



WASHOE COUNTY BOARD OF ADJUSTMENT Notice of Meeting and Agenda

Board of Adjustment Members

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

Thursday, April 16, 2020

1:30 p.m.

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

No members of the public will be allowed in the BCC Chambers due to concerns for public safety resulting from the COVID-19 emergency and pursuant to the Governor of Nevada's Declaration of Emergency Directive 006 Section 1 which suspends the requirement in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and participate. This meeting will be held by teleconference only.

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

PUBLIC HEARING ITEMS

(Complete case descriptions are provided beginning on page three of this agenda)

- **Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion)**
 - **Special Use Permit Case Number WSUP20-0002 (Boneyard Flat Grading Phase 2)**
 - **Special Use Permit Case Number WSUP19-0029 (Summit Christian Church)**
 - **Administrative Permit Case Number WADMIN20-0002 (Mommies and Daddies Daycare)**
 - **WVIO-PLA19-0176 (3765 Moorpark)**
 - **Administrative Case Number WADMIN20-0003 (Marce Herz Middle School Sign)**
 - **Administrative Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion)**
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Items for Possible Action. All numbered or lettered items on this agenda are hereby designated for possible action as if the words "for possible action" were written next to each item (NRS 241.020), except for items marked with an asterisk (*). Those items marked with an asterisk (*) may be discussed but action will not be taken on them.

Possible Changes to Agenda Order and Timing. Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed or voted on as a block, removed from the agenda, moved to the agenda of another later meeting or moved to or from the consent section. Items designated for a specified time will not be heard before that time, but may be delayed beyond the specified time.

Public Comment. Public comment, whether on action items or general public comment, is limited to three (3) minutes per person. No action may be taken on a matter raised under general public comment until the matter is included on an agenda as an item on which action may be taken.

As required by the Governor's Declaration of Emergency Directive 006 Section 2, members of the public may submit public comment by logging into the ZOOM webinar by accessing the following link: <https://zoom.us/j/208521616>. NOTE: This option will require a computer with audio and video capabilities.

Additionally, public comment can be submitted via email to washoe311@washoecounty.us or by leaving a voice message at: (775) 954-4664. Voice messages received will either be broadcast into the Commission Chamber during the meeting or transcribed for entry into the record. The County will make reasonable efforts to include all comments received for public comment by email and voice-mail into the record. Please try to provide comments by 4:00 p.m. on April 15, 2020.

Posting of Agenda; Location of Website. Pursuant to NRS 241.020, the Agenda for the Parcel Map Review Committee has been electronically posted at https://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php and <https://notice.nv.gov>. Pursuant to Section 3 of the Declaration of Emergency Directive 006 ("Directive 006"), the requirement contained in NRS 241.023(1)(b) that there be a physical location designated for meetings of public bodies where members of the public are permitted to attend and further, the requirement that notice agendas be physically posted within the State of Nevada has been suspended.

How to Get Copies of Agenda and Support Material: Copies of this agenda and supporting materials may be obtained through the Planning and Building Division website (http://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php) or at the Planning and Building Division Office (contact Donna Fagan, 1001 E. Ninth Street, Building A, Room A275, phone 775.328.3616 or e-mail dfagan@washoecounty.us). If you make a request, we can provide you with a link to a website, send you the material by email or prepare paper copies for you at no charge. Support material is available to the public at the same time it is distributed to Board of Adjustment members. If material is distributed at a meeting, it is available within 24 hours after the meeting.

Appeal Procedure: Most decisions rendered by the Board of Adjustment are appealable to the Board of County Commissioners. If you disagree with the decision of the Board of Adjustment and you want to appeal its action, call the Planning staff immediately at 775.328.6100. You will be informed of the appeal procedure, and application fee. Appeals must be in writing and must be delivered to the Planning and Building Division within 10 calendar days from the date that the decision being appealed is signed by the Secretary of the Board of Adjustment, and mailed to the original applicant in the proceeding being appealed.

AGENDA

1:30 p.m.

1. ***Determination of Quorum**
2. ***Pledge of Allegiance**
3. ***Ethics Law Announcement**
4. ***Appeal Procedure**
5. * **General Public Comment and Discussion Thereof**

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

6. **Possible action to approve Agenda**
7. **Possible action to approve [February 6, 2020](#) Draft Minutes**
8. **Public Hearings**

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

A. **Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion)** – For possible action, hearing, and discussion to approve an administrative permit to allow the conversion of the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size.

- Applicant/Property Owner: Tim Carlson
- Location: 795 Mays Blvd, Incline Village NV. Approximately 150 feet south of the intersection of Mays Boulevard and Southwood Boulevard
- APN: 127-090-04
- Parcel Size: ± 0.54 acres
- Master Plan: Urban Residential (UR)
- Regulatory Zone: Medium Density Urban (MDU)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village / Crystal Bay
- Development Code: Authorized in Article 808
- Commission District: 1 – Commissioner Berkbigler
- Staff: Roger Pelham, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3622
- Email: rpelham@washoecounty.us

B. **Special Use Permit Case Number WSUP20-0002 (Boneyard Flat Grading Phase 2)** – Special Use Permit Case Number WSUP20-0002 (Boneyard Flat Grading Phase 2) – For possible action, hearing, and discussion to approve a special use permit to allow the excavation of approximately 1,000,000 cubic yards of earthen material from the Boneyard Flat area to be used as fill material throughout the Eagle Canyon residential area and the Spanish Springs Business Park industrial area. The project is also intended to increase the holding capacity of the Boneyard Flat flood pool.

