



# Planning Commission Staff Report

Meeting Date: February 2, 2016

Subject: Amendment of Conditions Case Number AC15-006 for  
Special Use Permit Case Number SW13-001

Applicant(s): The Springs Lutheran Church

**Agenda Item Number: 9A**

Project Summary: Extension of time for construction and operation of The Springs  
Lutheran Church

**Recommendation: Approval with Conditions**

Prepared by: Roger Pelham, MPA, Senior Planner  
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## Description

**Amendment of Conditions Case Number AC15-006 (The Springs Lutheran Church) –** Hearing, discussion, and possible action to approve a two-year extension of time to obtain all required building permits for the approved Special Use Permit (case number SW13-001) which allowed the construction and operation of a Lutheran Church (Religious Assembly Use Type). The church building is proposed to be approximately 6000 square feet in size.

- Applicant: The Springs Lutheran Church, 150 Isidor Court, Sparks, NV 89441
- Property Owner: The Springs Lutheran Church, 150 Isidor Court, Sparks, NV 89441
- Location: The parcel is located between Pyramid Highway and Rockwell Boulevard approximately 1,100 feet north of its intersection with La Posada Drive. It is also located directly adjacent and to, and north of the SaveMart shopping center.
- Assessor's Parcel No: 534-071-05
- Parcel Size: 2.62 Acres
- Master Plan Category: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Article 810 Special Use Permits and Article 302 Allowed Uses
- Commission District: 4 – Commissioner Hartung
- Section/Township/Range: Section 35, Township 21 North, Range 20 East

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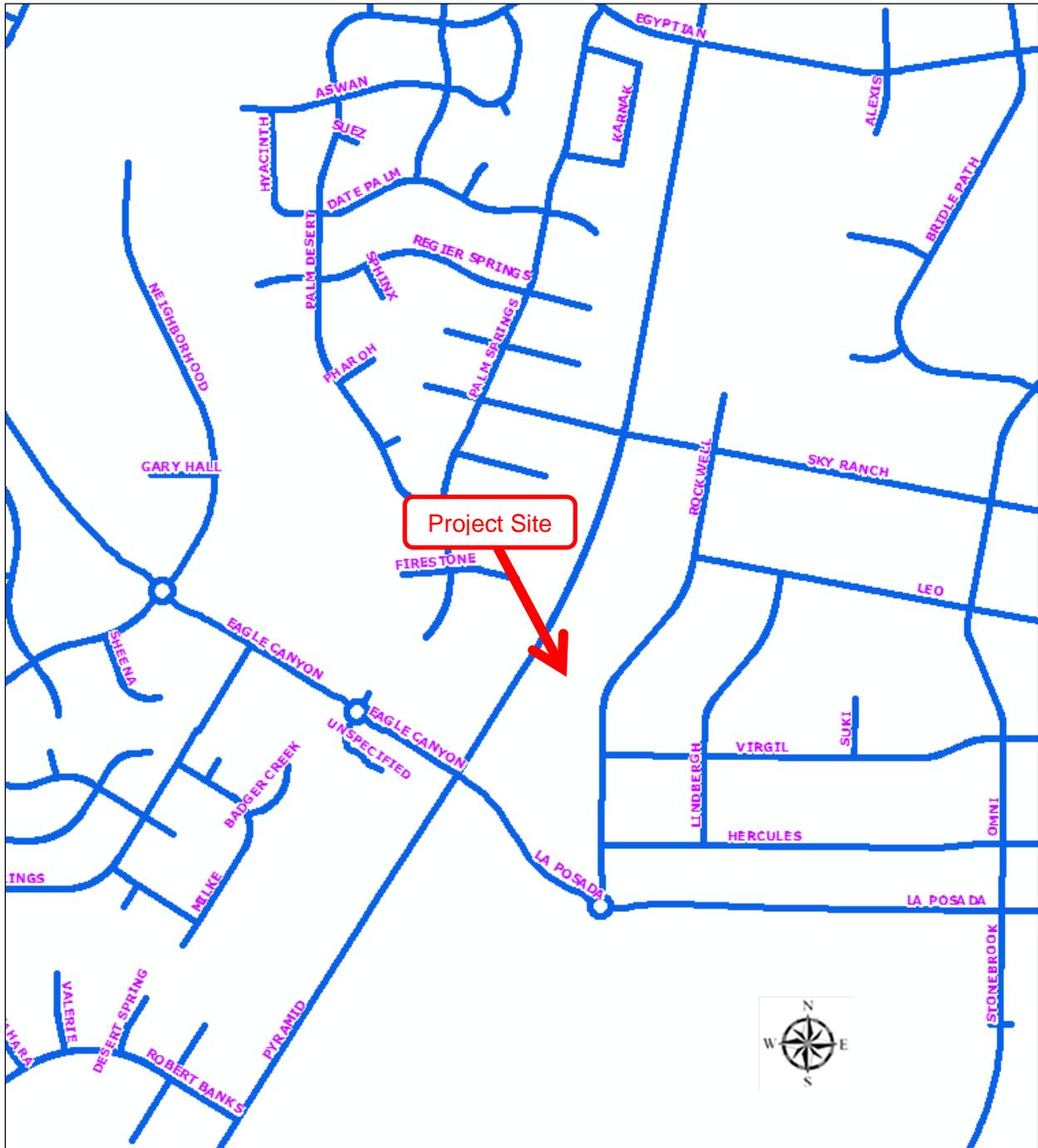
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**Special Use Permit**

The purpose of a Special Use Permit is to allow a method of review to identify any potential harmful impacts on adjacent properties or surrounding areas for uses that may be appropriate within a regulatory zone; and to provide for a procedure whereby such uses might be permitted by further restricting or conditioning them so as to mitigate or eliminate possible adverse impacts. If the Planning Commission (PC) grants an approval of the Special Use Permit, that approval is subject to Conditions of Approval. Conditions of Approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

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

The amended Conditions of Approval for Amendment of Conditions Case Number AC15-006 for Special Use Permit Case Number SW13-001 are attached to this staff report and will be included with the Action Order, if approved by the Planning Commission.



