



Board of Adjustment Staff Report

Meeting Date: April 3, 2014

Subject: Administrative Permit Case Number AP14-001
Applicant: Little Church in the Valley
Agenda Item Number: 8A
Project Summary: To allow a church on the ground floor of an existing two-story building.
Recommendation: Approval with Conditions
Prepared by: Grace Sannazzaro, Planner
Planning and Development Division
Washoe County Community Services Department
Phone: 775.328.3771
Email: gsannazzaro@washoecounty.us

Description

Administrative Permit Case Number AP14-001 for Little Church in the Valley – To allow a church for religious assembly, meetings, youth programs and fellowship on the ground floor of an existing two-story building.

- Applicant: Little Church in the Valley, Inc.
- Property Owner: Gary and Deborah Brown
- Project Address: 100 Deli Street; located on the west side of Lemmon Drive, approximately 1.2 miles north of the Lemmon Drive/Military Road intersection

- Assessor's Parcel Number: 080-191-06
- Total Parcel Size: ± .45 Acres
- Master Plan Category: Commercial (C)
- Regulatory Zone: General Commercial (GC)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Article 808, *Administrative Permits*
- Commission District: 5 – Commissioner Weber
- Section/Township/Range: Within Section 34, T21N, R19E, MDM, Washoe County, NV

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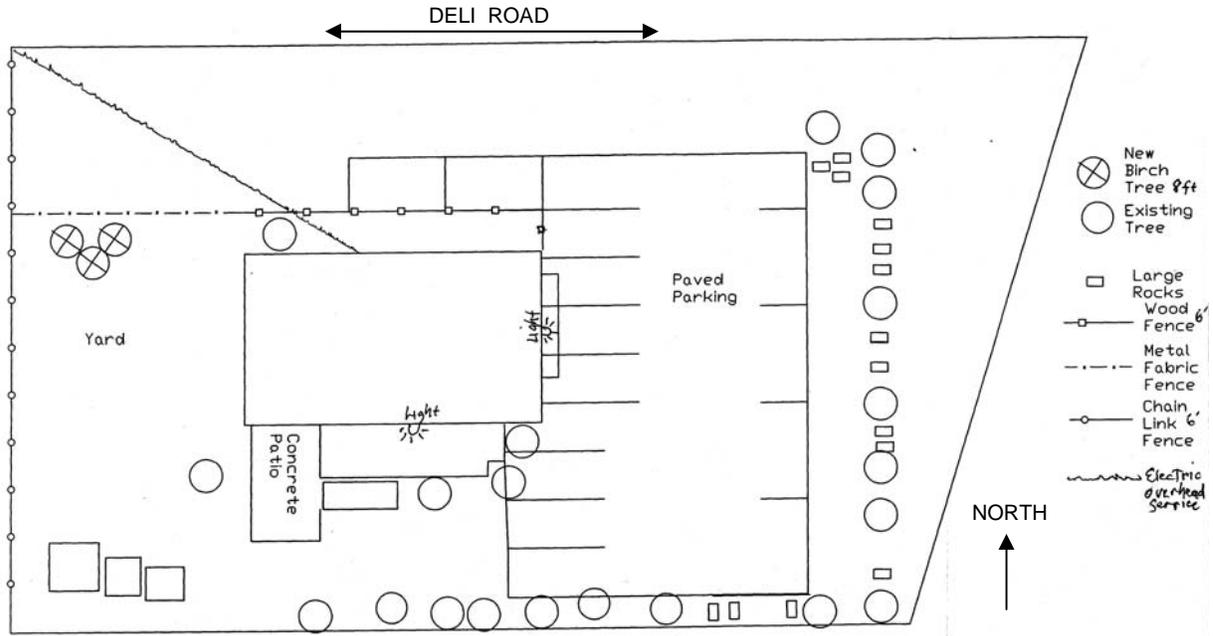
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Public Notice Exhibit G
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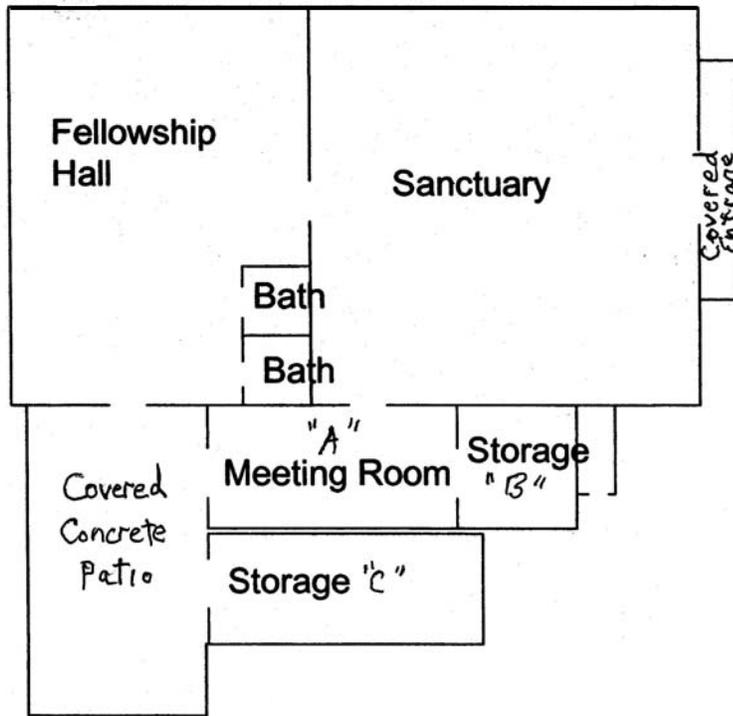
Administrative Permit Definition

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 may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

