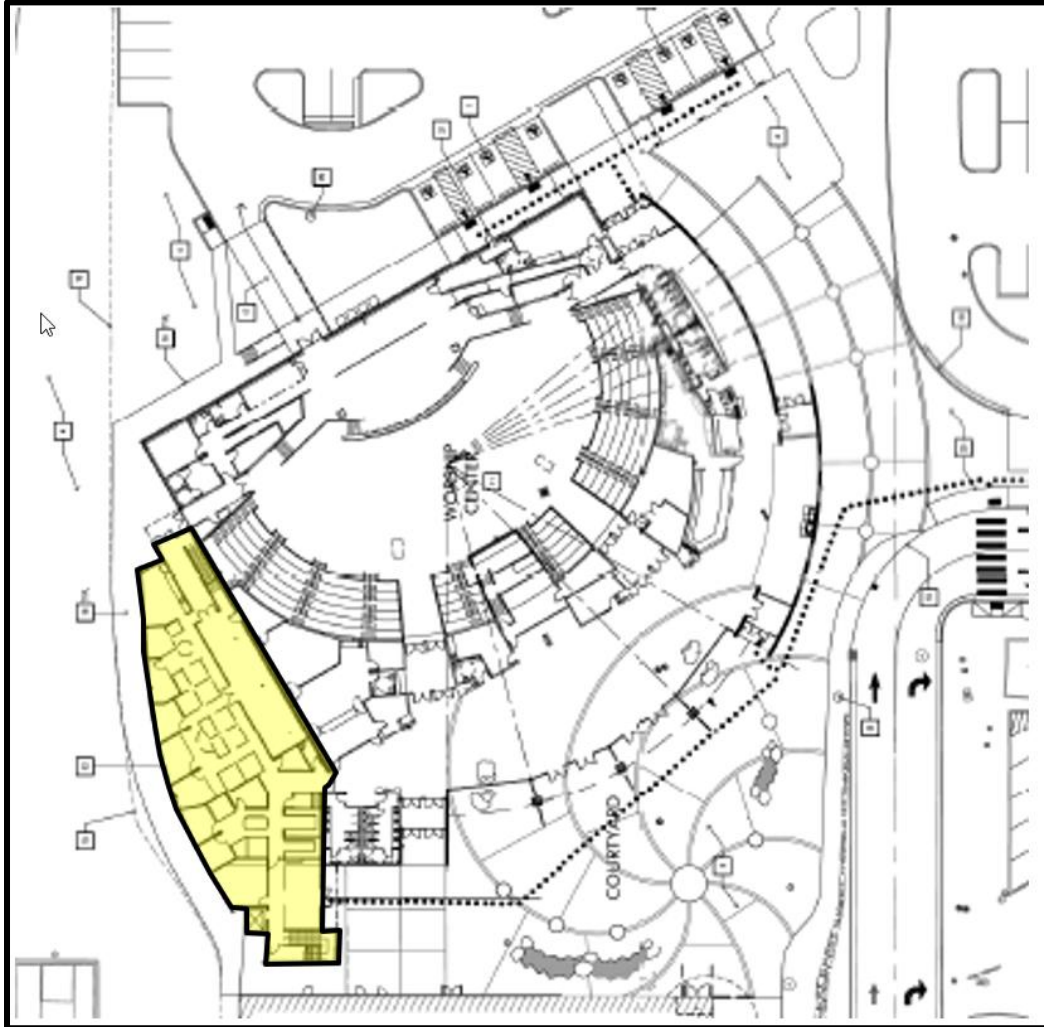


NORTH ELEVATION



EAST (COURTYARD) ELEVATION

**Office Building Elevations**





### Office Building Floor Plans

#### Parking & Access

The applicant indicates that the overall site meets the parking code requirements, which is 1 per 3 seats plus 1 per 300 square feet of additional public space. The worship hall has 1,500 seats and requires 500 parking spaces and there is 41,472 SF of public space, requiring 138 spaces, for a total of 638 parking spaces. Per the application, there are 654 parking spaces and the spaces are primarily required for activities on Sunday. Both the new administrative office building and child daycare facility are used during the weekdays, which will allow plenty of parking for both uses.

The main access to the site is at a signalized intersection at Pyramid Highway and Golden View Drive. Additionally, there are two other access points from Pyramid Highway. A dedicated southbound right turn lane enters the site and extends along the northern edge of the site and circulates around the west (rear) side of the site ultimately connecting to a dedicated southbound right lane that exits the site. The applicant indicates there will be no changes to the existing circulation layout. Additionally, there will be no impact or changes to the fire access requirements. The new administrative office building and increased daycare enrollment will be utilizing the site primarily during the weekdays and roadway impacts will be minimal. The proposed changes to the site are less than the typical impact on Sundays, with up to 1,500 attendees.



**Landscaping**

The applicant indicates that the current landscaping on-site complies with the minimum landscaping code standards, which requires 20% of the total developed land area to be landscaped. The proposal is for a 10,000 SF building and the applicant indicates that the site extends the 20% requirement. The applicant indicates that 87,167 SF of the site is required to meet the 20% requirement. According to the applicant 269,934 SF of the site is landscaped, which is 62% of the development. There is existing landscaping that buffers the edge of the parking lot and throughout the parking area per code. The application states that there are “85 trees and 101,757 sqft of shrub coverage,” which exceeds the code requirements.

**Master Plan Evaluation**

The proposed expansion aligns with the Envision Washoe 2040 (EW2040) Master Plan Spanish Springs Vision Statement as described in Table 1.

**Table 1: Master Plan Conformance**

Vision Statement	Explanation of Conformance with Vision Statement
<i>“Spanish Springs community... supports the area’s dedication to providing its residents with economic opportunities while preserving the low density, large-lot residential uses that are typical in the community.”</i>	The proposed expansion to add more administrative space for Summit Christian Church will maintain economic/employment opportunities, with the possibility of adding employees in the future.

The proposed building expansion aligns with applicable EW2040 Priority Principles & Policies as described in Table 1.

**Table 2: Master Plan Element Conformance Priority Principles & Policies**

Master Plan Element	Priority Principles & Policies	Explanation of Conformance with Priority Principles & Policies
<b>Regional Form and Coordination Principle 2. Utilize land use and transportation decisions to support a healthy economic base.</b>		
<b>RFC 2.2. Support development projects that align with master plan policies and promote business retention and expansion</b>		Expanding the Summit Christian Church aligns with master plan policies and promotes business retention, encouraging and maintaining a growing religious facility in Washoe County.
<b>Regional Form and Coordination Principle 7. Facilitate development and expansion of local employment opportunities</b>		
<b>RFC7.1 Explore tools to promote economic development that does not require the investment of local funds.</b>		The expansion of Summit Christian Church is privately funded and does not require the investment of local funds.

**Reviewing Agencies**

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
NDOT (Transportation)	X			
NV Highway Patrol	X			
Washoe County Building & Safety	X			
Washoe County Sewer	X			
Washoe County Traffic	X			
Washoe County Water Rights Manager (All Apps)	X	X		Timber Weiss, tweiss@washoecounty.gov
WCSD Law Enforcement	X	X		Amelia Galicia, Agalicia@washoecounty.us
Washoe County Engineering (Land Development) (All Apps)	X	X	X	Rob Wimer, rwimer@washoecounty.gov; Janelle Thomas, jkthomas@washoecounty.gov
Washoe County Engineering & Capital Projects Director (All Apps)	X			
NNPH EMS	X	X		Sarah Smith, scsmith@nnph.org
NNPH Environmental Health	X	X	X	Jim English, jenglish@washoecounty.gov; Wes Rubio, wrubio@washoecounty.gov; David Kelly,
TMFPD	X	X	X	Dale Way, dway@tmfpd.us; Brittany Lemon,
Regional Transportation Commission	X	X		Marquis Williams, mwilliams@RTC.com
Human Services Agency (Day Care)	X			
Washoe County Business License	X			

**Neighborhood Meeting**

The applicant hosted a neighborhood meeting on June 4, 2024 at the Summit Christian Church. There were no attendees.

**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.

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Spanish Springs Area Plan.

*Staff Comment: The proposed use to expand religious assembly is consistent with the action programs, policies, standards, and maps of the Master Plan and the Spanish Springs Planning Area, with the administrative permit.*

- (b) 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 proposal is to expand a site already being used for religious assembly. The site has adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities as explained in the staff report. Conditions of approval provide further requirements from Washoe County Engineering and Capital Projects Division, Northern Nevada Public Health, Environmental Health Program and Truckee Meadows Fire Protection District. The increase to the daycare facility will be reviewed internally by Washoe County departments.*

- (c) Site Suitability. That the site is physically suitable for religious facility and day care school, and for the intensity of such a development.

*Staff Comment: The proposal is to expand an existing church. The majority of the area has already been developed by the church. There are no significant concerns. Conditions of approval provide further requirements to mitigate any issues (See Exhibit A).*

- (d) 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: The proposal is to expand an existing church. The majority of the area has already been developed by the church. The expansion is unlikely to impact 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. Conditions of approval provide further requirements to mitigate any issues (See Exhibit A).*

- (e) 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 of required notice for this special use permit; therefore, the project will have no effect on a military installation.*

### **Recommendation**

After a thorough analysis and review, Administrative Permit Case Number WADMIN24-0009 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 Washoe County Board of Adjustment approve Administrative Permit Case Number WADMIN24-0009 for Summit Christian Church, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Spanish Springs Area Plan;
- (b) 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;
- (c) Site Suitability. That the site is physically suitable for a religious facility and daycare and for the intensity of such a development;
- (d) 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;
- (e) 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.

### **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/Owner: Summit Christian Church, Email: [wwallace@summitnv.org](mailto:wwallace@summitnv.org)

Developer: Wood Rodgers, Staci Huggins, Email: [shuggins@woodrodgers.com](mailto:shuggins@woodrodgers.com)





# Conditions of Approval

Administrative Permit Case Number WADMIN24-0009

The project approved under Administrative Permit Case Number WADMIN24-0009 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on September 5, 2024. 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 Northern Nevada Public Health (NNPH), has jurisdiction over public health matters. Any conditions set by NNPH must be appealed to the District Board of Health.**

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 – Julee Olander, Planner, 775.328.3627, [jolander@washoecounty.gov](mailto:jolander@washoecounty.gov)**

- a. **The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this administrative permit.**
- b. **The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.**
- c. **The applicant shall submit construction plans, with all information necessary for comprehensive review by Washoe County, and initial building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits. Compliance with this condition shall be determined by the Planning and Building Division.**
- d. **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.

- e. All landscaping, irrigation and screening shall be completely installed and shall satisfy the requirements as set forth in the Washoe County Development Code prior to issuance of a Certificate of Occupancy.
- f. The following **Operational Conditions** shall be required for the life of the business:
  - i. 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 out of conformance and subject to revocation.
  - 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 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 – Robert Wimer, P.E., 775.328.2059, [rwimer@washoecounty.gov](mailto:rwimer@washoecounty.gov)**

- a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed onto adjacent property.
- b. An updated drainage report demonstrating that storm drainage does not negatively impact neighboring parcels shall be submitted with the building permit application.
- c. An updated traffic study demonstrating no negative impacts to existing roadways shall be submitted with the building application. Traffic report shall also be submitted to NDOT for review and approval.

### **Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS)**

- 3. The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS), which shall be responsible for determining compliance with these conditions.

**Contact Name – James English, REHS, CP-FS, EHS Supervisor, 775.900.7239, [jenglish@nnph.org](mailto:jenglish@nnph.org)**

- a. If the project is approved, all subsequent plans and permits must be routed to EHS for review and approval. The day care school shall meet all regulatory requirements and be subject to operational permitting by EHS.

### **Truckee Meadows Fire Protection District**

- 4. The following condition is a requirement of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with this condition.