Vicinity Map



**Site Plan**

## **Project Evaluation**

In December of 2013, the applicant was granted approval of a special use permit (Case Number SW13-001) to allow construction and operation of a church located between Rockwell Boulevard and Pyramid Highway. Access to the facility is proposed to be by means of Rockwell Boulevard. Condition 1b of that approval required the applicant to submit complete construction plans and to have the building permit(s) issued within two years of approval. That date was December 3, 2015.

Funding for the project is still being arranged by the applicant. The applicant has requested two additional years to obtain the necessary building permits and begin construction of the facility. The circumstances in the area have not changed in the time since the original approval and staff believes that there is no detriment to approval of the request.

Staff recommends that condition of approval number 1b be amended to read as follows:

The applicant shall submit complete construction plans and building permits shall be issued within ~~two~~ **four** 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 & Development Division.  
*[amended by Planning Commission on 2/2/2016]*

If the PC approves the amendment, the applicant will have until December 3, 2017 to obtain construction permits for the project.

## **Spanish Springs Citizen Advisory Board (SSCAB)**

The proposed project was discussed at the regularly scheduled Spanish Springs Citizen Advisory Board meeting on January 13, 2016. There were no concerns expressed regarding extending the approval for an additional two years.

## **Public Notice**

This amendment request was noticed to affected property owners in accordance with the requirements of Article 810 of the Development Code. The noticing map is attached as Exhibit B to this report.

## **Reviewing Agencies**

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

- Washoe County Community Services Department
  - Planning and Development
  - Engineering and Capital Projects
  - Utilities
- Washoe County Health District
  - Vector-Borne Diseases Division
  - Air Quality Management Division
  - Environmental Health Division

- Truckee Meadows Fire Protection District
- Regional Transportation Commission
- Washoe – Storey Conservation District

None of the above-listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. The amended Conditions of Approval document is attached to this staff report and will be included with the Action Order, if approved by the PC.

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

Washoe County Development Code Section 110.810.20, requires that all of the following findings be made to the satisfaction of the Washoe County Planning Commission before granting approval of the amendment request. Staff has completed an analysis of the amendment application and has determined that the proposal is in compliance with the required findings as follows.

1. **Consistency.** That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Spanish Springs Area Plan.

*Staff Comment: The Religious Assembly use type is a permissible use in the Low Density Suburban zone, and in the Spanish Springs Area Plan, subject to the approval of a Special Use Permit by the Washoe County Planning Commission.*

2. **Improvements.** That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

*Staff Comment: The proposed facility will be served by connection to existing water, sewer and power facilities, all of which are adjacent to the proposed project site.*

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

*Staff Comment: The site has been completely disturbed in the past, is essentially flat and is surrounded on all sides by existing development. Development of this site constitutes an “in-fill” development.*

4. **Issuance Not Detrimental.** That approval of the amendment 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 use is in scale and character with the surrounding developed parcels. Existing utilities will be utilized. The project will utilize an existing parcel and constitutes “in-fill” within a developed area.*

5. **Effect on a Military Installation.** Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

*Staff Comment: There is no military installation in the required noticing distance, therefore this finding is not required.*

## **Recommendation**

Those agencies which reviewed the original application recommended conditions in support of approval of the project, and the circumstances have not changed significantly since the original approval. Therefore, after a thorough analysis and review, Amendment of Conditions Case Number AC15-006 is being recommended for approval with conditions. Staff offers the following motion for the Commission'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 Planning Commission approve Amendment of Conditions Case Number AC15-006 the Springs Lutheran Church, having made all five findings in accordance with Washoe County Code Section 110.810.30:

1. 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;
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;
3. Site Suitability. That the site is physically suitable for a church, and for the intensity of such a development;
4. Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;

## **Appeal Process**

Planning Commission action will be effective 10 calendar days after the written decision is filed with the Secretary to the Planning Commission 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 Development Division within 10 calendar days after the written decision is filed with the Secretary to the Planning Commission and mailed to the original applicant.

xc: Applicant: The Springs Lutheran Church, 150 Isidor Court, Suite 203, Sparks, NV 89441

Property Owner: The Springs Lutheran Church, 150 Isidor Court, Suite 203, Sparks, NV 89441

Representatives: Tectonics Design Group, 10451 Double R Boulevard, Reno, NV 89521

# EXHIBIT A



## Amended Conditions of Approval

Amendment of Conditions Case Number AC15-006 for Special Use Permit Case Number SW13-001

The project approved under Amendment of Conditions Case Number AC15-006 for Special Use Permit Case Number SW13-001 shall be carried out in accordance with the Amended Conditions of Approval granted by the Planning Commission on February 2, 2016. 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.

**Unless otherwise specified**, all conditions related to the approval of this Special Use 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 & Development Division.

Compliance with the Conditions of Approval related to this Special Use 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 Special Use 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 Special Use 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.**

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 Development Division**

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

**Contact Name** – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this special use permit. The Planning & Development Division shall determine compliance with this condition.
- b. The applicant shall submit complete construction plans and building permits shall be issued within ~~two~~ four 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 & Development Division. [amended by Planning Commission on 2/2/2016]
- c. The applicant shall attach a copy of the action order approving this project to all administrative permit applications (including building permits) applied for as part of this special use permit.
- d. The required screening fence/wall on the north side of the project site shall be at least six feet in height and not greater than eight feet in height and shall be constructed of chain link fencing with slats. The color of the wall shall match the proposed church building. The required screening wall shall extend the entire length of the common property line.
- e. A note shall be placed on all construction drawings and grading plans stating:

**NOTE**

Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

- f. Prior to any ground disturbing activity, the applicant shall submit a landscaping/architectural design plan to the Planning & Development Division for review and approval by the Design Review Committee. Said plan shall address, but not be limited to:
  - type and color of building materials