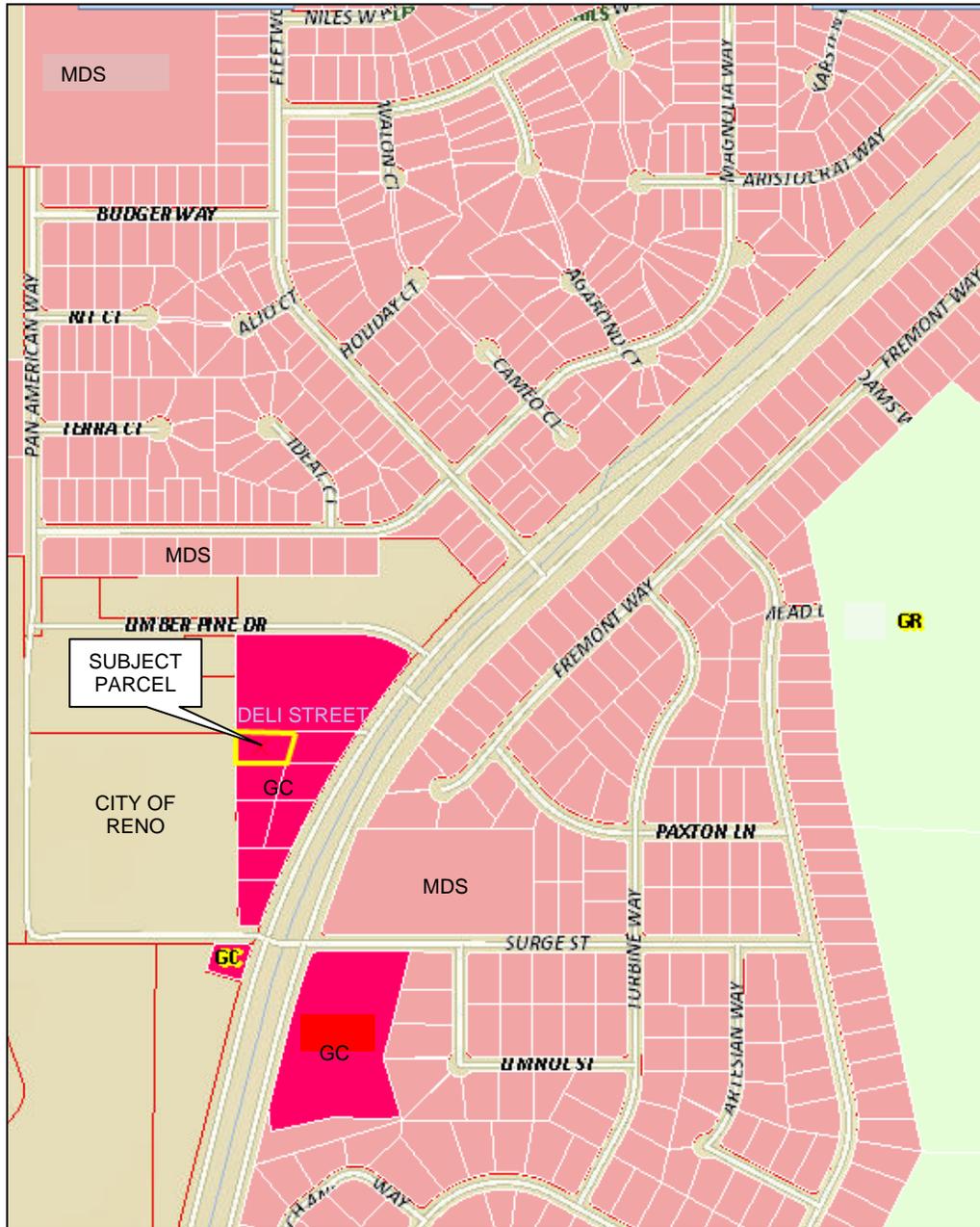
The Conditions of Approval for Administrative Permit Case Number AP14-001 is attached to this staff report and will be included with the Action Order if granted approval.



Site Plan



Floor Plan



North Valleys Regulatory Zone Map

-  City of Reno
-  General Commercial (GC)
-  Medium Density Suburban (MDS)
-  General Rural (GR)

Public Notice

Washoe County Development Code, Article 808, *Administrative Permits*, requires a minimum 500 foot radius from the subject parcel and notice of the public hearing to a minimum of 30 separate property owners and all tenants of any mobile home park located within 500 feet of the subject property. The notices must be mailed at least 10 days prior to the public hearing date.

Notification of Administrative Permit Case No. AP14-001 was mailed at least 10 days prior to the public hearing date to 40 separate property owners who own parcels that are located within a 725 foot radius of the subject parcel and to each resident of the Sunrise Mobile Home Park addressed as 145 Surge Street and to each resident of the Bonanza Mobile Lodge addressed as 9000 Lemmon Drive. (Exhibit F – Public Notice Map)

Project Evaluation

The applicant is requesting an Administrative Permit to allow a church for religious assembly and youth programs on the ground floor of an existing two-story building located on Deli Street off of Lemmon Drive, which is in the Lemmon Valley Suburban Character Management Area of the North Valleys Area Plan. The church will be used Sundays 9:30 a.m. to 1:00 p.m. and Thursdays 5:00 p.m. to 9:00 p.m. The second story is an existing apartment, which is accessed by outside stairs, and will continue to be used as a rental separate from the church. No new construction is being proposed.

The Washoe County Assessor's Office identifies the subject building and apartment as being constructed in 1978. At that time, the subject land was zoned as A7, which allowed mixed residential and commercial uses. Therefore, the apartment is a legal nonconforming use and is not a part of this application. The Washoe County Development Code requires an approved Administrative Permit in General Commercial zoning for a church. Little Church in the Valley has been in existence in the North Valleys for 20 years. They have been located in a tenant space in the adjacent shopping center to the north for the past 13 years.

The proposed church will consist of a sanctuary (±900 sq. ft.), a fellowship room (±500 sq. ft.), a meeting room (±200 square feet), a small storage room and two bathrooms. There is also a storage shed and covered patio in the backyard. The property is served by municipal water and sewer services.