**Contact Name – Brittany Lemon, Fire Captain, 775.326.6079, [blemon@tmfpd.us](mailto:blemon@tmfpd.us)**

- a. This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply. <https://tmfpd.us/fire-code/>

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

**From:** [Program, EMS](#)  
**To:** [Olander, Julee](#)  
**Cc:** [Program, EMS](#)  
**Subject:** FW: July Agency Review Memo I-Administrative Case Number WADMIN24-0009 (Summit Christian Church)  
**Date:** Monday, July 15, 2024 5:11:58 PM  
**Attachments:** [image001.png](#)  
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[image007.png](#)  
[image008.png](#)  
[image009.png](#)  
[image010.png](#)  
[image011.png](#)

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Good afternoon,

The EMS Program has reviewed the July Agency Review Memo I - Administrative Case Number WADMIN24-0009 (Summit Christian Church) and has no concerns or questions at this time based on the information provided.

Thank you,



**Sarah C. Smith** (*She/Her/Hers*)  
*EMS Coordinator*  
*Epidemiology and Public Health Preparedness*

O: [775-326-6043](tel:775-326-6043)  
1001 E Ninth St. Bldg. B Reno, NV 89512

[NNPH.org](http://NNPH.org) | [f](#) [f](#) [@](#) [X](#) [in](#)

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DATE: July 25, 2024

TO: Julee Olander, Planner, Planning and Building Division  
FROM: Robert Wimer, P.E., Engineering and Capital Projects Division

SUBJECT: Summit Christian Church WADMIN24-0009  
APN 083-730-13

## GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with the following conditions.

### GENERAL CONDITIONS

Contact Information: Robert Wimer, P.E. (775) 328-2059

#### Discussion:

1. The Applicant shall identify the proposed additional parking and emergency access road directly on the construction drawings when submitting a building/grading permit application.

#### Conditions:

1. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with best management practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), slope stabilization, and mosquito abatement. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed onto adjacent property.
2. An updated drainage report demonstrating that storm drainage does not negatively impact neighboring parcels shall be submitted with the building permit application.
3. An updated traffic study demonstrating no negative impacts to existing roadways shall be submitted with the building application. Traffic report shall also be submitted to NDOT for review and approval.

**From:** [Lemon, Brittany](#)  
**To:** [Olander, Julee](#)  
**Cc:** [Way, Dale](#)  
**Subject:** WADMIN24-0009 (Summit Christian Church)  
**Date:** Tuesday, July 16, 2024 10:24:09 AM  
**Attachments:** [image001.png](#)

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Hi Julee,

“This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply.”

<https://tmfpd.us/fire-code/>.

Thank you!

**Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584  
3663 Barron Way, Reno, NV 89511



*“Committed to excellence, service, and the protection of life and property in our community”*

July 24, 2024

Washoe County Community Services  
Planning and Development Division

RE: Summit Christian Church; 083-730-13  
Administrative Permit; WADMIN24-0009

Dear Washoe County Staff:

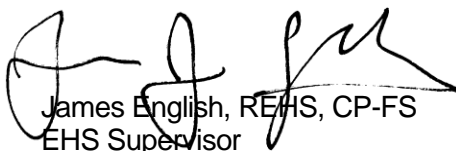
The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS) which shall be responsible for determining compliance with these conditions.

**Contact Name – James English - [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)**

- a) Condition #1: EHS has reviewed the application as submitted and has no concerns with the approval of the application as submitted.
- b) Condition #2: The project is proposed on a parcel served by community water and sewerage systems.
- c) Condition #3: If the project is approved, all subsequent plans and permits must be routed to EHS for review and approval. The day care school shall meet all regulatory requirements and be subject to operational permitting by EHS.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us) regarding all NNPH comments.

Sincerely,



James English, REHS, CP-FS  
EHS Supervisor  
Environmental Health Services  
Northern Nevada Public Health

**From:** [Galicia, Amelia](#)  
**To:** [Olander, Julee](#)  
**Subject:** FW: July Agency Review Memo I  
**Date:** Wednesday, July 17, 2024 8:07:55 AM  
**Attachments:** [image001.png](#)  
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[July Agency Review Memo I.pdf](#)  
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[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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Good morning,

No comments or concerns regarding item #1, from the Washoe County Sheriff's Office.

Thank you,



**Amelia Galicia, Captain**

Washoe County Sheriff's Office

Patrol Division

**Phone:** 775-328-3350

**Email:** [agalicia@washoecounty.us](mailto:agalicia@washoecounty.us)

911 Parr Boulevard

Reno, NV 89512

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







Date: July 18, 2024

To: Julee Olander, Planner

From: Timber Weiss, P.E., Licensed Engineer

Re: Administrative Case Number WADMIN24-0009 (Summit Christian Church)

## GENERAL PROJECT DISCUSSION

For hearing, discussion, and possible action to approve an administrative permit to construct a 10,000 SF addition for administrative offices for an existing religious facility and increase enrollment to 250 students for the day care school.

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

No water rights conditions for this permit. Applicant shall comply with TMWA's requirements for water service.



**REGIONAL TRANSPORTATION COMMISSION**

*Metropolitan Planning • Public Transportation & Operations • Engineering & Construction*

Metropolitan Planning Organization of Washoe County, Nevada

July 25, 2024

Julee Olander, Planner  
Washoe County Community Services Department  
Planning and Building Division  
1001 E 9<sup>th</sup> Street  
Reno, NV 89512

RE: Summit Christian Church – Administrative Permit – WADMIN24-0009 – RTC Comment Letter

Dear Ms. Olander,

RTC appreciates the opportunity to comment on the proposed Summit Christian Church project located at 7075 Pyramid Highway in Spanish Springs. RTC is committed to working with County staff, developers, and other stakeholders across Washoe County on transit-supportive developments that grow ridership, reduce driving, and promote walkable neighborhoods.

The purpose of this letter is to make comments ensuring that the Project is in compliance with approved RTC plans, programs, and initiatives, and to provide recommendations based on the project's proximity to any RTC existing or upcoming roadway improvements and/or transit services.

*2050 Regional Transportation Plan (RTP)*

This project impacts a regional road, Pyramid Way, as identified as an arterial with a high access control as identified in Appendix D – Access Management in the [2050 RTP](#).

The Policy level of service (LOS) standard for Pyramid Way is LOS E.

*Traffic Impact Study*

RTC requests that the Project Sponsor submit a traffic impact study for RTC review with the following considerations:

- Although the weekend trips to the site may be higher, the weekday peak background volumes on Pyramid Highway will be higher than on the weekend. Therefore, a traffic impact study is still required to verify the signal will operate within policy level of service on the weekday. Given the ongoing construction, traffic counts may not be feasible. It is recommended that the consultant grow the Existing Project counts established in the 2020 report to establish the new 2024 baseline.
- Use trip distribution to formally determine which driveway the vehicles will use.
- The report is correct that 150 students does not necessarily mean 150 new trips. Use the ITE Trip Generation manual to determine the Trips/Student.
- Verify that the Day Care trips only take place during weekdays and will not add to the weekend peak traffic. If they do conflict a weekend analysis may be required.

RTC looks forward to reviewing the traffic impact study and any further documents related to this project. If you have any questions regarding this response, please contact Marquis Williams by phone at 775-332-0174, by email at [MWilliams@rtcwashoe.com](mailto:MWilliams@rtcwashoe.com), or by mail at the following address:

RTC Development Review  
1105 Terminal Way, Suite 211  
Reno, NV 89502

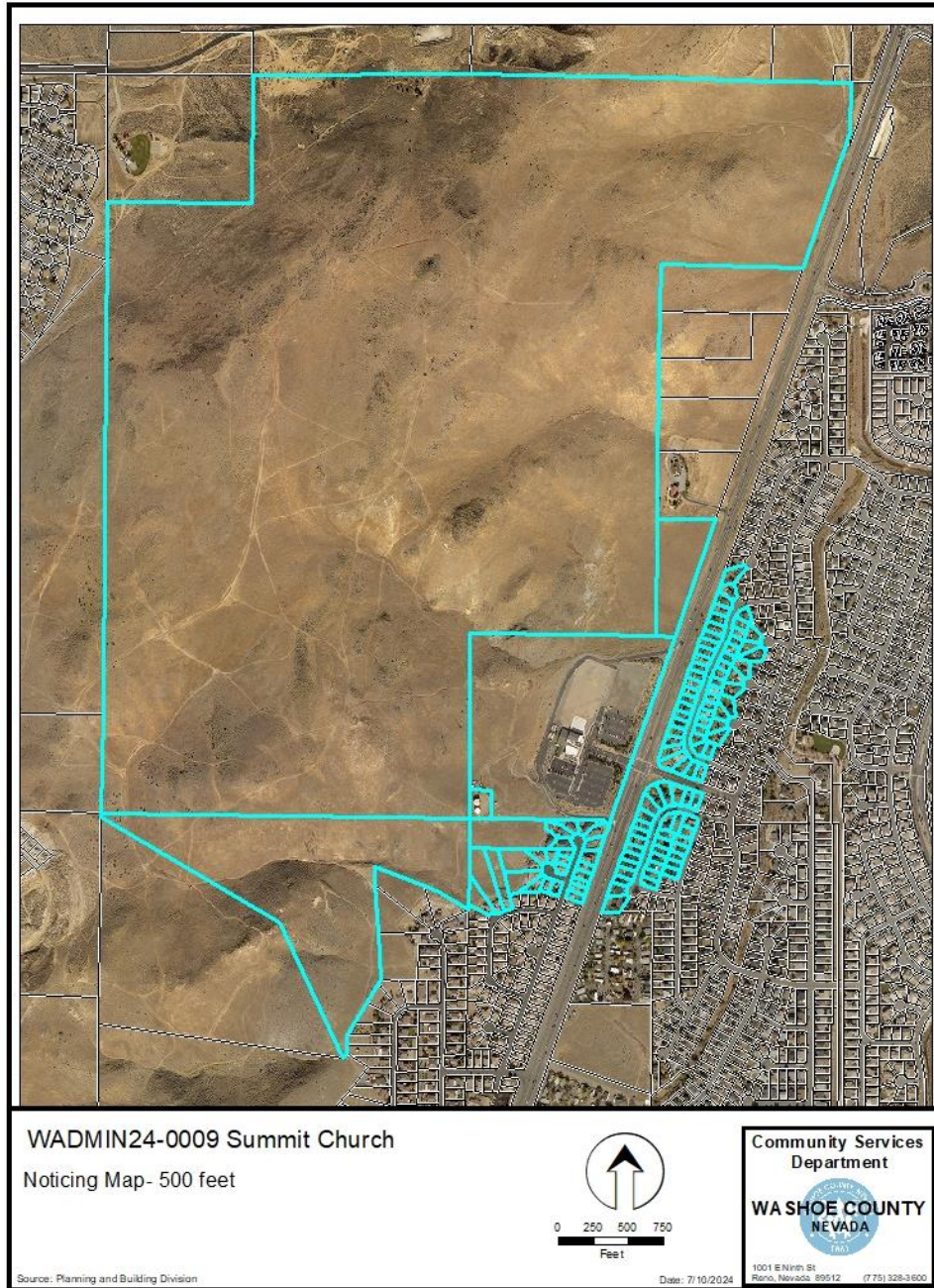
Sincerely,

A handwritten signature in black ink, appearing to read "Marquis Williams". The signature is fluid and cursive, with a large initial "M" and "W".

Marquis Williams  
Senior Technical Planner

**Public Notice**

Washoe County Code requires that public notification of an Administrative Permit be mailed to a minimum of 30 separate property owners within a minimum 500 foot radius of the subject property a minimum of 10 days prior to the public hearing date. This proposal was noticed within a 500-foot radius of the subject property, noticing 115 separate property owners a minimum of 10 days prior to the public hearing date.