- general architectural design
  - parking
  - parking lot circulation and striping
  - signage
  - exterior lighting
  - fencing
  - fencing materials for the northern property line shall be chain link with privacy slats.
  - trash enclosures
  - landscaping material (if plant material: type, size at time of planting, maturation size at full growth, period of time between planting and full growth)
  - landscaping location
  - landscaping irrigation system, and financial assurances that landscaping will be planted and maintained.
- g. A certification letter or series of letters by a registered landscape architect or other persons permitted to prepare landscaping and irrigation plans pursuant to N.R.S. 623A shall be submitted to and approved by the Planning & Development Division. The letter(s) shall certify that all applicable landscaping provisions of Articles **[408, 410 and 412]** of the Development Code have been met. Any landscaping plans and the letter shall be wet-stamped. The letter shall indicate any provisions of the code that the Director of the Planning and Development Division has waived.
- h. All landscaping shall be maintained in accordance with the provisions found in Section 110.412.75, Maintenance. A three-year maintenance plan shall be submitted by a licensed landscape architect registered in the State of Nevada to the Planning & Development Division, prior to a Certificate of Occupancy. The plan shall be wet-stamped.
- i. The side of the existing concrete-block wall on the southern property line, that faces the proposed church, shall be painted one solid, neutral-tone color to match the proposed church building.
- j. Any parking areas shown on the proposed plan shall be constructed prior to Certificate of Occupancy or final inspection for of the proposed church building.
- k. All exterior lighting shall be shielded such that light is emitted downward only.
- l. The following **Operational Conditions** shall be required for the life of the development:
1. This special use 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 the Planning & Development Division.
  3. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the special use permit to meet with

the Planning & Development Division to review Conditions of Approval prior to the final sale of the site and/or the special use permit. Any subsequent purchaser/operator of the site and/or the special use permit shall notify the Planning & Development Division of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

**Washoe County Engineering and Capital Projects Division**

2. The following conditions are requirements of the Engineering and Capital Projects Division, which shall be responsible for determining compliance with these conditions.

**Contact Name** – John Cella, 755.954.4656, [jcella@washoecounty.us](mailto:jcella@washoecounty.us)

- a. The applicant shall dedicate necessary water rights prior to issuance of the building permit. The dedication of water rights shall be in accordance with Article 422, the Spanish Springs Area Plan. Water rights must be in good standing with the State of Nevada Division of Water Resources and the point of diversion, place and manner of use must be acceptable to the DWR.
  - b. Landscape plans shall be submitted to the Community Services Department (CSD) for review of the additional Water Rights to be dedicated.
  - c. All fees shall be paid in accordance with Washoe County Ordinance prior to release of building permit.
  - d. Improvement plans shall be submitted and approved by CSD prior to issuance of building permit. They shall be in compliance with Washoe County Design Standards, NAC445A, and be designed by a Professional Engineer licensed to practice in the State of Nevada.
  - e. CSD approved improvement plans shall be used for the new water and sewer services, and CSD will be responsible for the inspection of the new water and sewer services.
3. The following conditions are requirements of the Engineering and Capital Projects Division, which shall be responsible for determining compliance with these conditions.

**Contact Name** – Leo Vesely, 755.325.8032, [lvesely@washoecounty.us](mailto:lvesely@washoecounty.us)

- a. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. 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. A hydrology/hydraulic report prepared by a registered engineer shall be submitted to the Engineering Division for review and approval. The report shall include the locations, points of entry and discharge, flow rates and flood limits of all 5- and 100-year storm flows impacting both the site and offsite areas and the methods for handling those flows. The report shall include all storm drain pipe

and ditch sizing calculations and a discussion of and mitigation measures for any impacts on existing offsite drainage facilities and properties.

- c. Any increase in storm water runoff resulting from the development of the site shall be detained on site to the satisfaction of the County Engineer.
- d. The owner/ applicant shall obtain from the Nevada Division of Environmental Protection a Stormwater Discharge Permit for construction and submit a copy to the Engineering Division prior to issuance of a grading permit.
- e. The owner/applicant shall complete and submit the Construction Permit Submittal Checklist, the Performance Standards Compliance Checklist and pay the Construction Stormwater Inspection Fee prior to obtaining a grading permit. The County Engineer shall determine compliance with this condition.
- f. A grading bond of \$2,000/acre of disturbed area shall be provided to the Engineering Division prior to issuance of a grading permit.
- g. The applicant/owner shall provide pretreatment for petrochemicals and silt for all storm drainage from the site to the satisfaction of the County Engineer.
- h. All disturbed areas left undeveloped for more than 30 days shall be treated with a dust palliative. Disturbed areas left undeveloped for more than 45 days shall be revegetated. Methods and seed mix must be approved by the County Engineer with technical assistance from the Washoe-Storey Conservation District.

#### **Washoe County Health District**

4. The following conditions are requirements of the Health District, which shall be responsible for determining compliance with these conditions. The District Board of Health has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

**Contact Name** – Charlene Albee, 775.784.7211, calbee@wsahoecounty.us

- a. An Air Quality Dust Control permit is required prior to approval of construction permits.