An 8 ft x 4 ft sign is planned for the outside of the proposed church, which is the same sign the church was using at their previous location across the street in the shopping center to the north. This sign meets the sign regulations of the Washoe County Development Code. The applicant is proposing to light the sign after dark and one exterior light is on the south face of the building. These lights will need to meet Washoe County Development Code lighting regulations to ensure no light spill-over or glare.

There are 12 parking spaces on an existing asphalt parking lot, which requires restriping, and an accessible ADA (Americans with Disabilities Act) parking space as specified by the Washoe County Development Code and ADA Standards for Accessible Design. Existing landscaping is in the front yard of the church consisting of deciduous trees, shrubs and large rocks. The back and side yards are overgrown with weeds which will need to be removed. Washoe County Development Code, Article 412, *Landscaping*, Section 110.412.40 (c) and (d) require civic uses to have landscaped buffers adjoining residential uses which include a minimum of one tree every 20 linear feet and a solid 6 foot high fence along the entire length of the common property line. The subject parcel has a mobile home park to the west, and will require a minimum of five trees along

the entire west (rear) property line to satisfy this regulation. The applicant has agreed to add slats to the existing chain-link fence to create a solid fence adjacent to the Sunrise Mobile Home Park.

The property is surrounded by General Commercial (GC) zoning on three sides (north, south and east) and the Sunrise Mobile Home Park is to the west and is within the City of Reno's jurisdiction. Comments regarding this application were requested of the City of Reno; however, no response was received by Washoe County staff.

North Valleys Area Plan

Washoe County Area Plans are a part of the Washoe County Master Plan. The Lemmon Valley Character Statement within the North Valleys Area Plan describes this area as *"a mix of land uses, including large and small lot residential, some higher density residential opportunities and some small-scale commercial properties characterize the Lemmon Valley Community. In some areas of Lemmon Valley, mixed-use projects that include both residential and commercial uses may be appropriate."*

North Valley Citizen Advisory Board

The application was sent to the North Valleys CAB members for comments, with none received. The proposed project was not presented to the North Valleys Citizen Advisory Board (NV CAB) due to the next regulatory scheduled NV CAB meeting being on April 14, 2014, which is after the public hearing date of April 3, 2014. The NV CAB meets the second Monday of even numbered months.

Reviewing Agencies

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

- Washoe County Planning and Development Division
 - Planning and Development
 - Parks and Open Space
- Washoe County Building and Safety Division
- Washoe County Engineering and Capital Projects Division
 - Land Development
 - Water/Sewer
- Washoe County Health District
 - Vector-Borne Diseases Division
 - Environmental Health Division
 - Air Quality
- Truckee Meadows Fire Protection District
- City of Reno, Community Development
- Regional Transportation Commission

Three agencies provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of those agency's comments and/or recommended conditions of approval and their contact information is provided below. The Conditions of Approval document is attached to this staff report and will be included with the Action Order if granted approval.

- Washoe County Planning and Development addressed landscaping, parking and lighting standards, and imposed operational conditions that will be in effect for the life of the project.
Contact: Grace Sannazzaro, 775.328.3771, gsannazzaro@washoecounty.us
- Washoe County Building and Safety advised that the applicant will need to apply for a change of occupancy through their department. Floor plans showing occupant loads and egress for the entire building may be required.
Contact: Don Jeppson, 775.328.6132, dcjeppson@washoecounty.us
- Health District, Air Quality Management Division advised that an *Acknowledgement of Asbestos Assessment* will be required prior to the issuance of any building permits for tenant improvement work in the building.
Contact: Charlene Albee, 775.784.7211, calbee@washoecounty.us
- Truckee Meadows Fire Protection District is requiring fire sprinklers in the building due to a residential use being in a commercial property. A separation is also required between the residential use and the commercial use.
Contact: Amy Ray, 775.326.6005, aray@tmfpd.us

Staff Comment on Required Findings

Following are required findings from Washoe County Development Code, Article 808 *Administrative Permits*. All of these findings must 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 Administrative Permit application, has provided comment under each of the following findings, and has determined that the proposal is in compliance with these findings.

Findings from Section 110.808.25

1. **Consistency.** That the proposed use of a church is consistent with the action programs, policies, standards and maps of the Master Plan and the North Valleys Area Plan.
Staff Comment: The proposal is a small-scale church, which meets with the Lemmon Valley Suburban Character Management Area and the North Valleys Area Plan (a part of the Master Plan), which encourages small-scale and mixed-use development. It is also consistent with the Land Use and Transportation Element of the Washoe County Master Plan in that the proposal will add to the revitalization of this area.
2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.
Staff Comment: No infrastructure improvements are needed for this proposal. There is existing access to the parcel from Lemmon Drive known

as Deli Street. The parcel has electricity and is serviced with community water and sewer.

3. **Site Suitability.** That the site is physically suitable for a church and for the intensity of such a development.

Staff Comment: The site is physically suited for a church. The church has a small congregation and the building, parking lot, and yard are appropriate for such a use. Article 302, Allowed Uses, of the Washoe County Development Code states that a church is allowed in General Commercial (GC) zoning with an approved Administrative Permit.

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

Staff Comment: The proposed church will revitalize a vacant building and surrounding yard, which will benefit all who reside, work or drive by this area. The proposal will not be injurious to the property or improvements of adjacent properties. The proposal fits in with the suburban character of the surrounding neighborhood. The approval of this administrative permit will not be significantly detrimental to the public health, safety or welfare.

5. **Effect on a Military Installation.** That 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 3,000 feet of the subject site.

Recommendation

Those agencies which reviewed the application recommended conditions in support of approval of the proposal. Therefore, after a thorough analysis and review, Administrative Permit Case Number AP14-001 for Little Church in the Valley is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

Motion

I move that after considering the information contained within the staff report and the information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case No. AP14-001 for Little Church in the Valley, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

1. **Consistency.** The proposed use of a church is consistent with the action programs, policies, standards and maps of the Master Plan and the North Valleys Area Plan;
2. **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;
3. **Site Suitability.** The site is physically suitable for a church and for the intensity of such a development;

4. 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
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.