- Applicant: Spanish Springs Associates, LP.
- Property Owner: Spanish Springs Associates, LP.
- Location: North of the terminus of the Sha-Neva haul road and south and west of the Pebble Creek Subdivision
- Assessor's Parcel Number: 538-020-01 & 538-010-12
- Parcel Size: ±262 and ±128 acres
- Master Plan Categories: Rural (R) and Open Space (OS)
- Regulatory Zone: General Rural (GR) and Open Space (OS)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 438, Grading and Article 810, Special Use Permits
- Commission District: 4 – Commissioner Hartung
- Staff: Roger Pelham, Senior Planner
Washoe County Planning and Building
- Phone: 775.328.3622
- Email: rpelham@washoecounty.us

C. **Special Use Permit Case Number WSUP19-0029 (Summit Christian Church)** – For possible action, hearing, and discussion to approve a special use permit to allow for the

expansion of religious assembly uses to include the construction of a 34,225 sq. ft. worship center at 7075 Pyramid Highway. The proposed expansion will also involve grading which includes ±50,000 cubic yards of cuts from the site with ±30,000 cubic yards to be placed on the north end of the site and ±20,000 cubic yards to be exported.

- Applicant/Property Owner: Summit Christian Church
- Location: 7075 Pyramid Highway
- APN: 083-730-13
- Parcel Size: 36.7 acres
- Master Plan: Suburban Residential (SR) & Rural (R)
- Regulatory Zone: Medium Suburban Density (MDS) & General Rural (GR)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 810, Special Use Permits and Article 438, Grading
- Commission District: 4 – Commissioner Hartung
- Staff: Julee Olander, Planner
Washoe County Community Service Department
Planning and Building Division
- Phone: 775.328.3627
- Email: jolander@washoecounty.us

D. [Administrative Permit Case Number WADMIN20-0002 \(Mommies and Daddies Daycare\)](#)

– For possible action, hearing, and discussion to approve a daycare facility for 45 children from 0 to 12 years old at 100 Deli Street in an existing 2,932 sq. ft. building.

- Applicant/Property Owner: Nikole Jacob-Jones
- Location: 100 Deli Street
- APN: 080-191-06
- Parcel Size: .045 acres
- Master Plan: Commercial (C)
- Regulatory Zone: General Commercial (GC)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 302, Article 304, Article 810
- Commission District: 5 – Commissioner Herman
- Staff: Julee Olander, Planner
Washoe County Planning and Building
- Phone: 775.328.3627
- Email: jolander@washoecounty.us

E. [WVIO-PLA19-0176 \(3765 Moorpark\)](#) – For possible action, hearing, and discussion to affirm, modify, reverse, or remand an Administrative Hearing Officer’s confirmation of a code enforcement violation concerning an alleged violation of WCC Section 110.306.35(j), placement of a manufactured home on vacant property without the required set up permit.

- Appellant/Property Owner: William Anthony
- Location: 3765 Moorpark Ct., Sun Valley
- APN: 026-021-36
- Parcel Size: ± 0.62 acre (± 27,007 square feet)
- Master Plan: Suburban Residential

- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Sun Valley
- Development Code: Authorized in Articles 306, 910, and 912
- Commission District: 5 – Commissioner Herman
- Staff: Chad Giesinger, Planning Manager
Washoe County Planning and Building
- Phone: 775.328.3626
- Email: cgiesinger@washoecounty.us

F. Administrative Case Number WADMIN20-0003 (Marce Herz Middle School Sign) – For possible action, hearing, and discussion to approve the installation of 253.2 sq. ft. sign with the school name and will be visible from Arrowcreek Parkway for Marce Herz Middle School at 13455 Thomas Creek Road.

- Applicant/Property Owner: Washoe County School District
- Location: 13455 Thomas Creek Road
- APN: 152-921-03
- Parcel Size: 51.49 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Southwest Truckee Meadows
- Citizen Advisory Board: Southwest Truckee Meadows
- Development Code: Authorized in Article 505, Sign Regulations and Article 808, Administrative Permits
- Commission District: 2 – Commissioner Lucey
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building
- Phone: 775.328.3627
- Email: jolander@washoecounty.us

G. Administrative Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion) – Administrative Permit Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion) – For possible action, hearing, and discussion to approve an administrative permit to allow the expansion of an existing church building (Religious Assembly Use Type), by means of a two-story addition of approximately 976 square feet on each level for a total expansion of the building of approximately 1,952 square feet. The existing building is approximately 12,156 square feet in size.

- Applicant: Saint Francis of Assisi Catholic Church
- Location: 701 Mt. Rose Highway, on both the north and south sides of its intersection with Kelly Drive, in the Incline Village area.
- APN: 124-032-01 and 124-062-62
- Parcel Size: ± 9.17 and ± 3.14 acres
- Master Plan: Rural (R)
- Regulatory Zone: Public and Semi-Public Facilities (PSP)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 302
- Commission District: 1 – Commissioner Berkbigler
- Staff: Roger Pelham, Senior Planner

- Phone:
- Email:

Washoe County Planning and Building
775.328.3622
rpelham@washoecounty.us

9. Chair and Board Items

- *A. Future Agenda Items
- *B. Requests for Information from Staff

10. Director's and Legal Counsel's Items

- *A. Report on Previous Board of Adjustment Items
- *B. Legal Information and Updates

11. *General Public Comment and Discussion Thereof

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

12. Adjournment