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

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

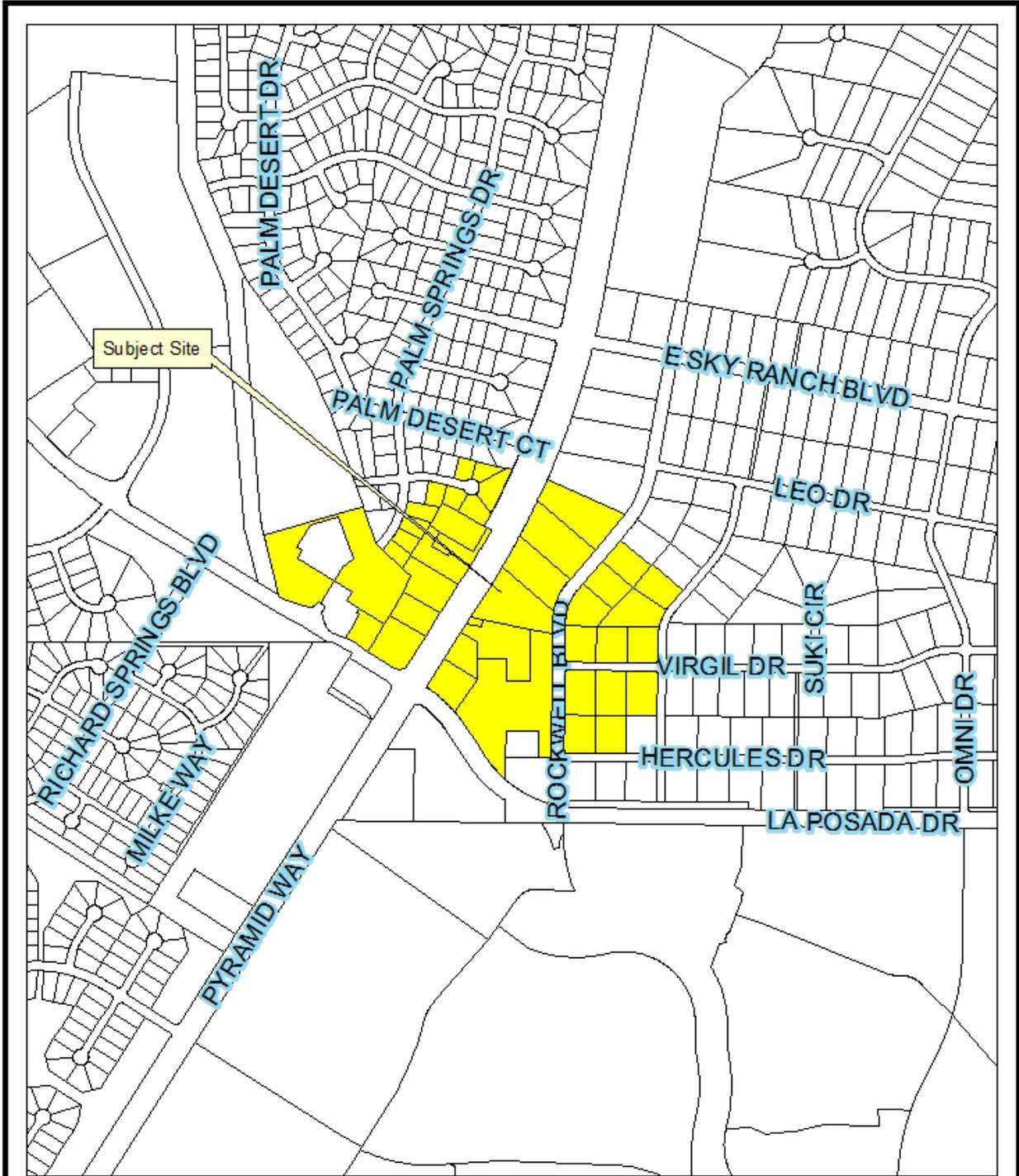
**Contact Name** – Amy Ray, 775.326.6005, aray@tmfpd.us

- a. This project shall meet all the requirements of Washoe County Code Chapter 60.
- b. Access to the building and property shall be in accordance with Washoe County Code Chapter 60. Modifications to the current site plan may be required to meet required access to the building and property.
- c. Water for fire suppression and an automatic fire suppression and alarm system shall be provided for the building in accordance with Washoe County Code

Chapter 60. Fire hydrant, FDC and PIV locations shall be approved by TMFPD prior to installation.

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

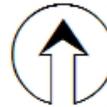
# AC15-006 Exhibit B



Mailing Label Map

Case No AC15-006  
The Springs Lutheran Church  
40 Parcels selected at 600 feet.

Source: Planning and Development Division



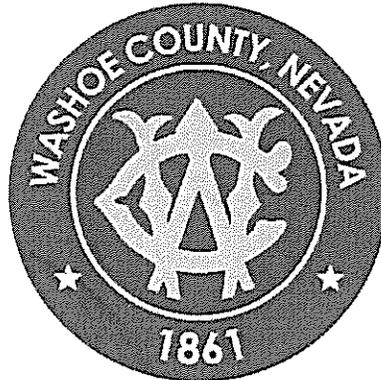
Date: December 2015

WASHOE COUNTY  
NEVADA

Post Office Box 11120  
Reno, Nevada 89520  
(775) 225-2600

AC15-006

Community Services Department  
Planning and Development  
AMENDMENT OF CONDITIONS  
APPLICATION



Community Services Department  
Planning and Development  
1001 E. Ninth St., Bldg A  
Reno, NV 89520

Telephone: 775.328.3600

## Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Development staff at 775.328.3600.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: The Springs Lutheran Church			
Project Description: Construction of a new 6,000 square foot Lutheran Church on a 2.62 acre vacant parcel located on Rockwell Blvd north of LaPosada Drive.			
Project Address: 470 Rockwell Blvd			
Project Area (acres or square feet): 2.62 Acres			
Project Location (with point of reference to major cross streets AND area locator): Approximately 1,200 feet north of the centerline of LaPosada Drive & Rockwell Blvd in Spanish Springs.			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No(s):	Parcel Acreage:
534-071-05	2.62 ac.		
Section(s)/Township/Range: A portion of Section 35, T. 21 N. R. 20 E.			
<b>Indicate any previous Washoe County approvals associated with this application:</b> Case No.(s). SW13-001			
<b>Applicant Information</b> (attach additional sheets if necessary)			
<b>Property Owner:</b>		<b>Professional Consultant:</b>	
Name: Springs Evangelical Lutheran Church		Name: Tectonics Design Group	
Address: 150 Isidor Ct Suite 203		Address: 10451 Double R Blvd	
Sparks, NV	Zip: 89441	Reno, NV	Zip: 89521
Phone: (775) 425-2202	Fax: 775-425-2237	Phone: (775) 824-9988	Fax: 775-824-9986
Email: paul.village@sbcglobal.net		Email: barrett@tdg-inc.com	
Cell: (775) 622-7018	Other:	Cell: 775-473-9914	Other:
Contact Person: Paul Cox		Contact Person: Barrett Donovan	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: The Springs Lutheran Church		Name:	
Address: 150 Isidor Court		Address:	
Sparks, NV	Zip: 89441		Zip:
Phone: (775)425-2202	Fax: 775-425-2237	Phone:	Fax:
Email: paul.village@sbcglobal.net		Email:	
Cell: (775) 622-7018	Other:	Cell:	Other:
Contact Person: Paul Cox		Contact Person:	
<b>For Office Use Only</b>			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Property Owner Affidavit