Appeal Process

Board of Adjustment action will be effective 10 days after the public hearing date, unless the action is appealed to the County Commission, in which case the outcome of the appeal shall be determined by the Washoe County Commission.

xc: Applicant: Little Church in the Valley, Attn: Rev. Karry Crites, 9301 Lemmon Drive, Reno, NV 89516

Property Owner: Gary E. and Deborah K. Brown, 40 Bridge Street, Yerington, NV 89447

Action Order xc:



EXHIBIT A

Conditions of Approval

Administrative Permit Case Number AP14-001

The project approved under Administrative Permit Case Number AP14-001 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on April 3, 2014. Conditions of Approval are requirements placed on a permit or development by each reviewing agency. Conditions of Approval may require submittal of documents, applications, fees, inspections, amendments to plans and more. **Conditions of Approval do not relieve the applicant from the obligation to obtain any other approvals and licenses from relevant authorities required under any other act, nor do these conditions relieve the applicant from abiding by all other generally applicable code regulations.**

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 Planning and Development.

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 this Administrative Permit may result in the initiation of revocation procedures.

Washoe County reserves the right to review and revise the Conditions of Approval related to this Administrative Permit should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of Approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.)
- Prior to obtaining a final inspection and/or a certificate of occupancy
- Prior to the issuance of a business license or other permits/licenses
- Some “Conditions of Approval” are referred to as “Operational Conditions.” These conditions must be continually complied with for the life of the project or business.

The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies.

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District.**

Any conditions set by the District Health Department must be appealed to the District Board of Health.

- **The RENO-TAHOE AIRPORT AUTHORITY is directed and governed by its own Board. Therefore, any conditions set by the Reno-Tahoe Airport Authority must be appealed to their Board of Trustees.**
- **The REGIONAL TRANSPORTATION COMMISSION (RTC) is directed and governed by its own board. Therefore, any conditions set by the Regional Transportation Commission must be appealed to that Board.**

THE FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

Planning and Development, Washoe County Planning and Development Division

1. The following conditions are requirements of Planning and Development, which shall be responsible for determining compliance with these conditions.

Contact: Grace Sannazzaro, 775.328.3771, gsannazzaro@washoecounty.us

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this Administrative Permit. Planning and Development shall determine compliance with this condition.
- b. The applicant shall submit complete construction plans and 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 Planning and Development.
- c. Prior to operation of the facility, privacy fencing shall be erected along the entire west (rear) property line.
- d. Prior to operation, the back and side yards shall be cleared of all weeds and debris.
- e. Within six months of the date of approval of the Administrative Permit, a minimum of five trees shall be planted along the west (rear) property line. At least two of these trees shall be evergreen trees, with one evergreen tree being at least 7 feet in height at the time of planting and the other evergreen tree being at least 5 feet in height at the time of planting. The other three trees may be deciduous. At least two of the deciduous trees shall be a minimum of 2 inch caliper per American Nursery Standards at the time of planting. The remaining deciduous tree shall be at least 1 inch caliper at the time of planting. All landscaping must be properly maintained. Any tree or vegetation that expires shall be replaced within one year.
- f. The applicant shall attach a copy of the action order granting approval of this project to all applications (including building permits) applied for as part of this Administrative Permit.

g. The following **Operational Conditions** shall be required for the life of the project:

1. This Administrative Permit shall remain in effect until or unless it is revoked or is inactive for one year.
2. Failure to comply with the Conditions of Approval shall render this approval null and void. Compliance with this condition shall be determined by Planning and Development.
3. All landscaping shall be watered and maintained on a regular basis. Any tree or vegetation that expires shall be replaced within one year.
4. The applicant and any successors shall direct any potential purchaser/operator of the site to meet with Planning and Development to review conditions of approval prior to the final sale of the site. Any subsequent purchaser/operator of the site shall notify Planning and Development of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

Building and Safety Division

2. The following conditions are requirements of Building and Safety, which shall be responsible for determining compliance with these conditions.

Contact: Don Jeppson, 775.328.2030, djeppson@washoecounty.us

- a. Prior to operation, the applicant shall apply for a change of occupancy through Building and Safety. Floor plans showing occupant loads and egress may be required.

Air Quality Management Division, Washoe County Health District

3. The following conditions are requirements of the Air Quality Management Division, which shall be responsible for determining compliance with these conditions.

Contact: Charlene Albee, 775.784.7211, calbee@washoecounty.us

- a. Prior to the issuance of any building permits for improvements in the building, an *Acknowledgement of Asbestos Assessment* will be required.

Truckee Meadows Fire Protection District

4. The following conditions are requirements of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions.

Contact: Amy Ray, 775.326.6005, aray@tmfpd.us

Washoe County Conditions of Approval

- a. A fire sprinkler shall be installed in the proposed structure due to the occupancies within the building. The R (Residential) is on commercial property and therefore requires a fire sprinkler system. A separation is required between the A (Assembly) and R (Residential) occupancies, and plans shall be submitted for review and approval per Washoe County Code, Chapter 60, *Fire Prevention and Protection*, and the IFC (International Fire Code).
- b. Plans and/or permits shall be obtained and approved prior to construction in accordance with Washoe County Code, Chapter 60, *Fire Prevention and Protection*.

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

Washoe County Building and Safety

From: Jeppson, Don C
Sent: Friday, March 07, 2014 1:18 PM
To: DeLozier, Sara; Salter, Gregory; Budge, Jennifer
Cc: Sannazzaro, Grace
Subject: RE: WC Development Applications for your review

Item 2: Applicant will need to apply for a change of occupancy through Building & Safety. Floor plans showing occupant loads and egress for the entire building may be required.