**Public Notice Map**

**Administrative Permit Case Number WADMIN24-0009**



# Administrative Permit Application Summit Christian Church Building Addition

Submitted to Washoe County

July 8, 2024

ORIGINAL

Prepared for

Summit Christian Church

7075 Pyramid Way

Sparks, NV 89436

Prepared by



**WADMIN24-0009**  
**EXHIBIT D**

**WOOD RODGERS**

BUILDING RELATIONSHIPS ONE PROJECT AT A TIME  
1361 Corporate Blvd • Reno, NV 89502 • Tel: 775.823.4068 • www.woodrogers.com

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# Section 1

## 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: <b>Summit Christian Church Addition</b>			
Project Description: Admin Permit to allow an existing religious facility to: 1) construction a 10,000 sqft addition for administrative offices, and 2) increase the allowable Day Care enrollment to 250 students. All improvements are planned adjacent to or within existing building footprints. Refer to Project Description for more details.			
Project Address: 7075 Pyramid Way, Sparks, NV 89436			
Project Area (acres or square feet): 10,000 square feet			
Project Location (with point of reference to major cross streets <b>AND</b> area locator): Existing church is located west of intersection of Pyramid Way and Golden View Drive			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
083-730-13	36.709		
Section(s)/Township/Range: portions of Sections 15 & 16 T20N - R20E			
<b>Indicate any previous Washoe County approvals associated with this application:</b> Case No.(s). SW0011-027, WSUP19-0029, WBLD20-101277			
<b>Applicant Information (attach additional sheets if necessary)</b>			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: Summit Christian Church		Name: Wood Rodgers, Inc.	
Address: 7075 Pyramid Highway		Address: 1361 Corporate Blvd	
Sparks, NV	Zip: 89436	Reno, NV	Zip: 89502
Phone:	Fax:	Phone:	Fax:
Email: wwallace@summitnv.org		Email: shuggins@woodrogers.com	
Cell:	Other:	Cell: 775-250-8213	Other:
Contact Person: Will Wallace		Contact Person: Stacie Huggins	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: SAME AS OWNER/ABOVE		Name: J-U-B Engineers, Inc	
Address:		Address: 5190 Neil Road, Suite 500	
	Zip:	Reno, NV	Zip: 89502
Phone:	Fax:	Phone: 775-420-4549	Fax:
Email:		Email: ljohnson@jub.com	
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person: Lonnie Johnson	
<b>For Office Use Only</b>			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	



**FRANCISCO V. AGUILAR**  
Secretary of State

STATE OF NEVADA



OFFICE OF THE  
SECRETARY OF STATE

Commercial Recordings Division  
401 N. Carson Street  
Carson City, NV 89701  
Telephone (775) 684-5708  
Fax (775) 684-7138  
North Las Vegas City Hall  
2250 Las Vegas Blvd North, Suite 400  
North Las Vegas, NV 89030  
Telephone (702) 486-2880  
Fax (702) 486-2888

**DEPUTY BAKKEDAHL**  
Deputy Secretary for  
Commercial Recordings

**Business Entity - Filing Acknowledgement**

10/17/2023

**Work Order Item Number:** W2023101700640 - 3223488  
**Filing Number:** 20233563086  
**Filing Type:** Annual List  
**Filing Date/Time:** 10/17/2023 09:53:59 AM  
**Filing Page(s):** 2

**Indexed Entity Information:**

**Entity ID:** C25074-1998  
**Entity Name:** SUMMIT CHRISTIAN CHURCH  
**Entity Status:** Active  
**Expiration Date:** None

Non-Commercial Registered Agent  
STEPHEN BOND  
2139 MERITAGE DRIVE, SPARKS, NV 89434, USA

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recording Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

A handwritten signature in black ink that reads "FV Aguilar".

FRANCISCO V. AGUILAR  
Secretary of State



**FRANCISCO V. AGUILAR**  
 Secretary of State  
 401 North Carson Street  
 Carson City, Nevada 89701-4201  
 (775) 684-5708  
 Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

# Annual or Amended List and State Business License Application

**ANNUAL**  **AMENDED** (check one)

**List of Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:**

**SUMMIT CHRISTIAN CHURCH**

**NV19981364506**

NAME OF ENTITY

Entity or Nevada Business  
Identification Number (NVID)

**TYPE OR PRINT ONLY - USE DARK INK ONLY - DO NOT HIGHLIGHT**

**IMPORTANT:** Read instructions before completing and returning this form.

Please indicate the entity type (check only one):

- Corporation
  - This corporation is publicly traded, the Central Index Key number is:
- Nonprofit Corporation (see nonprofit sections below)
- Limited-Liability Company
- Limited Partnership
- Limited-Liability Partnership
- Limited-Liability Limited Partnership
- Business Trust
- Corporation Sole

Filed in the Office of  Secretary of State State Of Nevada	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Business Number</td> <td style="padding: 2px;">C25074-1998</td> </tr> <tr> <td style="padding: 2px;">Filing Number</td> <td style="padding: 2px;">20233563086</td> </tr> <tr> <td style="padding: 2px;">Filed On</td> <td style="padding: 2px;">10/17/2023 09:53:59 AM</td> </tr> <tr> <td style="padding: 2px;">Number of Pages</td> <td style="padding: 2px;">2</td> </tr> </table>	Business Number	C25074-1998	Filing Number	20233563086	Filed On	10/17/2023 09:53:59 AM	Number of Pages	2
Business Number	C25074-1998								
Filing Number	20233563086								
Filed On	10/17/2023 09:53:59 AM								
Number of Pages	2								

Additional Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers, may be listed on a supplemental page.

**CHECK ONLY IF APPLICABLE**

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

- 001 - Governmental Entity
- 006 - NRS 680B.020 Insurance Co, provide license or certificate of authority number

**For nonprofit entities formed under NRS chapter 80:** entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is \$200.00. Those claiming an exemption under 501(c) designation must indicate by checking box below.

- Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee.  
Exemption Code 002

**For nonprofit entities formed under NRS Chapter 81:** entities which are Unit-owners' association or Religious, Charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C § 501(c) are excluded from the requirement to obtain a state business license. Please indicate below if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit \$200.00 for the state business license.

- Unit-owners' Association
- Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. §501(c)

**For nonprofit entities formed under NRS Chapter 82 and 80: Charitable Solicitation Information - check applicable box**

Does the Organization intend to solicit charitable or tax deductible contributions?

- No - no additional form is required
- Yes - the "Charitable Solicitation Registration Statement" is required.
- The Organization claims exemption pursuant to NRS 82A 210 - the "Exemption From Charitable Solicitation Registration Statement" is required

**\*\*Failure to include the required statement form will result in rejection of the filing and could result in late fees.\*\***



**FRANCISCO V. AGUILAR**  
 Secretary of State  
 401 North Carson Street  
 Carson City, Nevada 89701-4201  
 (775) 684-5708  
 Website: [www.nvsos.gov](http://www.nvsos.gov)  
[www.nvsilverflume.gov](http://www.nvsilverflume.gov)

# Annual or Amended List and State Business License Application - Continued

**Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:**

CORPORATION, INDICATE THE <u>PRESIDENT</u> :			
<b>Bryan James Smith</b>	<b>USA</b>		
Name	Country		
<b>4031 Desert Fox Drive</b>	<b>Sparks</b>	<b>NV</b>	<b>89436</b>
Address	City	State	Zip/Postal Code
CORPORATION, INDICATE THE <u>SECRETARY</u> :			
<b>William Canfield Wallace</b>	<b>USA</b>		
Name	Country		
<b>6556 Angels Orchard Dr</b>	<b>Sparks</b>	<b>NV</b>	<b>89436</b>
Address	City	State	Zip/Postal Code
CORPORATION, INDICATE THE <u>TREASURER</u> :			
<b>William Canfield Wallace</b>	<b>USA</b>		
Name	Country		
<b>6556 Angels Orchard Dr</b>	<b>Sparks</b>	<b>NV</b>	<b>89436</b>
Address	City	State	Zip/Postal Code
CORPORATION, INDICATE THE <u>DIRECTOR</u> :			
<b>Alexander Jacob Berger</b>	<b>USA</b>		
Name	Country		
<b>1203 Avian Dr</b>	<b>Sparks</b>	<b>NV</b>	<b>89441</b>
Address	City	State	Zip/Postal Code

None of the officers and directors identified in the list of officers has been identified with the fraudulent intent of concealing the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

**X** Sara Lynn Johnson  
 Signature of Officer, Manager, Managing Member,  
 General Partner, Managing Partner, Trustee,  
 Subscriber, Member, Owner of Business,  
 Partner or Authorized Signer FORM WILL BE RETURNED IF

<b>Executive Personnel</b>	<b>10/17/2023</b>
<small>Title</small>	<small>Date</small>

UNSIGNED

**FRANCISCO V. AGUILAR**  
Secretary of State

**DEPUTY BAKKEDAH**  
Deputy Secretary for  
Commercial Recordings

**STATE OF NEVADA**



**OFFICE OF THE  
SECRETARY OF STATE**

*Commercial Recordings & Notary Division*  
401 N. Carson Street  
Carson City, NV 89701  
Telephone (775) 684-5708  
Fax (775) 684-7138  
  
North Las Vegas City Hall  
2250 Las Vegas Blvd North, Suite 400  
North Las Vegas, NV 89030  
Telephone (702) 486-2880  
Fax (702) 486-2888

Sara Johnson  
7075 Pyramid Hwy  
Sparks, NV 89436, USA

**Work Order #: W2023101700640**  
October 17, 2023  
Receipt Version: 1

**Special Handling Instructions:**

**Submitter ID: 620362**

**Charges**

Description	Fee Description	Filing Number	Filing Date/Time	Filing Status	Qty	Price	Amount
Annual List	Fees	20233563086	10/17/2023 9:53:59 AM	Approved	1	\$50.00	\$50.00
Total							\$50.00

**Payments**

Type	Description	Payment Status	Amount
Credit Card	6975616441436134703097	Success	\$50.00
Credit Card	Service Fee	Success	\$1.25
Total			\$51.25

**Credit Balance: \$0.00**

Sara Johnson  
7075 Pyramid Hwy  
Sparks, NV 89436, USA

# Administrative Review Permit Application

## Supplemental Information

(All required information may be separately attached)

1. Describe the type of development that is proposed (e.g. accessory dwelling unit, accessory structure, etc.)

The proposed project includes additional space for administrative offices to serve an existing Religious Assembly facility.

2. If this proposed administrative review permit application is for an accessory dwelling or structure, what is the square footage of the proposed building? If the building is a manufactured or modular home, also list the age and size of the unit.

This Administrative Permit is requested to allow a 10,000 sqft addition to an existing religious assembly facility. Also included is a request to increase the allowable enrollment at the Day Care/Pre-School up to 250 students.

3. How are you planning to integrate the proposed building to provide architectural compatibility with the subject property and neighborhood?

The building addition will be constructed on the western side of the existing worship hall where it will not be visible to surrounding area. Architecturally, the addition has been designed to match the existing building. Building elevations are provided in Section 3 of this application.

5. How many off-street parking spaces are available? Parking spaces must be shown on site plan. Will any new roadway, driveway, or access improvements be required?

As shown on the site plan, there are 654 existing on-site parking spaces that adequately accommodate Church services/facilities.

6. What will you do to minimize any potential negative impacts (e.g. increased lighting, removal of existing vegetation, etc.) your project may have on adjacent properties?

Given the location and size of the proposed addition, negative impacts on adjacent properties are not anticipated.

7. If your project falls under WCC 110.220.60 Sitting on Corner and Sloped Lots, address how the project meets the requirements of WCC 110.220.60(a)(1-6).

Not applicable; this project is not located in the Tahoe Area.

8. Is the proposed building intended to be used for a business or as a short term rental (STR)? If so, have you obtained a business license or STR permit?

Not applicable; this project is not a short term rental.

9. Is the subject property part of an active Home Owners Association (HOA) or Architectural Control Committee?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please list the HOA name.
------------------------------	--	-----------------------------------

10. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that may prohibit a detached accessory dwelling on your property?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please attach a copy.
------------------------------	--	-------------------------------

11. Only one accessory dwelling unit, whether attached or detached, is allowed per parcel. Is there a guest apartment, mother-in-law unit, next-gen addition with kitchen or any other type of secondary dwelling on the subject property?