Applicant Name: The Springs Evangelical Church

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA )  
COUNTY OF WASHOE )

I, Allen C Culuris Cowacik President  
(please print name)

being duly sworn, depose and say that I am the owner\* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Development.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 534-071-05

Printed Name Allen C Culuris

Signed [Signature]

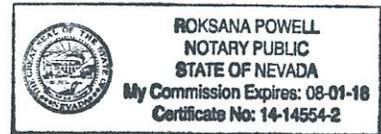
Address 150 15000th St #30  
Sparks NV 89441

Subscribed and sworn to before me this 15<sup>th</sup> day of December, 2015.

(Notary Stamp)

[Signature] Washoe County, NV  
Notary Public in and for said county and state

My commission expires: 08-01-2018



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

- Owner
- Corporate Officer/Partner (Provide copy of recorded document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship

## Amendment of Conditions Application

(Information may be attached separately)

### Required Information

1. The following information is required for an Amendment of Conditions:
  - a. Provide a written explanation of the proposed amendment, why you are asking for the amendment, and how the amendment will modify the approval.
  - b. Identify the specific Condition or Conditions that you are requesting to amend.
  - c. Provide the requested amendment language to each Condition or Conditions, and provide both the *existing* and *proposed condition(s)*.

Extension of time request (Springs Evangelical Lutheran Church) - To extend the deadline to submit construction plans and obtain building permits on Special Use Permit Case No. SW13-001 (The Springs Lutheran Church) from December 18, 2015 (2 years from special use permit approval) to December 18, 2017 (4 years from special use permit approval).

2. Describe any potential impacts to public health, safety, or welfare that could result from granting the amendment. Describe how the amendment affects the required findings as approved.

None.

- A. Open with prayer by Pastor Hillmer (11:59, 19 members & 10 Guests)
  
- B. Read and approve Nov. 17, 2013 voters meeting minutes.
  - a. Minutes were incomplete (referenced agenda did not print out) Bill Long moved that the approval be tabled for the November 2014 voters meeting. Don Tews seconded the motion; no further discussion and the question to pass the motion was approved.
- C. Membership changes were reviewed, net membership was posted at 130 members and 95 communicants. Don Tews moved to accept the membership listed; Ryan Gilkey seconded the motion. With no further discussion the motion passed unanimously.
- D. Unfinished business
  - a. The Ministry calendar and budget was handed out with most recent updates.
- E. Ministry reports
  - a. Elders; membership discussed as above and announcements of the current elders as Mel Schlicker, Brad Dietel, Dave Clizer, and Don Tews.
  - b. Evangelism report was reviewed
  - c. Christian Education report reviewed
  - d. Church Life activities reported
  - e. Property & Finance reviewed.
- F. Financial report reviewed; Paul Cox moved the report and budget be approved. Bill Long seconded the motion; no further discussion made the motion was passed unanimously.
- G. The recommendation was put forth to adopt the Church constitution by-laws to add Article XI regarding the Marriage and Human Sexuality doctrinal position clause as written and provided by the Arizona California Committee on Constitutional Matters. A brief discussion on the purpose ensued and it was agreed that the article is a positional statement for the congregational constitution. David Baumbach moved to adopt the article as proposed, Don Tews seconded. There being no further discussion the motion was approved unanimously.
- H. Building committee update from John Bradbury:
  - a. John met with United Construction regarding the existing plans and their participation; there have been no replies of data for weeks. There is a scheduled conference call with Builders for Christ at approximately 5 P.M. May 22 to learn more on the details of potential involvement on the project.
    - i. 2013 through June 2016
- I. Election of officers
  - a. A brief discussion regarding the short notice of candidates and nominations. Bill Long moved the nominations be closed. Kevin Schlittenhart seconded the motion. The motion was passed unanimously.
  - b. New officer positions up for election are:
    - i. Allen Culuris for Council President term July
    - ii. Timothy Reynolds for Council Secretary, term July 2014 through June 2017
    - iii. Bill Long for Council Outreach, term July 2014 through June 2017

May 18, 2014



- iv. Larry Porath for Council Property & Finance, term July 2012 through June 2015
  - v. Other officers remaining are:
    - 1. Treasurer Kevin Schlittenhart July 2012 – June 2015
    - 2. Elder Don Tews July 2012 – June 2015
    - 3. Christian Education Ryan Gilkey July 2013 – June 2016
    - 4. Church Life Al Koch July 2013 – June 2016
  - c. The question was put forth to vote on the new officers. Bill Long moved to accept the officers; Adam Porath seconded the motion. With no further discussion the motion was passed unanimously.
- J. Adjournment
- a. A closing prayer was offered by Mike Salgado at 12:36

Respectfully submitted

Allen Culuris Council Secretary

The Springs Lutheran Church voters' minutes for November 17, 2013

17 Members and 9 Guests present.

Agenda was passed out prior to the meeting (after service). Please see the attached agenda.