Don C. Jeppson, CBO AIA
County Building Official
Washoe County

Mail: P.O. Box 11130, Reno, NV 89520

Phone: 775-328-2030; *Fax:* 775-328-6132

e-mail: djeppson@washoecounty.us *web:* www.washoecounty.us



Please consider the environment before printing this message.

Air Quality – Washoe County District Health

From: Albee, Charlene
Sent: Friday, March 07, 2014 2:00 PM
To: Sannazzaro, Grace
Subject: AP14-001 - Little Church in the Valley

Grace –

The Air Quality Management Division of the Washoe County Health District has reviewed the above referenced project. The determination has been made that, at this time, there are no air quality concerns with the proposed project. Please be advised, an Acknowledgement of Asbestos Assessment will be required prior to the issuance of any building permits for tenant improvement work in the building.

Thank you for the opportunity to review the project.

Charlene Albee, REM
Director, Air Quality Management Division
Washoe County Health District
1001 East Ninth Street, Suite B171
Reno, NV 89512
P.O. Box 11130
Reno, Nevada 89520-0027
(775) 784-7211
(775) 784-7225 (fax)
<mailto:calbee@washoecounty.us>
www.ourcleanair.com



Please consider the environment before printing this e-mail.

Vector-Borne Diseases, Washoe County District Health

From: Shaffer, Jim
Sent: Tuesday, March 11, 2014 1:01 PM
To: Sannazzaro, Grace
Cc: Cona, Denise
Subject: Little Church

Good afternoon Grace,
Reviewed Little Church in the Valley (AP14-001) and have no comments.
Thanks

Traffic – Washoe County Engineering and Capital Projects

From: Lawson, Clara
Sent: Friday, March 07, 2014 3:52 PM
To: Sannazzaro, Grace
Cc: Vesely, Leo
Subject: Administrative Permit Case Number AP14-001 (Little Church in the Valley)

I have no recommendations for approval for this project.

Clara Lawson, PE, PTOE
Washoe County Community Services Dept
Engineering & Capital Projects Division
PO Box 11130 Reno, NV 89520-0027
775-328-3603

Amy Ray
Fire Marshal



Tim Leighton
Division Chief

Charles A. Moore
Fire Chief

March 21, 2014

Washoe County Community Services Department
1001 East Ninth Street
Reno, NV 89512

Re: Administrative Permit Case Number: AP 14-001

The Truckee Meadows Fire Protection District (TMFPD) will approve the above permit with the following conditions:

- A fire sprinkler shall be installed in the proposed structure due to the occupancies within the building. The R is on commercial property and therefore requires a fire sprinkler system. A separation is required between the A and R occupancies and plans shall be submitted for review and approval, per the Washoe County Code 60 and the IFC
- Plans and/or permits shall be obtained and approved prior to construction in accordance with Washoe County Code 60.

Please contact me with any questions at (775) 326-6005.

Thank you,

Amy Ray
Fire Marshal

TRUCKEE MEADOWS FIRE PROTECTION DISTRICT

1001 E. Ninth St. Bldg D 2nd Floor • Reno, Nevada 89512 • PO Box 11130 • Reno, Nevada 89520
Office 775.326.6000 Fax 775.326.6003

Administrative Permit AP14-001

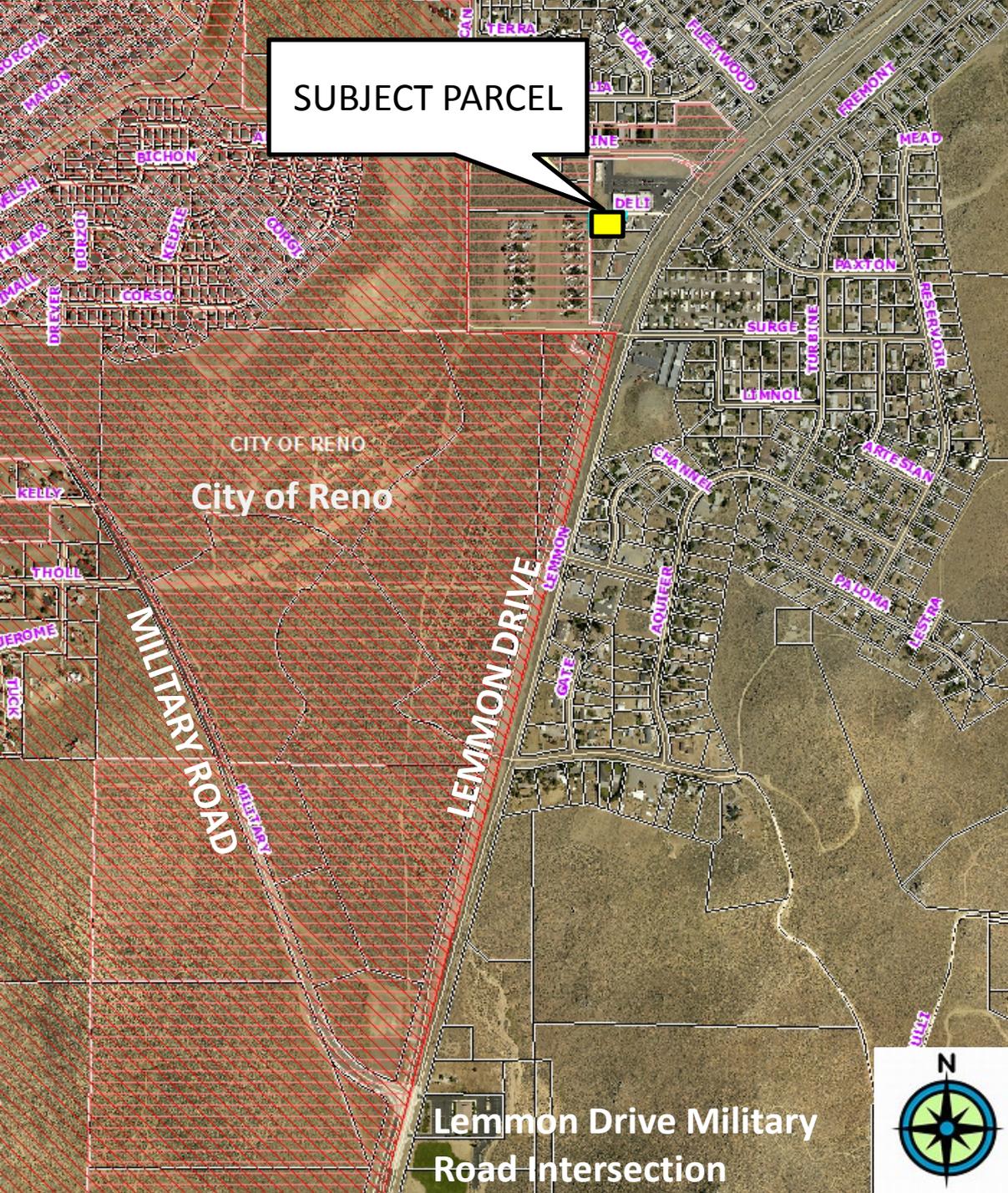
**Washoe County
Board of Adjustment
April 3, 2014**