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, please provide information on the secondary unit.
------------------------------	--	---

12. List who the service providers are for the main dwelling and accessory dwelling:

	Main Dwelling	Accessory Dwelling
Sewer Service	N/A	N/A
Electrical Service	N/A	N/A
Solid Waste Disposal Service	N/A	N/A
Water Service	N/A	N/A

# Section 2





**PROJECT DESCRIPTION**

**Executive Summary**

Commission District #: 4, Clara Andriola  
Applicant: Summit Christian Church  
APN Numbers: 083-730-13

Request: A request has been made for Administrative Permit to:  
1) construct an addition for administrative offices to support the existing church facility, and  
2) increase the allowable number of students/children permitted in the on-site Pre-school/Day-Care facility

Location: The project is located directly west of the intersection of Golden View Drive and Pyramid Highway in the Spanish Springs Planning Area.

**Background**

A Special Use Permit (SUP) was approved in 2001 (SW0011-027) to construct a full service religious facility (Campus) that included a 33,064 sqft worship center, elementary school, pre-school, day care center, and other ancillary uses to be constructed over a series of phases. A number of conditions were placed on the project, including one that limited pre-school/daycare enrollment to no more than 100 students at final build out. In 2004, the first phase of the worship center and the daycare center were constructed. As part of this first phase, a traffic signal was installed at the main entrance to the facility, the intersection of Pyramid Highway and Golden View Drive, to accommodate the additional traffic anticipated from the project.

In 2020, a second SUP was approved (WSUP19-0029) to construct a new 34,225 sqft worship center on the Campus and grade 50,000 cubic yards of the property. The new worship center allowed the Church to expand Campus uses in the original worship building to include meeting spaces and classrooms as well as continuing to serve as the daycare/pre-school facility. At the time, the SUP noted that future development based on the overall Campus master plan included a future administrative building and storage space near the buildings. As part of the new worship center project, additional parking was constructed on the northern portion of the site, bringing the total available parking up to 654 spaces for the Campus. As part of this second SUP, an updated Traffic Study found the additional trips to be acceptable but recommended adjustments to the traffic signal timing at Pyramid Highway and Golden View Drive. No additional improvements were recommended.

Since 2020, the Church has seen rapid growth and has been active in the community, holding regular community events as well as partnering and/or volunteering with local organizations throughout the Truckee Meadows. As the congregation has continued to grow over the years, the need for Administrative staff also increased. Presently, thirty-one (31) full time and twelve (12) part time church staff are limited to small office spaces within various Campus buildings. This current request to construct new office spaces will allow the Church to consolidate office spaces and bring all employees into one centralized location on the Campus. This will also allow the Church to convert current offices in the main building into larger gathering spaces that can be used for youth ministry services.



In addition to the new office spaces, this request will allow the Church to respond to increased demand for pre-school/day care services by increasing the allowable enrollment number up to 250 students maximum. These services will continue to operate in the original Church building and does not require any modification to the Campus layout to serve the additional students.

**Master Plan and Zoning**

The project site has a master plan designation of Open Space (OS) and a zoning designation of Public Semi Public (PSP) and is located within the Spanish Springs Planning Area. (Refer to Vicinity Map, Site Aerial, Master Plan Map, and Zoning Map in Section 3 of this submittal packet). Per Washoe County Development Code, Table 110.302.05.2, "Religious Assembly" and "Child Daycare" are both permitted in the PSP zoning district with approval of an Administrative Permit.

**Neighborhood Meeting Summary**

As required the applicant hosted a Neighborhood Meeting to discuss the project prior to this application. Post cards were mailed to 120 property owners within 750 feet of the project site. The meeting was hosted at Summit Christian Church on Tuesday, June 4, 2024 at 6:30pm. The project Team was available and prepared to give a presentation; however, no members of the public attended the meeting. The pre-application meeting materials, including a presentation, were uploaded to the Washoe County HUB website.

**Project Request**

Included with this application is an **Administrative Permit** to allow the Church to construct approximately 10,000 square feet of additional space to accommodate administrative offices to support a **Religious Facility** immediately adjacent to the existing worship hall. This application also seeks to increase the number of students/children allowed up to 250 in the on-site **Pre-school/Day-Care facility**.



### **Project Description**

The proposed project includes a two-story, 10,000 square foot building addition on the west (back) side of the existing worship center that will serve as Campus Administrative offices. As noted previously, the addition will allow the Church to consolidate all of the office spaces in one location and convert the current administrative offices in the original building into spaces that can be used for youth ministry services. Note that the building addition meets all required setbacks of the PSP regulatory zone. **Refer to the Civil Plans included in Section 3 and the map pocket for additional details.**

Architecturally, the building addition is approximately 28 feet tall which sits below the roofline of the existing worship hall. The building design incorporates existing building forms and materials to be fully compatible with the overall aesthetic architectural character found on the Campus. The gentle curved exterior building form is repeated on the west elevation, accented by a shade canopy along the glazed openings. High performance dual glazing in aluminum storefront will match in tint and type. The stone veneer clad south wall is identical to the veneer on the other building throughout the complex. Exterior plaster with reveals will be painted in the same color palette as all other buildings. **Refer to the Architectural Package included in Section 3 for additional details.**

In terms of the pre-school/daycare facility, there are currently two programs offered on Campus, a preschool (Summit Ridge) and a before & after school program (Anchor Point). When Anchor Point was initially launched, it served as a ministry of the church. However, in recent years, these two programs have become more established, and demand has increased significantly. As such, in order to ensure the two programs are operating within County standards, the Church is seeking approval to increase the allowable number of students/children on Campus from 100 up to 250 max for both uses. It is worth noting that the use of campus/driveways/parking areas during the week, when these two programs are operating, is well below the impact of weekend usage associated with the Worship Center.

### **Parking & Access**

The Campus provides ample parking to accommodate the proposed building addition. Washoe County Code requires 1 parking space for 3 seats, plus 1 parking space for 300 sqft of additional public space. For the purposes of this request, the amount of parking needed should be based on the previously approved Worship Center, understanding that it is ultimately the largest parking generator on the site and any other parking generators (i.e. the preschool/daycare) require far less parking. With 1,500 seats, the Worship Center requires a total of 500 parking spaces and approximately 41,472 sqft of public space, the Campus requires a minimum of 638 parking spaces. As constructed today, a total of 654 spaces, including 19 accessible spaces, serve the Campus.

Vehicular access to the Campus is provided from the main entrance at the signalized intersection of Pyramid Highway and Golden View Drive. There are two additional access points that connect to Pyramid Highway; a dedicated southbound right turn lane entering the site and extending along the northern edge of the Campus and that circulates around the west (rear) side of the Campus ultimately connecting to a dedicated southbound right lane that exits the site. The proposed building addition does not change the layout or circulation on the site.

It is also worth noting that in terms of increasing the allowable student enrollment for the pre-school/daycare, these uses are typically Monday thru Friday rather than Sunday, and have far less people (250 students) on the campus than compared to the Worship Center (1,500 parishioners). Given the scale

and intended use of the building addition, the proposed addition is consistent with the existing on-site circulation. **Refer to Trip Generation Update Memo in Section 4 for additional details.**

Fire access was discussed with Truckee Meadows Fire Protection District. The existing site-wide fire truck access will remain the same. Additionally, the 10 foot setback between the proposed office addition and the existing building to the south will adequately allow fire emergency responders foot access around the perimeter of the buildings, along with required hose lengths provided per code.

### **Landscaping**

Landscaping associated with Campus is provided well in excess of Code requirements. The required landscaping (based on 20% of the total developed land area) for the site is 87,167 sqft. A total of 274,934 sqft of landscaping previously planted, will be reduced by 5,000 sqft (based on ground level footprint of building addition) resulting in a total of 269,934 sqft of landscaping on the site.

Campus landscaping includes a significant landscaped buffer around the edge of the parking lots, along the slopes facing the main entry at Golden View Drive, and in parking lots as required. Specifically, as required by Code, parking areas have been designed with 1 tree per 10 parking spaces. As noted previously, there are 654 total parking spaces, requiring 66 trees. Additionally, the project requires a minimum of 98,921 sqft of shrub coverage. Presently the site includes 85 trees and 101,757 sqft of shrub coverage exceeding code requirements.

### **Utilities**

Minimal utility adjustments will be required to serve the office addition. The existing worship center was constructed to allow for most utility connections to occur from within the building. Water, fire sprinklers, electrical, data/telecom, and sewer will interconnect between the existing building and the proposed administrative office expansion.

For site utilities, there will be minor relocation of two storm drain inlets in the immediate vicinity of the proposed offices to accommodate the addition footprint, along with a reconnection of one sewer service lateral. Lastly, there will be a minor relocation to a dry stand pipe fire department connection so it does not conflict with the proposed expansion. A meeting was held with Truckee Meadows Fire & Rescue to review the changes to the dry stand pipe fire department connection and consensus was reached on the new location.

**Development Statistics**

Site area ±36.7 acres (1,599,044± sqft)  
Developed Area 8.07 acre (435,835± sqft)

Existing Building Footprint 53,749± sqft  
Proposed Building Addition (ground floor only) 5,338± sqft  
**Total Building Footprint 59,087± sqft**  
Parking/Paving Area 337,867± sqft

Landscaping:

Total Landscaping Required 87,167± sqft (20%)  
Total Landscaping Provided 269,934± sqft (62%)

Parking:

Parking Required 638 stalls  
Parking Provided 654 stalls  
Accessible Parking Required 16 stalls  
Accessible Parking Provided 19 stalls

**Administrative Permit Findings**

Prior to approving an application for an Administrative Permit, the Planning Commission, Board of Adjustment or a hearing examiner shall find that all of the following are true:

(a) Consistency. The proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the applicable area plan;

***Response: The project site has a master plan designation of Open Space (OS) and a zoning designation of Public Semi Public (PSP) and is located within the Spanish Springs Planning Area. Per Washoe County Development Code, "Religious Assembly" and "Child Daycare" are both permitted in the PSP zoning district with approval of an Administrative Permit.***

(b) Improvements. 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;

***Response: Utility and other public services are currently provided to the site and the surrounding neighborhoods. Given the size, scale and location of the proposed building addition, no new utilities or infrastructure are needed to serve the project. It is worth mentioning that the project includes a minor relocation to a dry stand pipe fire department connection to avoid conflicts with the proposed addition.***

(c) Site Suitability. The site is physically suitable for the type of development and for the intensity of development;

***Response: Given the size, scale and location of the proposed building addition, the project site is physically suitable for the type of development proposed. Additionally, as noted previously, the increase in student enrollment associated with the pre-school/day care will not have a negative effect on the surrounding area given that these uses are already operating on the Campus and the additional students will not require any changes to the existing building or site layout.***

(d) Issuance Not Detrimental. 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; and