1. Meeting called to order at 11:50 A.M. with an opening prayer by Pastor Hillmer.
2. September 1 minutes read
  - a. Bill Long moved to accept the minutes
  - b. Don Tews seconded the motion
  - c. No discussion made, voted and passed unanimously.
3. Membership changes presented (page 2 of agenda) by Don Tews.
4. No unfinished business
5. Ministry reports
  - a. Elders
    - i. Don Tews recommendation that the CMO for 2014 be \$5,500.00
      1. Mike Salgado seconded
      2. No discussion voted and passed unanimously.
    - ii. Recommendation that the Special Mission Offering be designated per the agenda (5.a.ii. page 1 of the agenda).
  - b. Evangelism information given by Bill Long
  - c. Christian Education activities presented by Ryan Gilkey
  - d. Church Life activities presented by Al Koch
  - e. Property & Finance
    - i. Recommendation that the ministry lease not be renewed, but converted to month to month until the church is built.
      1. Bill Long moved to accept the change to month to month.
      2. Kevin Schlittenhart seconded the motion.
      3. No further discussion voted and passed unanimously.
    - ii. Paul recommended the continuance of having Sierra Firearms also be maintained on a month to month basis.
      1. Bill Long moved to accept the Sierra Firearms proposal.
      2. Kevin Schlittenhart seconded the motion.
      3. No further discussion voted and passed unanimously.
6. Financial report was given in May 2013.
7. Council recommendations:
  - a. Recommendation made to use \$25,000.00 of the CEF (\$250,000.00) towards the purchase of the land.
    - i. Don Tews moved to accept the proposal for the \$25,000.00 expenditure.
      1. Bill Long seconded the motion
      2. No further discussion being made, the motion carried unanimously.
    - ii. Recommendation made to form a building committee of 3 to 5 people with a male member being the chairperson was offered.

1. Bill Long moved to form a building committee.
  2. Don Tews seconded the motion.
  3. No further discussion being made, the motion carried unanimously.
- b. Recommendation to start a new capital campaign "Forward in Faith" targeted at \$100,000.00, a 2014 goal. Any further building fund envelopes to be funding this campaign.
- i. Bill Long moved to accept the proposal as presented.
  - ii. Don Tews seconded the motion.
  - iii. No further discussion being made, the motion carried unanimously.
- c. Recommendation to apply for a Vicar in August 2014-15; be submitted in March 2014.
- i. Bill Long moved to accept the proposal.
  - ii. Kevin Schlittenhart seconded the motion.
  - iii. No further discussion being made, the motion carried unanimously.
- d. Recommendation to schedule discussion, bible study, and consider a church constitutional amendment article X regarding Marriage and Human Sexuality later in 2014.
- i. Tim Reynolds moved to accept the topic for discussion and amendment later in 2014.
  - ii. Larry Porath seconded the motion.
  - iii. No further discussion being made, the motion carried unanimously.
- e. Recommendation of setting Pastor Hillmer's 2014 Parsonage Allowance to \$30,000.00
- i. PLEASE SEE the attached agenda text as required by IRS section 107 under the 7.e. recommendation.
  - ii. Bill Long moved to accept the parsonage allowance.
  - iii. Tim Reynolds seconded.
  - iv. No further discussion being made, the motion carried unanimously.
8. Elections
- a. A listing of May 2013 was given in the agenda
9. Prior to adjournment Al Koch moved to acknowledge the Land search committee headed by Paul Cox. For the continued efforts to acquire the 2.6 acre land for our church.
- a. Bill Long seconded the motion.
  - b. (Applause!) No further discussion being made, the motion carried unanimously.
  - c. Meeting closed with prayer at 12:25 P.M.

Respectfully submitted by:

Allen Culuris church Secretary February 10, 2014



## Bi-Annual Voters' Meeting Agenda

November 17, 2013

1. Opening Prayer and Devotion – Pastor Hillmer
2. Reading and approval of minutes of the previous meeting – September 1, 2013
3. Membership Changes: (on back)
4. Unfinished business
5. Ministry reports from the committees
  - a. Elders
    - i. Recommend \$5500 for CMO (Congregational Mission Offering) for 2014 (5.5%)
    - ii. Recommend **Special Mission Offering** to be designated as follows:
      1. The balance of our 2013 CMO (\$250 +/-) and the remainder to be...
      2. Half to Wisconsin Lutheran Seminary 150<sup>th</sup> Anniversary (\$450 +/-)
      3. Half to Martin Luther College Early Childhood Education Building (\$450 +/-)
  - b. Evangelism
  - c. Christian Education
  - d. Church Life
  - e. Property & Finance
    - i. Recommend extending the Lease of the Ministry Center to be “on a month to month basis for \$1900 a month” until the church is built.
    - ii. Recommend continue sub-leasing to Sierra Firearms Academy “on a month to month basis for \$565 a month.” (They have talked about moving with us!)
6. Financial Report and / or Adoption of Ministry Plan (done in May)
7. Recommendations of the church council and new business
  - a. Land Search Committee Report
    - i. Approve spending \$25,000 of the \$250,000 Special Grant from CEF towards the purchase of the Land.
    - ii. Form of a Building Committee: Chairman (male); 3-5 members ( M/F)
  - b. Recommend adopting *Forward in Faith* Capital Campaign \$100,000 goal - *see handout*
  - c. Recommend applying for a Vicar (August '14-'15) \$\_\_\_\_\_; submitted in March '14.
  - d. Recommendation for congregation members study proposed Constitution Article X Marriage and Human Sexuality as part of Sunday AM Bible Class in 2014.
  - e. Recommend setting Pastor Hillmer's 2014 Parsonage Allowance to \$30,000.

Each year a pastor can declare a certain portion of his income to be designated as “Parsonage Allowance.” This does not impact the budget; rather it allows the pastor to reduce his taxable income. According to the IRS, the following statement must be recorded in the minutes of the voters' meeting prior to the tax year beginning. It may be revised during the year, but it only affects expenses incurred for the remainder of the calendar year.