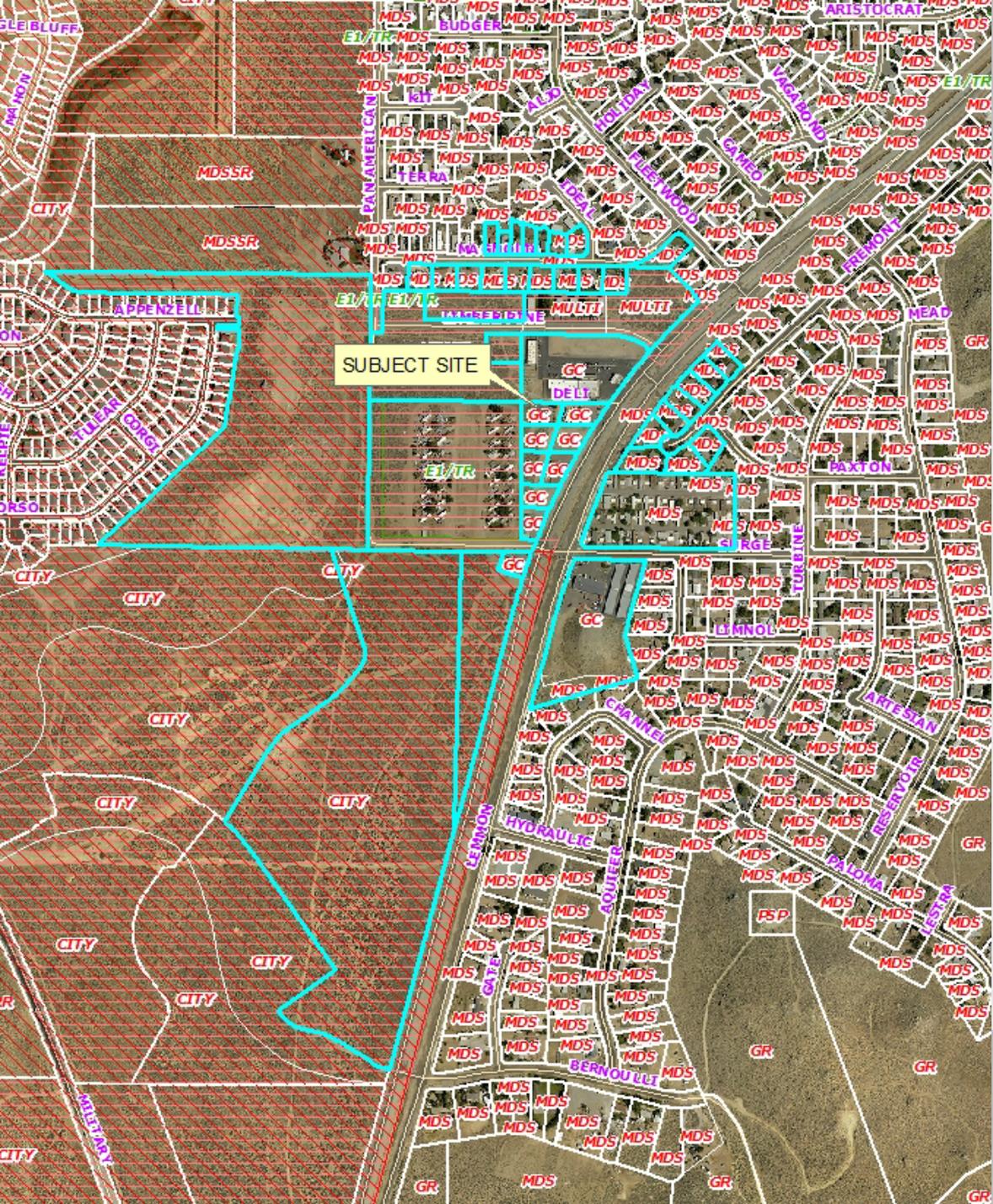
**Little Church
in the Valley**



Vicinity Map

- 100 Deli Street in Lemmon Valley
- West side of Lemmon Drive
- ±1.2 Miles North of Lemmon Drive, Military Road Intersection