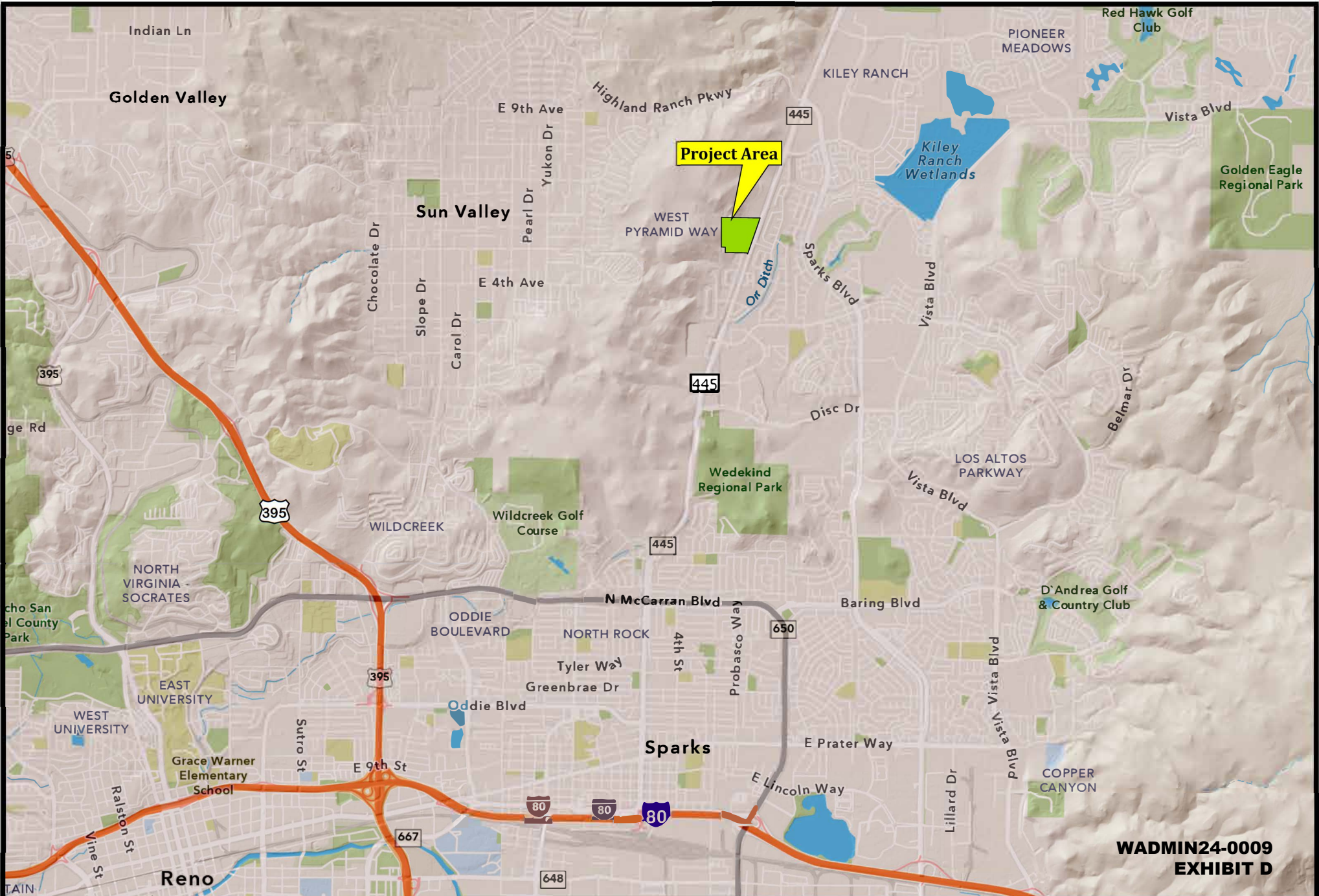
***Response: Given the size, scale and location of the proposed building addition, the proposed project will not be detrimental to the public health, safety or welfare or to the character of the surrounding area.***

(e) 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.

***Response: N/A***

# **Section 3**





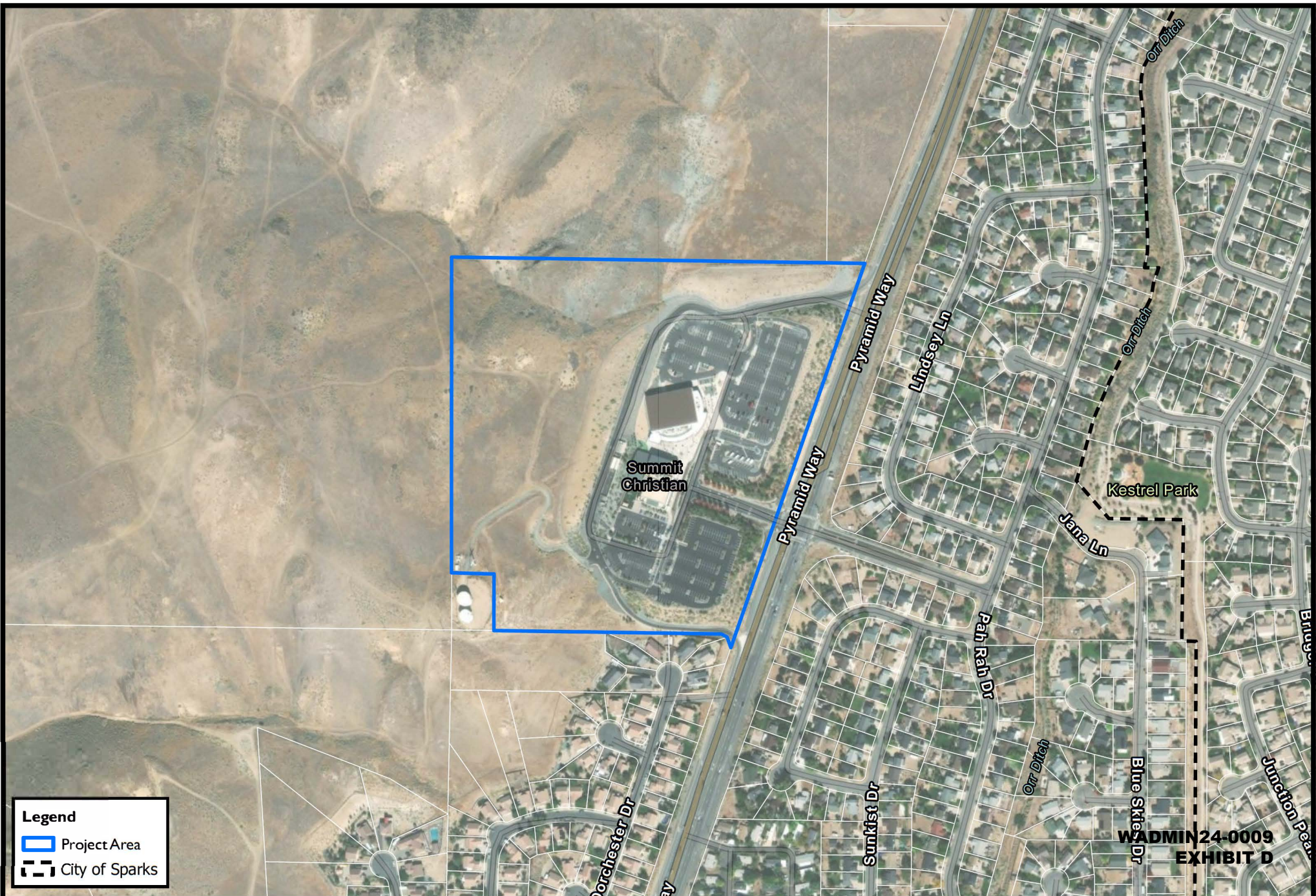
**WADMIN24-0009  
EXHIBIT D**



**Vicinity Map**  
Summit Church Addition  
May 2024

**WOOD RODGERS**  
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME  
1361 Corporate Boulevard Reno, NV 89502  
Tel: 775.823.4068 Fax: 775.823.4066





**Legend**

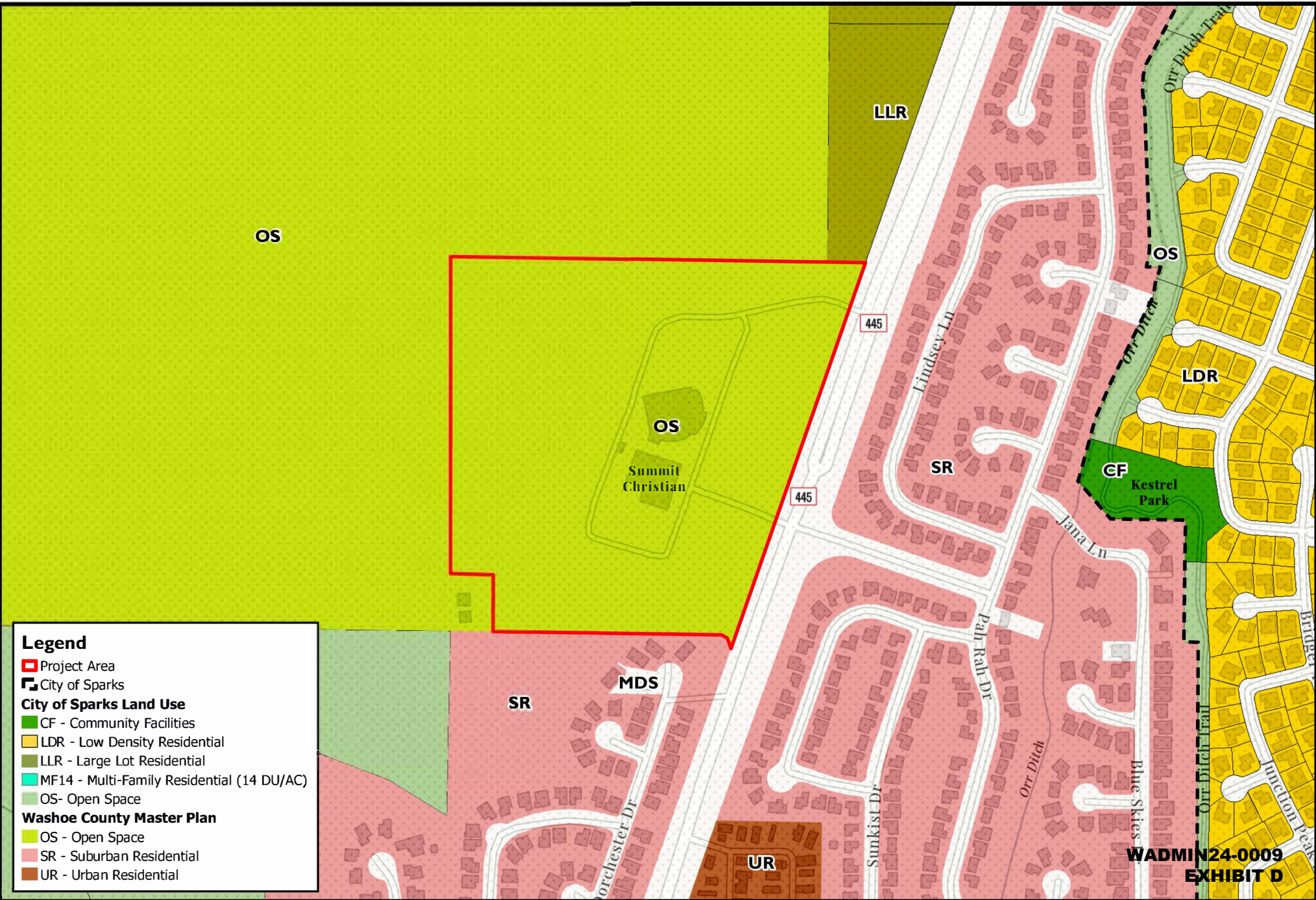
- Project Area
- City of Sparks

**Aerial Map**  
**Summit Church Addition**  
 May 2024

**ADMIN24-0009**  
**EXHIBIT D**

**WOOD RODGERS**  
 BUILDING RELATIONSHIPS ONE PROJECT AT A TIME  
 1361 Corporate Boulevard Tel: 775.823.4068  
 Reno, NV 89502 Fax: 775.823.4066





**Legend**

- Project Area
- City of Sparks
- City of Sparks Land Use**
  - CF - Community Facilities
  - LDR - Low Density Residential
  - LLR - Large Lot Residential
  - MF14 - Multi-Family Residential (14 DU/AC)
  - OS - Open Space
- Washoe County Master Plan**
  - OS - Open Space
  - SR - Suburban Residential
  - UR - Urban Residential