“Under provisions of section 107 of the Internal Revenue Code of 1986, as amended, the Ministers of the Gospel listed below may have a portion of their compensation designated as a parsonage allowance. The amount indicated shall be the designated parsonage allowance for the year 2014.” Reverend Steven M. Hillmer \$30,000.00

8. Elections – terms are 3 years in length (done in May)

Current Positions held and terms

President:	Mike Salgado	July 2013 - June 2016
Treasurer:	Kevin Schlittenhart	July 2012 - June 2015
Secretary:	Allen Culuris	July 2011 - June 2014
Elders:	Don Tews	July 2012 - June 2015
Outreach:	Bill Long	July 2011 - June 2014
Christian Education:	Ryan Gilkey	July 2013 - June 2016
Church Life:	Al Koch	July 2013 - June 2016
Property & Finance:	Paul Cox	July 2012 - June 2015

9. Adjournment with prayer

**Membership Changes**

June 9, 2013 through November 17, 2013

As of the last Voters' Meeting, membership stood at 113 members and 85 communicants.

**Membership Gains (9 Members / 5 Communicants)**

Births – 0

Youth Confirmation on April 14, 2013 – 0 Members / 0 Communicants

Adult Confirmation – 5 Members / 3 Communicants

1. Scott Baker (10-27-13) \*
2. Shelly Baker (10-27-13) \*
3. Amy Baker (10-27-13)
4. Austen Baker (10-27-13)
5. Jane Wertzberger (10-27-13) \*

Profession of Faith – 4 Members / 2 Communicants

1. Adam Porath (10-27-13) \*
2. Katie Porath (10-27-13) \*
3. Jackson Porath (10-27-13)
4. Chase Porath (10-27-13)

Transfers In – 0 Members / 0 Communicants

**Membership Losses (1 Member / 1 Communicant)**

Transfer Out – 0

Release from Membership to other Christians churches – 0 Members / 0 Communicants

Removed from Membership – 0 Members / 0 Communicants

Excommunication – 0

Called to Eternal Glory – 1

1. Barbara Jean Bradbury \* (July 17, 2013)

\* Communicant Member

These changes bring the membership of The Springs to 121 members / 89 communicants.



## Annual Voters' Meeting Agenda

May 18, 2014

1. Opening Prayer – Pastor Hillmer
2. Reading and approval of minutes of the previous meeting – November 17, 2013
3. Membership Changes: (on back)
4. Unfinished business
5. Ministry reports from the committees – See Ministry Calendar
  - a. Elders
  - b. Evangelism
  - c. Christian Education
  - d. Church Life
  - e. Property & Finance
6. Financial Report and / or Adoption of Ministry Plan
  - a. 2014-15 Proposed Ministry Plan
  - b. *Forward in Faith* Capital Campaign \$100,000 goal / update
7. Recommendations of the church council and new business
  - a. Adoption of Bylaw Article XI: Marriage and Human Sexuality
  - b. Building Committee update – John Bradbury
8. Elections (position in bold are up for election this year)

Current positions, terms, and names

President:	July 2013 - June 2016	Allen Culuris
Treasurer:	July 2012 - June 2015	Kevin Schlittenhart
Secretary:	July 2014 - June 2017	Timothy Reynolds
Elders:	July 2012 - June 2015	Don Tews
Outreach:	July 2014 - June 2017	Bill Long
Christian Education:	July 2013 - June 2016	Ryan Gilkey
Church Life:	July 2013 - June 2016	Al Koch
Property & Finance:	July 2012 - June 2015	Larry Porath

9. Adjournment with prayer

Reminder: All men who haven't yet done so, please sign the constitution.

## Membership Changes

November 17, 2013 through May 18, 2014

As of the last Voters' Meeting, membership stood at 121 members and 89 communicants.

### Membership Gains (11 Members / 7 Communicants)

Births – 1

1. Logan Carl Clizer (4-03-14) – baptized (4-04-14)

Youth Confirmation – 0 Members / 0 Communicants

Adult Confirmation – 10 Members / 7 Communicants

1. James Daniel Barbera (5-18-14) \*
2. Karen Leigh Barbera (5-18-14) \*
3. Avery Kole Barbera (5-18-14)
4. Gary Frankenhauser (5-18-14) \*
5. Cyndie Frankenhauser (5-18-14) \*
6. David Wayne Ingram (5-18-14) \*
7. Jill Elizabeth Ingram (5-18-14) \*
8. Lori Elizabeth Ingram (5-18-14) \*
9. Trinity Elizabeth Rego (5-18-14)
10. Justin David Lee (5-18-14)

Profession of Faith – 0 Members / 0 Communicants

Transfers In – 0 Members / 0 Communicants

### Membership Losses (2 Members / 1 Communicant)

Transfer Out – 0

1. Lola Christina Toney to Trinity Lutheran Church, Woodbridge, VA (5-4-14) \*
2. Mila Maria Toney to Trinity Lutheran Church, Woodbridge, VA (5-4-14)

Release from Membership to other Christians churches – 0 Members / 0 Communicants

Removed from Membership – 0 Members / 0 Communicants

Excommunication – 0

Called to Eternal Glory – 0

\* Communicant Member

These changes bring the membership of The Springs to 130 members / 95 communicants.



September 21<sup>st</sup>, 2013

### Template for Article re: Marriage and Human Sexuality

*Preface: The following Article is a template that was produced by the WELS AZ-CA District Committee on Constitutional Matters at the request of the district president. It is intended for use by WELS congregations which wish to adopt a specific doctrinal statement on marriage and sexual relations as governed by the Scriptures. The inclusion of this article is a matter of freedom for each individual congregation to discuss and decide; neither the AZ-CA DCCM nor the WELS Conference of Presidents is recommending the addition of this article as a general policy for WELS congregations at this time.*

**Article X      Marriage and Human Sexuality**

- A. God instituted marriage at creation (Genesis 1:28; 2:22-24). God defines marriage as the lifelong union of one man and one woman (Genesis 1:27-28; 2:22-24; Matthew 19:4-6). God's institution of marriage is valid for all time (Matthew 19:6).
- B. Sexual relations are to be exercised solely within marriage between one man and one woman. All other sexual relationships are contrary to God's will (Leviticus 18:22-23; 20:10-17,19,20; Romans 1:24-32; 1 Corinthians 6:9-11; 1 Timothy 1:10).