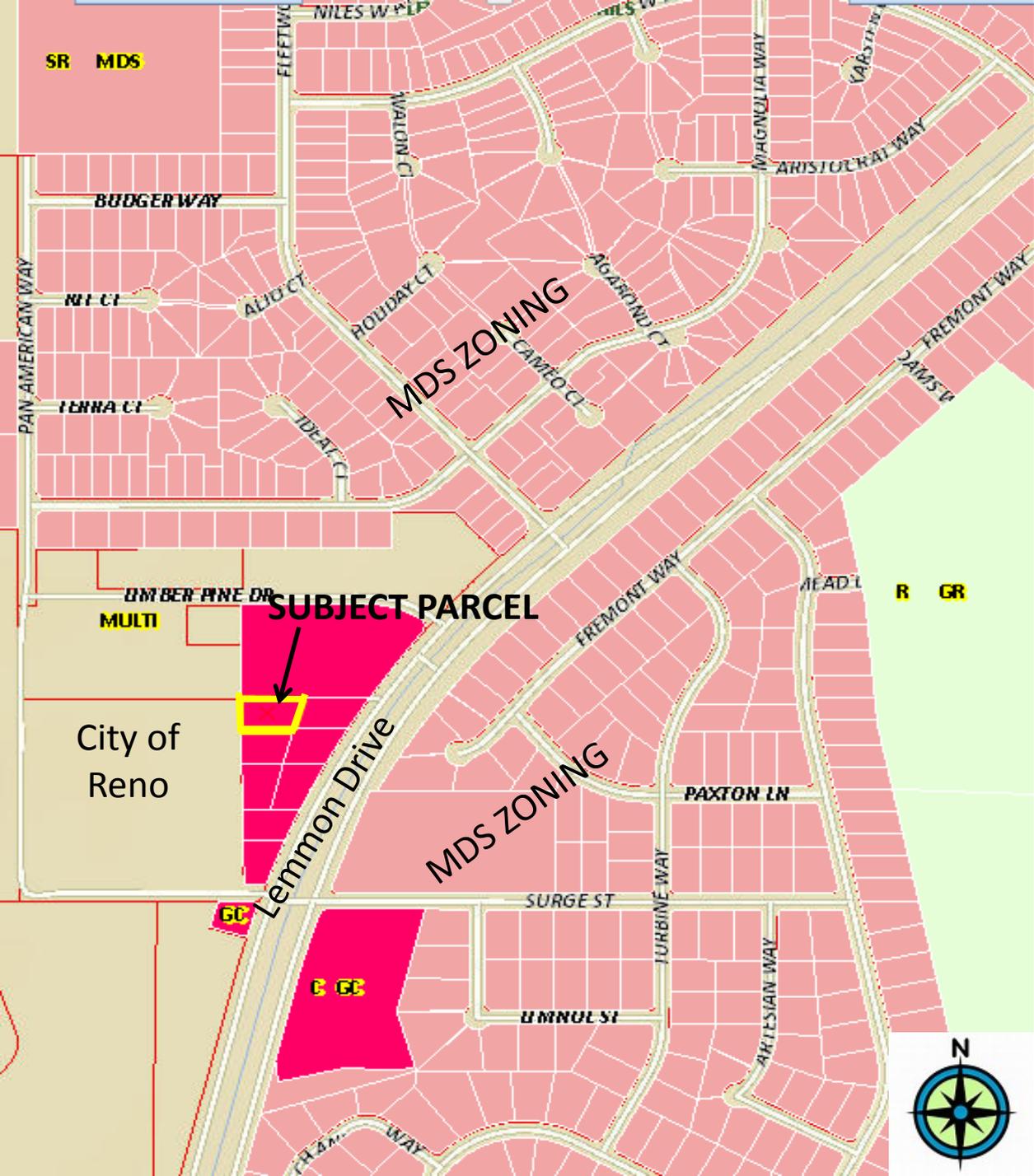




Public Notice

- 40 Property Owners Noticed
- Sunrise Mobile Home Park Tenants Noticed
- Bonanza Mobile Lodge Noticed
- At least 10 days before public hearing date