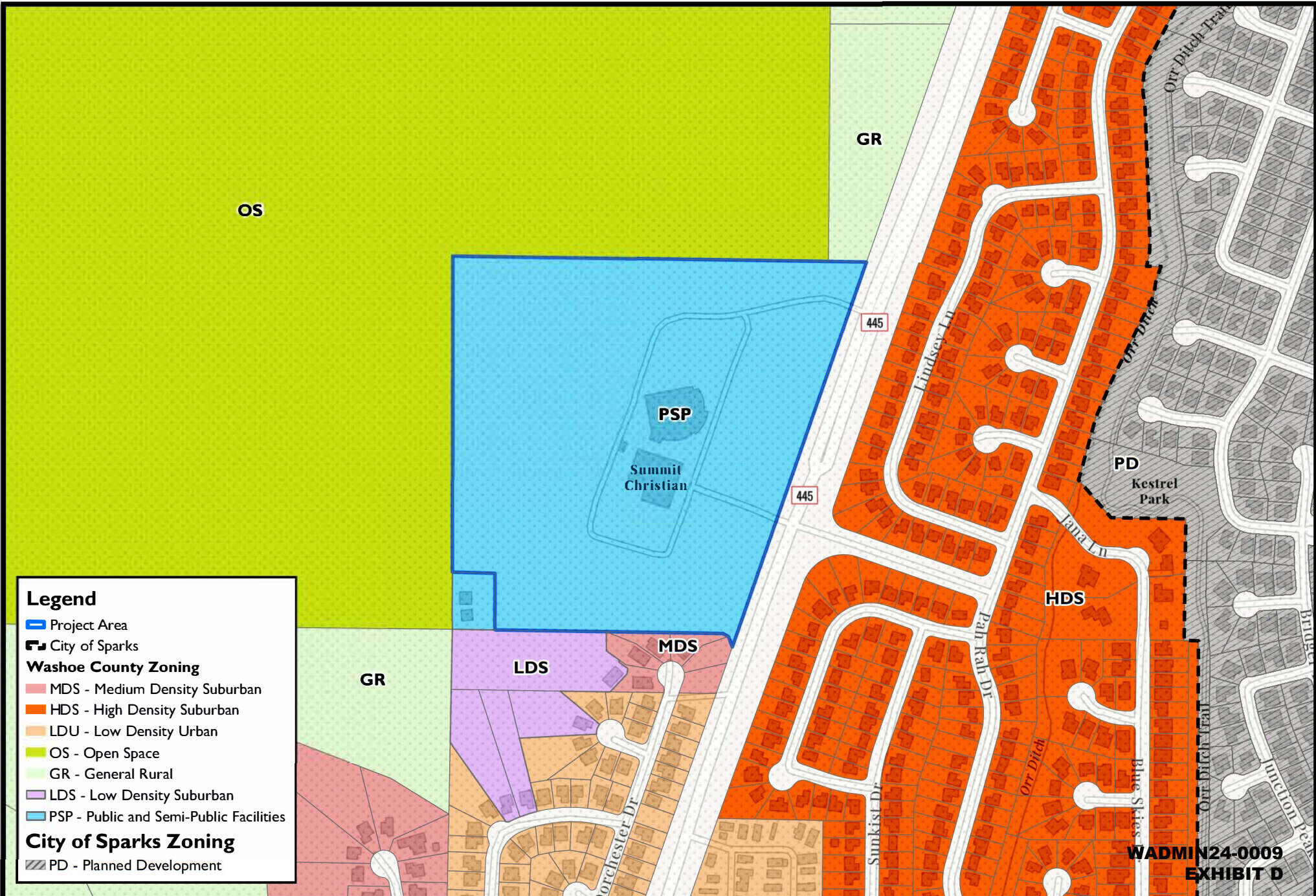
WADMIN24-0009  
EXHIBIT D



**Land Use**  
Summit Church Addition  
May 2024

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**WADMIN24-0009  
EXHIBIT D**



**Zoning**  
**Summit Church Addition**  
May 2024

**WOOD RODGERS**  
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME  
1361 Corporate Boulevard Reno, NV 89502  
Tel: 775.823.4068 Fax: 775.823.4066



LANDSCAPE DATA  
 PROPERTY SITE AREA = 36.7 ACRES (1,599,044 SF)  
 DEVELOPED AREA = 8.07 ACRES (353,635 SF)  
 REQUIRED LANDSCAPE AREA = 87,167 (20%)  
 EXISTING LANDSCAPE AREA = 274,934 SF

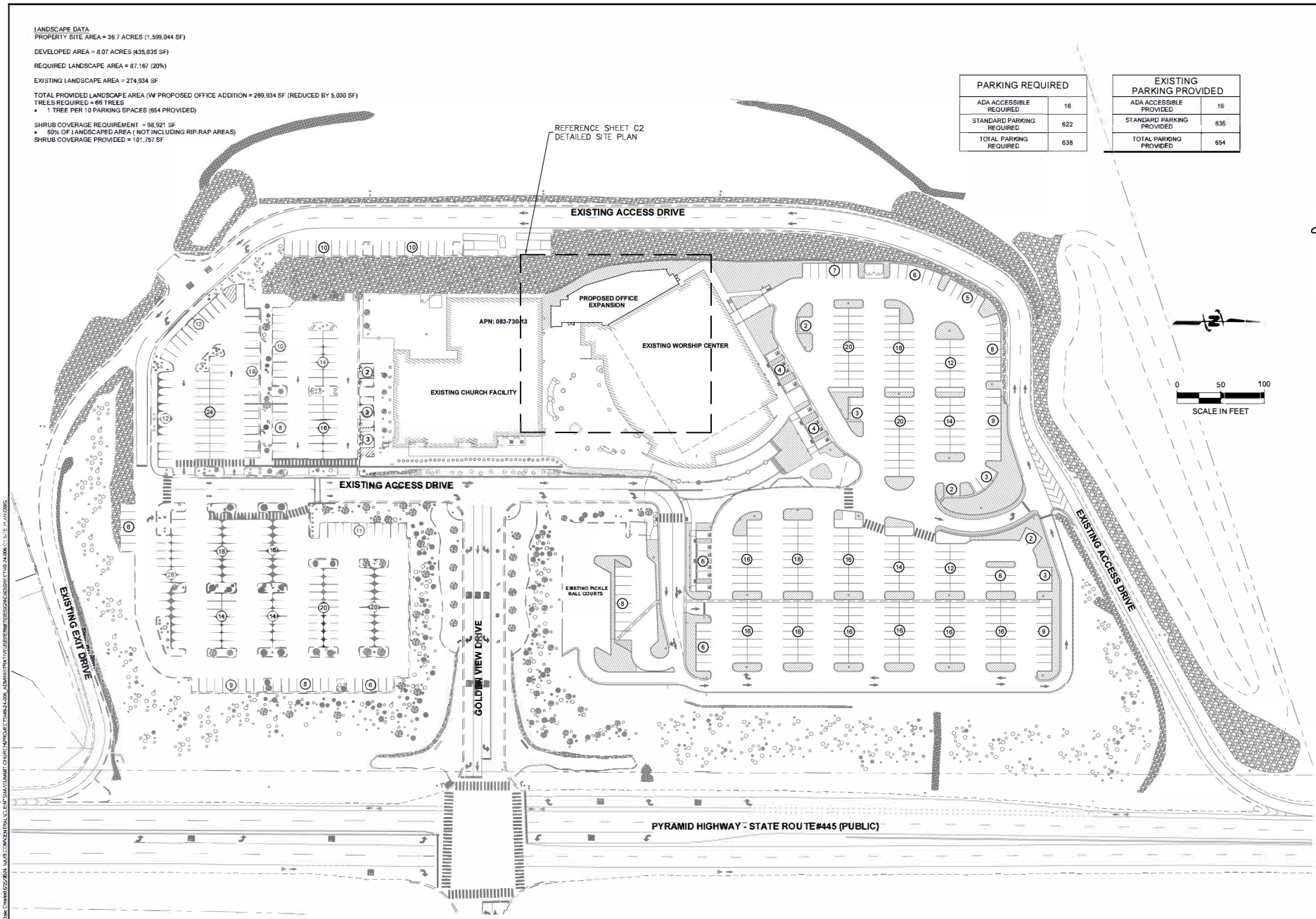
TOTAL PROVIDED LANDSCAPE AREA (W/ PROPOSED OFFICE ADDITION) = 269,934 SF (REDUCED BY 5,000 SF)  
 TREES REQUIRED = 66 TREES  
 • 1 TREE PER 10 PARKING SPACES (654 PROVIDED)

SHRUB COVERAGE REQUIREMENT = 98,921 SF  
 • 50% OF LANDSCAPED AREA ( NOT INCLUDING RIP-RAP AREAS)  
 SHRUB COVERAGE PROVIDED = 101,757 SF

REFERENCE SHEET C2  
 DETAILED SITE PLAN

PARKING REQUIRED	
ADA ACCESSIBLE REQUIRED	16
STANDARD PARKING REQUIRED	622
TOTAL PARKING REQUIRED	638

EXISTING PARKING PROVIDED	
ADA ACCESSIBLE PROVIDED	16
STANDARD PARKING PROVIDED	636
TOTAL PARKING PROVIDED	654



J-U-B ENGINEERS, INC.  
 5190 Neil Road  
 Suite 500  
 Reno, NV 89502  
 Phone: 775.852.1410  
 www.jub.com



RELEASE OF LIABILITY: THE ENGINEER HAS REVIEWED THE PLANS AND SPECIFICATIONS AND HAS FOUND THEM TO BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE ENGINEERING AND SURVEYING ACT AND THE BOARD OF ENGINEERING AND SURVEYING. ANY USE OF THESE PLANS WITHOUT THE WRITTEN CONSENT OF JUB ENGINEERS, INC. AT CLIENT'S SOLE RISK AND WITHOUT LIABILITY OF LEGAL EXPOSURE TO JUB.

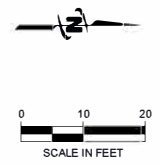
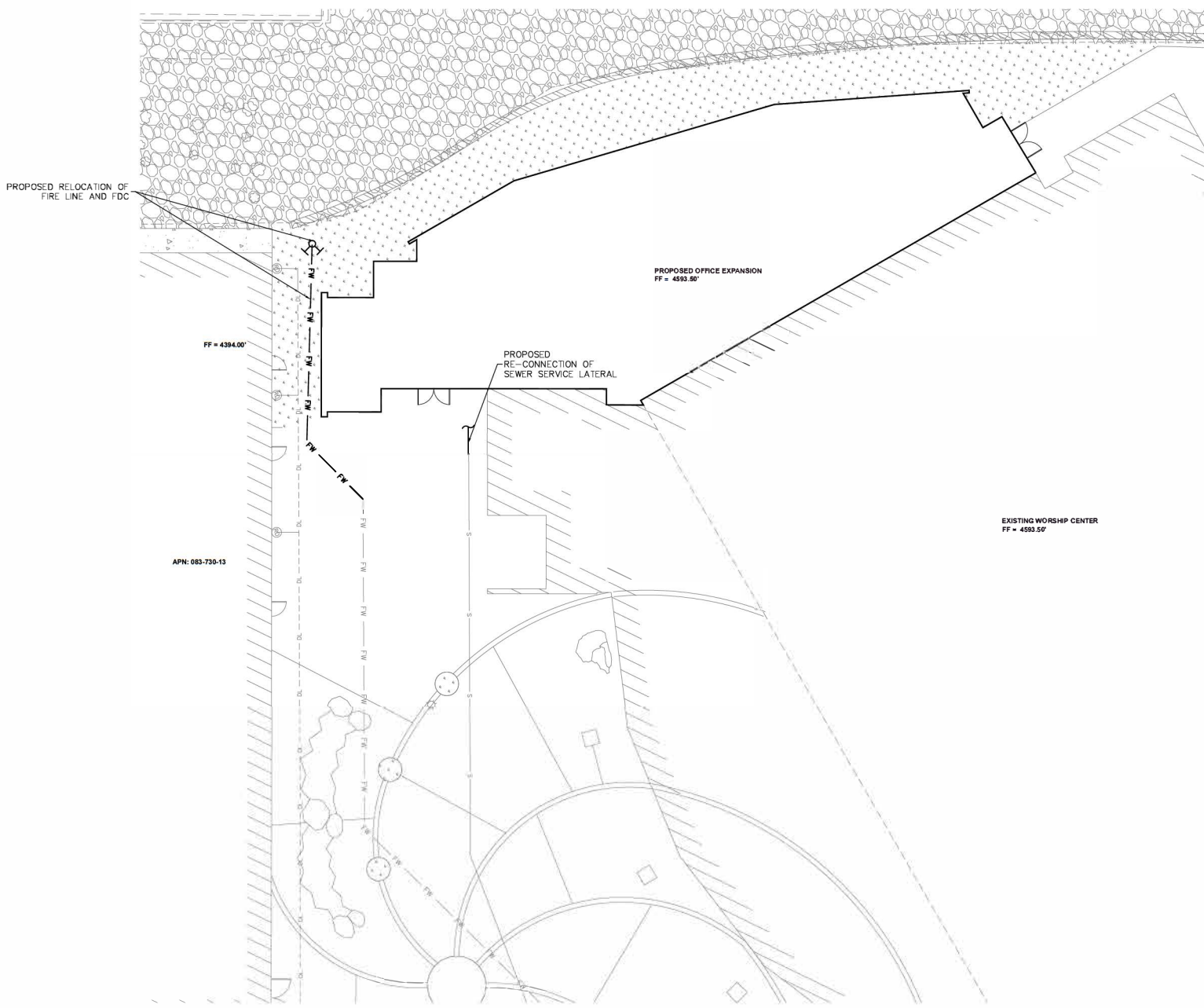
**SUMMIT CHRISTIAN CHURCH  
 OFFICE ADDITION**

OVERALL SITE PLAN  
 7075 PYRAMID WAY

TITLE: 49-24-000-01 SITE PLAN  
 2/3 PROJ # 49-24-000  
 DRAWN BY: PJS  
 DESIGN BY: JLT  
 CHECKED BY: JLT  
 DATE: 10/1/2024  
 AT FULL SIZE IF NOT ONE  
 INCH SCALE IS ASSUMED UNLESS  
 OTHERWISE NOTED  
 LAST UPDATED: 10/1/2024

SHEET NUMBER:  
**C1**

Plot Date: 7/1/2024 12:02PM Plotted By: Peter Schaefer  
 File: C:\WORK\2024\WADMIN24-0009\SUMMIT CHURCH\DWG\CT\WAD-24009-ADMIN24-0009-DetailedSitePlan.dwg



**GRADING NOTE**  
 FINISHED FLOOR ELEVATION OF THE PROPOSED OFFICE ADDITION  
 WILL MATCH THE EXISTING WORSHIP CENTER (FF = 4593.50)  
 THERE WILL BE MINIMAL GRADING OF ± 1 FT. AROUND THE  
 PERIMETER OF THE OFFICE ADDITION TO MATCH SURROUNDING  
 EXISTING SITEWORK (PLAZA, SIDEWALKS, ETC.). ALL  
 IMPROVEMENTS WILL BE ADA COMPLIANT.



**J-U-B ENGINEERS, INC.**  
 5190 Neil Road  
 Suite 500  
 Reno, NV 89502  
 Phone: 775.852.1410  
 www.jub.com



NO.	DATE	DESCRIPTION	BY	CHK

**SUMMIT CHRISTIAN CHURCH**  
**OFFICE ADDITION**  
 DETAILED SITE PLAN  
 7075 PYRAMID WAY

TITLE: 2024-0009 SITE PLAN
JUB PROJ # 48-24-009
DRAWN BY: PLS
DESIGN BY: LAJ
CHECKED BY: LAJ
DATE: 7/1/2024
AT FULL SIZE, IF NOT ONE
LAST UPDATED: 7/1/2024

SHEET NUMBER: **C2**



VIEW FROM COURTYARD



VIEW LOOKING SOUTHEAST



VIEW LOOKING NORTHEAST

**SUMMIT CHRISTIAN CHURCH  
OFFICE ADDITION**  
7075 PYRAMID HIGHWAY  
SPARKS, NEVADA 89434

**J7 Architecture**  
Creating space. Inspiring people.  
1385 Main Pouch Lane  
San Luis Obispo, CA 93405  
949.759.4557

3D VIEWS

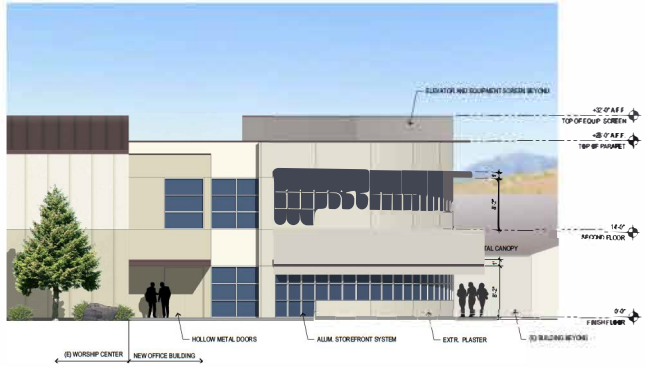
REV.	DESCRIPTION	DATE

PROJECT NO.: 23-05  
DATE: 12-21-23  
SCALE: 1/8"=1'-0"  
SHEET NO.: 5

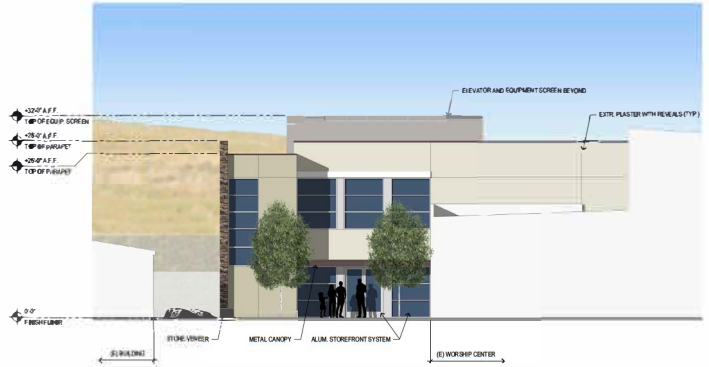




WEST ELEVATION



NORTH ELEVATION



EAST (COURTYARD) ELEVATION

SUMMIT CHRISTIAN CHURCH  
OFFICE ADDITION  
7075 PYRAMID HIGHWAY  
SPARKS, NEVADA 89434

**J7** J7-Architecture  
Creating space. Inspiring people.  
1398 Main Pouch Lane  
Salt Lake City, UT 84143  
313.759.4587

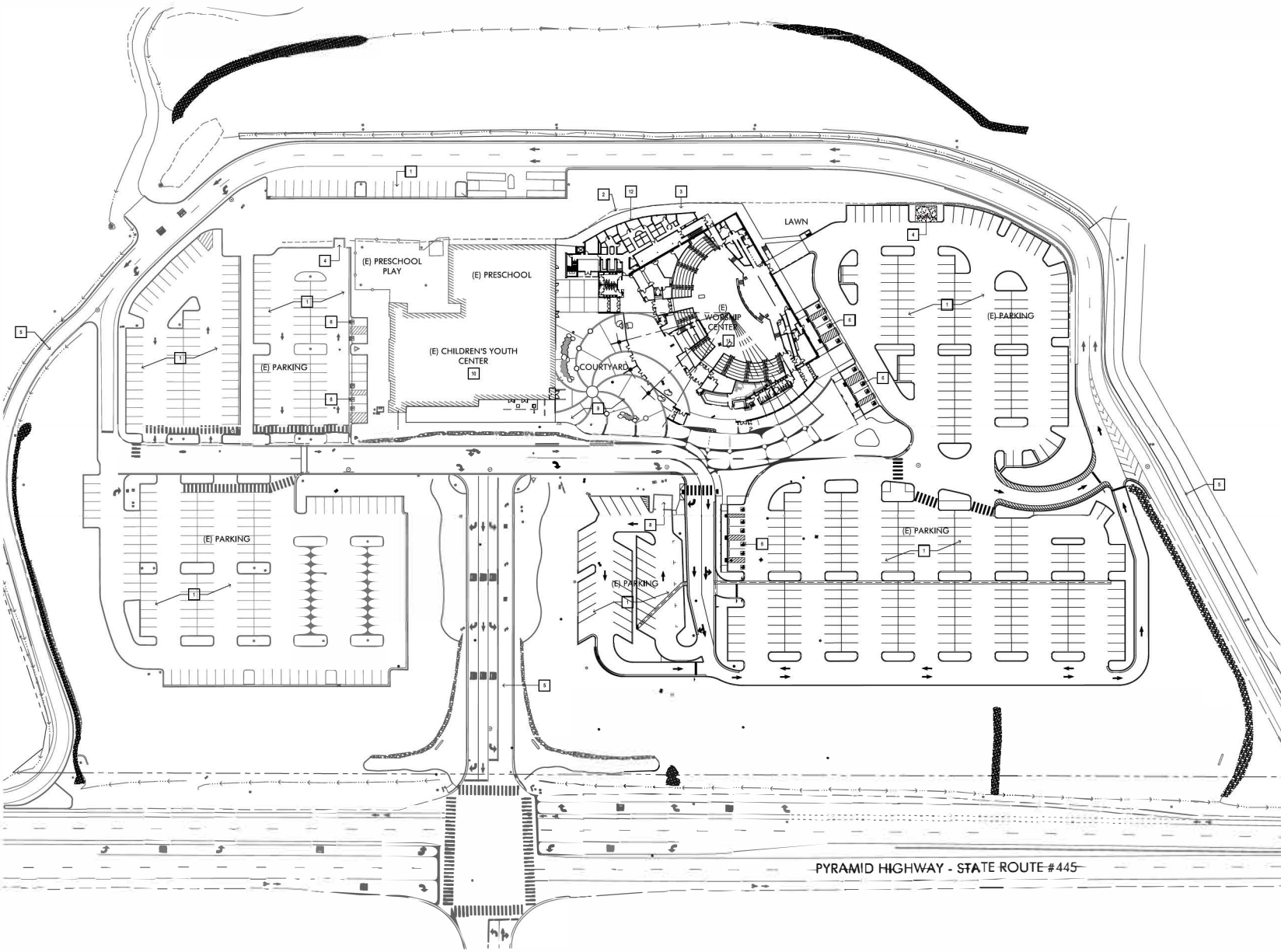
ELEVATIONS

REV#	DESCRIPTION	DATE

PROJECT NO.: 23-05  
DATE: 12-21-23  
SCALE: 1/8"=1'-0"  
SHEET NO.: 4



KEY NOTES	
1	EXISTING PAVING AREA W/ STRIPING, LANDSCAPE, IRRIGATION AND SITE LIGHTING
2	RETRAINING WALL TO REMAIN
3	CONC. WALKWAY - 10 FT. WIDE MIN.
4	TRASH ENCLOSURE
5	ENTRY / EXIT DRIVE
6	ACCESSIBLE P.C. STALLS
7	HOT LUBO
8	ELECTRICAL SERVICE W/ ENCLOSURE - PROTECT IN PLACE
9	COURTYARD
10	TWO STORY BUILDING
11	WORKSHOP CENTER BUILDING
12	TWO STORY CHURCH OFFICE ADDITION



**SUMMIT CHRISTIAN CHURCH  
OFFICE ADDITION**  
7075 PYRAMID HIGHWAY  
SPARKS, NEVADA 89434

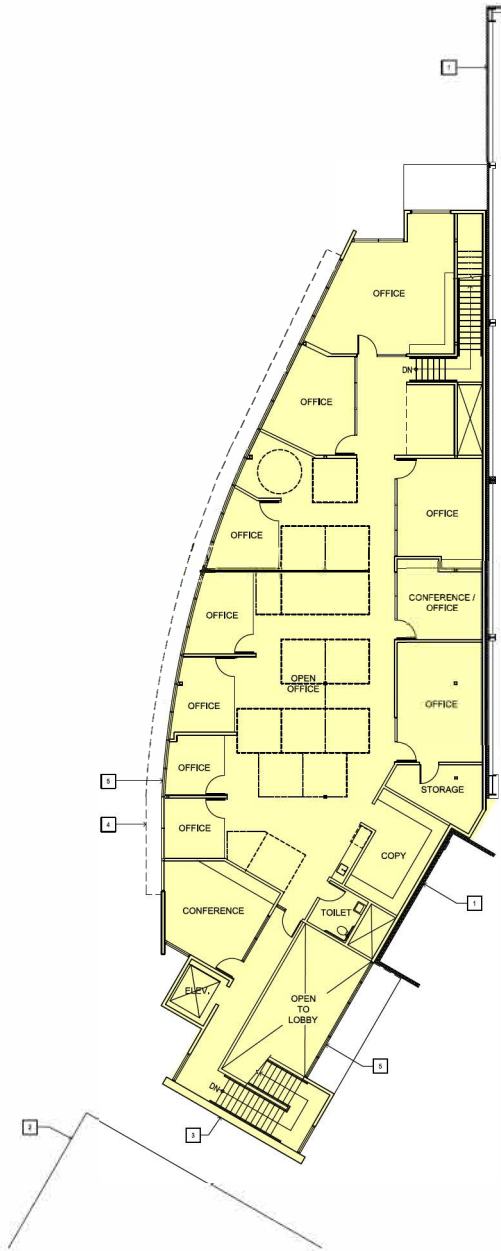
**J7 Architecture**  
Creating space. Inspiring people.  
1380 Mail Pouch Lane  
San Leandro, CA 94605  
949778-6587