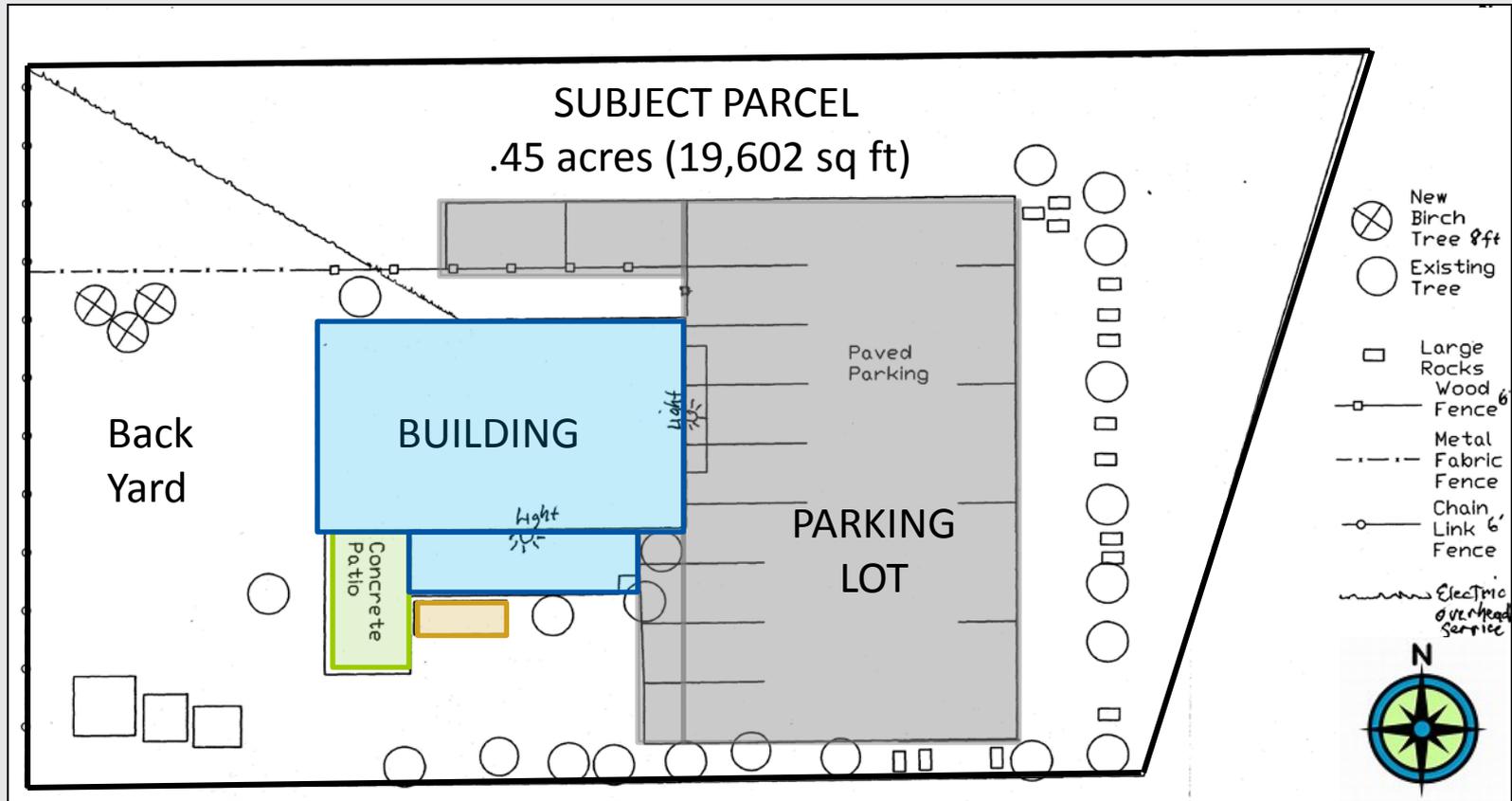
Zoning Map



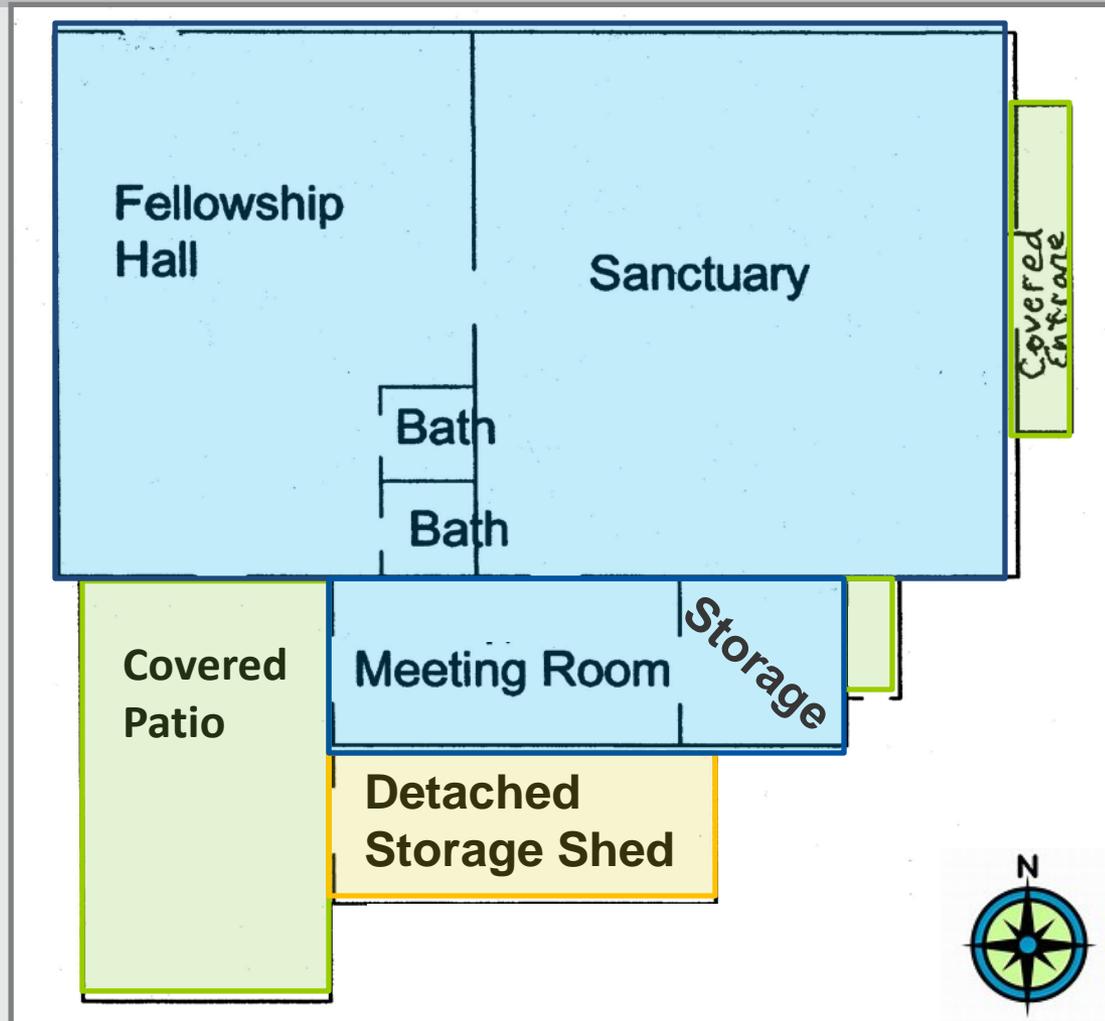
-  General Commercial
-  Medium Density Suburban
-  General Rural
-  City of Reno



Site Plan



Floor Plan



Apartment Entrance



Citizen Advisory Board and Public Comment

- **No comments received from the North Valleys Citizen Advisory Board.**
- **No public comment received.**



Reviewing Agencies

- **Building & Safety Division**
- **Truckee Meadows Fire Protection District**
- **Air Quality Management Division**
- **Planning and Development**



Administrative Permit Findings

- 1. Consistent with North Valleys Area Plan & Master Plan;**
- 2. No infrastructure improvements are needed;**
- 3. The site is suitable for a church;**
- 4. Issuance will not be detrimental; and**
- 5. No effect on a military installation**



Possible Motion

I move that after considering the information contained within the staff report and the information received during the public hearing, the Washoe County Board of Adjustment approve Administrative Permit Case Number AP14-001 for Little Church in the Valley, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