**SITE PLAN**

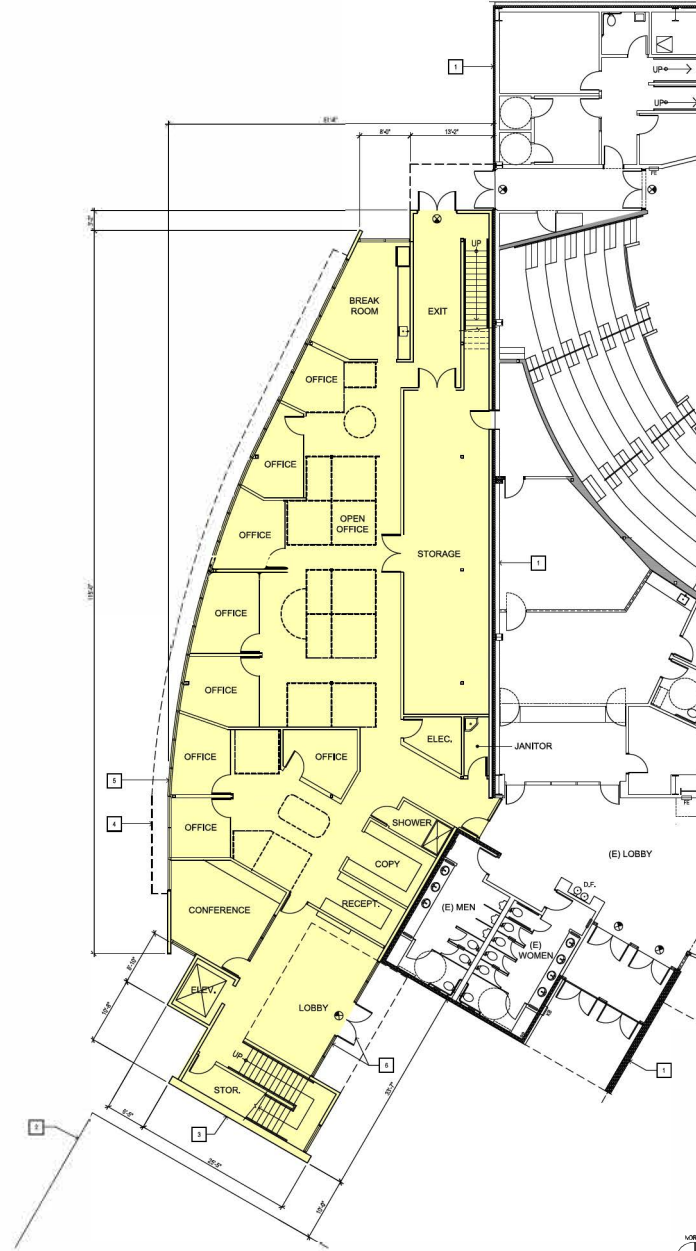
REV	DESCRIPTION	DATE

PROJECT NO.: 23-05  
DATE: -  
SCALE: 1"=40'-0"  
SHEET NO.: 1





SECOND FLOOR PLAN



FIRST FLOOR PLAN

KEY NOTES	
1	EXISTING WORSHIP CENTER
2	EXISTING ADVENTURE CENTER
3	STONE VENEER CLAD RATED WALL
4	METAL CANOPY OVERHANG
5	ALUM. STOREFRONT W/ HIGH PERF. GLAZING
6	ALUM. STOREFRONT W/ GLASS ENTRY DOORS

**SUMMIT CHRISTIAN CHURCH  
OFFICE ADDITION**  
7075 PYRAMID HIGHWAY  
SPARKS, NEVADA 89434

**J7 Architecture**  
Creating space. Inspiring people.  
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San Luis Obispo, CA 93405  
849778-6587

FLOOR PLANS

REV.	DESCRIPTION	DATE

PROJECT NO.: 23-05  
DATE: -  
SCALE: 1/8"=1'-0"  
SHEET NO.: 3

# Section 4





**HELPING EACH OTHER**  
CREATE BETTER COMMUNITIES



THE  
LANGDON  
GROUP



GATEWAY  
MAPPING  
INC.

J-U-B FAMILY OF COMPANIES

June 25, 2024

Washoe County  
1001 E. 9<sup>th</sup> Street  
Reno, NV 89512

RE: Hydrology Letter in support of Administrative Use Permit Application for Summit Church Office Addition – APN 083-730-13, 7075 Pyramid Way, Sparks, NV 89436.

Washoe County Development Services,

J-U-B Engineers is currently working with J7 Architects to perform Civil Engineering design for the Summit Church Office Addition project located at the above referenced address in Washoe County, Nevada. The proposed improvements for the site include the removal of approximately 5,000 SF +/- of existing decomposed granite and boulders and construction of a two-story, 10,000 SF +/- Administrative Office Addition to the existing Worship Center. The site work construction includes minor re-work of perimeter pedestrian access sidewalks and concrete plaza to fit the new work. Grading around the perimeter of the proposed office addition will be within 1 foot +/- of existing conditions, with no modification to how the site currently drains and collects stormwater. The finished floor elevation of the Office Addition will match the finished floor of the existing Worship Center.

The previous phases of site-wide construction of existing improvements already accounted for this future expansion to occur, and therefore all existing stormwater detention basins, collection inlets, grading, and storm drain piping was previously designed and constructed with excess capacity to handle the anticipated minor flows that this future (currently proposed) Office Addition would require, without any additional modification. All stormwater flows will continue to meet all current code/standards for stormwater collection before exiting the site. The previous calculations during prior phases of construction already included this portion of the site to be “impervious” so that no other modifications would be needed when constructed.

Please call me at 775-852-1440 with any questions or concerns regarding this project.

Best Regards,

Lonnie Johnson, P.E.



THE  
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GROUP



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## MEMORANDUM

DATE: June 25, 2024  
TO: Washoe County Development Services  
CC:  
FROM: Garth Okso, P.E.   
SUBJECT: Summit Church Day Care & Before/After School Program Trip Generation Update

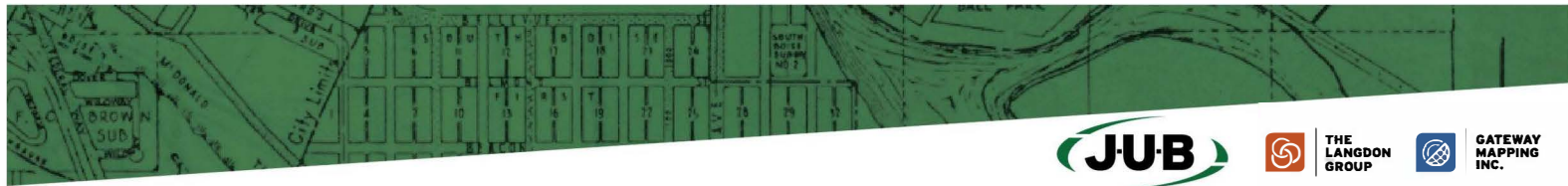
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This Memorandum provides context for evaluation of the increased traffic volumes for Summit Church located at the intersection of Pyramid Highway and Golden View Drive. Summit Church is proposing to increase the capacity of their existing Day Care and Before/After School programs at their facility. An email dated April 29, 2024, from Will Wallace, Executive Pastor, states they are requesting the ability to accommodate enrollment of up to 250 students in total for both programs, an increase of 150 students above the current maximum of 100 total students.

### Existing Conditions

The most recent traffic report for Summit Church was completed in April 2020 by Solaegui Engineers, Ltd. as part of a major expansion of Summit Church that increased their seating capacity to a total of 1,500 seats. Due to the services provided by Summit Church the significant traffic impacts occur on a Sunday, predominantly in the AM hours. Site circulation and turning lane lengths, both within the site and on Pyramid Highway, are designed to handle the very high peak hour traffic volumes that are conducive to Sunday morning Church Services, i.e. high pulse loads within the intersection.

The existing Day Care and Before/After School programs currently accommodate a maximum of 100 students, along with 93 total staff that work either at the Church, the on-site café, or the Day Care and Before/After School programs. Peak AM & PM hour trips is currently at worst case of 193 trips during Monday-Friday operations; however, actual peak will be reduced as all of the staff do not work during the same shifts. Conservatively, however, we will estimate a max of 193 peak hour AM & PM trips, which assumes all staff arrive and all students are dropped off within



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the same hour in the morning, followed by all staff departing and all students being picked up within the same hour in the evening, which is highly unlikely to occur.

## Future Conditions

The proposed added enrollment to the Day Care and Before/After School programs will add traffic to the existing network during peak travel times Monday through Friday. Under full capacity at both facilities, worst case scenario is 150 additional trips. For example, a parent/guardian arriving for drop-off and departing after drop-off in the AM or arriving for pick-up and departing after pick-up in the PM. However, a full 150 additional trips are not likely as there is a high probability of siblings attending the facilities together.

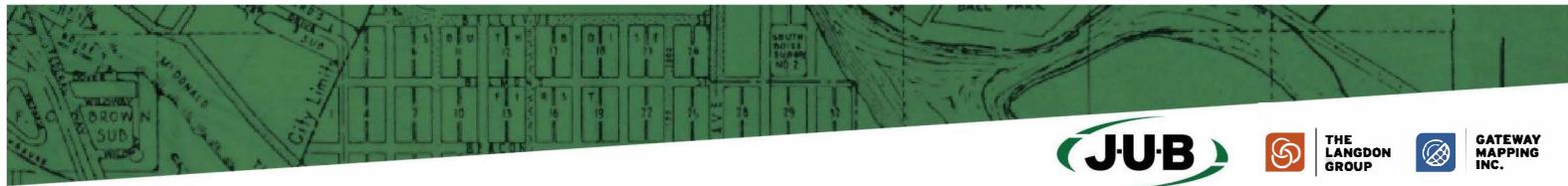
From a physical improvement perspective, the existing network will handle the future conditions. The existing network (internal circulation, turn lanes and storage length) is designed to handle the significantly higher traffic volumes and significantly higher concentrations of traffic pulses on a Sunday morning before and after church services as compared to the lower volumes and less concentrated volumes from the Day Care and Before/After School programs and normal weekday staff work hours.

The greatest potential impact will come from the signalized intersection of Pyramid Highway and Golden View Drive. When looking at the operational flow of traffic most employment facilities and schools are located south of the site. Traffic will therefore exit the site using the free-right-out turn lane south of the Pyramid/Golden View intersection and not add to the traffic volumes within the signalized intersection. Facility users living to the north will access the site from the free-right-in turn lane located north on the Pyramid/Golden View intersection and will not add traffic volumes to the signalized intersection. Facility users living south of the site will access the site using the left turn lane within the Pyramid/Golden View intersection. Potential traffic generating east of site will utilize the signalized intersection and proceed through the signal in lieu of turning left for employment locations.

## Summary

While the total potential of a maximum 150 additional trips in the AM and PM is possible, the actual increase in traffic that would impact the traffic signal operations is significantly less especially when compared to the traffic volumes on a typical Sunday morning. The presence of the existing right-in north of the intersection and right-out south of the intersection greatly alleviates traffic volumes utilizing the signalized intersection. Add to that the high probability of siblings attending the services provided by the facility and the traffic volumes decrease further.





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The proposed Daycare and Before/After School programs do not have a set window of time for drop-offs and pick-ups. This provides a more sporadic or spread-out traffic pattern which reduces the potential to overload the existing traffic signal.

In conclusion, the greatest impact from the new proposed services will only be from traffic originating south of the site, utilizing the existing left-turn lane of the Pyramid Highway and Golden View Drive signalized intersection. The local roadway network was designed to handle significantly higher traffic impacts from Sunday morning church services than the impacts from the proposed Daycare and Before/After School programs that occur during weekdays only.