#### Frequently Asked Questions:

1. Why is this Article titled "Article X"?

This is simply following the naming convention of the WELS *Model Constitution and Bylaws*, which already has nine articles—if added at the end, this would be the tenth article. Congregations should change this number to reflect the specific numbering of their own governing documents (cf. question 2 below).

2. Where should this Article be inserted into a congregation's governing documents?

From a legal standpoint, any congregation which is registered with the state's Corporation Commission must operate according to its established Bylaws. This has the practical effect that a congregation's Bylaws have higher legal standing before the state than its Constitution. If this article is being inserted into a congregation's governing documents in the hope of additional legal protection, the Bylaws is the appropriate place to add it.

3. Does this Article provide additional legal protection for WELS congregations?

No one really knows. Some lawyers will argue that an established, duly adopted Article such as this provides protection against potential lawsuits from those who disagree with this teaching and practice. Other lawyers have argued that our overall Scriptural confession is already sufficiently clear from the sections in our Constitutions which deal with Articles of Faith, and that this addition is unnecessary. There is currently no established case law that we know of which answers this question definitively.

4. Why not use one of the statements which were distributed by the Pacific Justice Institute?

After reviewing those statements, the AZ-CA DCCM came to the conclusion that there were several deficiencies in each of them. First and foremost, no Scripture passages were referenced in order to establish the Scriptural position. Secondly, the terminology and phrasing of some of those statements was not consistent with the way WELS congregations typically speak about marriage. Finally, our legal consultant pointed out that some of the specific terms for sin in those statements may actually leave congregations vulnerable to accusations of discrimination or even hate speech, from a legal viewpoint.

5. Is it necessary for a congregation to add this Article?

There is no current legal precedent which indicates that this Article must be added. As stated in the Preface, there is also no recommendation from the WELS COP or the AZ-CA DCCM to do so. Congregations may choose to add this according to their own analysis of the political/legal climate in their own state.

6. If there is no current recommendation for adopting this Article, why is it being provided?

The AZ-CA DCCM is seeing an increase in the number of congregations which have decided to incorporate this type of Article into their governing documents. However, there is still great variety in the scope and wording of the statements which have been submitted to us. We felt, and our district president concurred, that a standardized template would reduce the workload of congregations who are looking to add this type of Article and would also save a great deal of time for the Committee during the review process.

7. What should a congregation do if it decides to implement this Article?

All congregations wishing to change their Constitution or Bylaws must contact the AZ-CA DCCM to inform them of their desire and to request a review of their proposed changes. For congregations which want to add this Article verbatim, submitting an updated copy of their governing documents to the AZ-CA DCCM is all that will be required, since the Committee has already reviewed this content. For congregations which wish to adapt or amend this Article further, the full review process will be required as usual.

8. What if a congregation already has a separate policy statement about marriage?

There are two recommendations in this case: first, that these congregations review their existing policy and compare it with this Article, to be sure that their policy consistently addresses all of the teachings pointed out in this Article. Secondly, these congregations should strongly consider adding this Article to their Bylaws to strengthen the legal position of their policy (cf. question 2 above).

9. How did you develop this Article?

The statements and basic outline of the Article are a simplified version of the *Study of Marriage, Divorce, and Remarriage* produced by the WELS COP. It was our goal to establish the Scriptural parameters of marriage in as succinct a way as possible, using an outline and terminology which would already be familiar to WELS congregations.

10. Where should I go for more information?

For further information, you may contact AZ-CA District President Jon Buchholz at [jonbuchholz@msn.com](mailto:jonbuchholz@msn.com), AZ-CA DCCM Chairman Jim Winterstein at [pastorjw@pilgrimmesa.com](mailto:pastorjw@pilgrimmesa.com), or retired WELS lawyer Joe Worischeck at [josephworischeck@cox.net](mailto:josephworischeck@cox.net).

WELS Arizona-California District Committee on Constitutional Matters  
Pastor James Winterstein, Chairman  
Pastor Martin Spaude  
Pastor Josh Stahmann, Secretary

# AC15-006 Exhibit D

From: Corbridge, Kimble  
Sent: Wednesday, December 23, 2015 2:55 PM  
To: Pelham, Roger  
Subject: AC15-006 Springs Lutheran Church

Roger,  
I have no comments or conditions from the roads perspective.

Thx,  
Kimble

Kimble O. Corbridge, P.E., CFM  
Washoe County Community Services Department  
KCorbridge@washoecounty.us | o 775.328.2041 | f 775.328.3699 | 1001 E. Ninth St., A-255  
Reno, NV 89512



## WASHOE COUNTY COMMUNITY SERVICES DEPARTMENT

Engineering and Capital Projects Division

*"Dedicated to Excellence in Public Service"*

1001 East 9<sup>th</sup> Street PO Box 11130 Reno, Nevada 89520 Telephone: (775) 328-2040 Fax: (775) 328-3699

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### INTEROFFICE MEMORANDUM

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DATE: December 31, 2015  
TO: Roger Pelham, Planning and Development Division  
FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division  
**SUBJECT: AC15-006  
APN 534-071-05  
THE SPRINGS LUTHERAN CHURCH**

---

I have reviewed the referenced amendment of conditions case and have no conditions or comments.

# AC15-006 Exhibit D

**From:** Ken Theiss - work

**Sent:** Tuesday, December 29, 2015 7:43 AM

**To:** Stark, Katherine

**Subject:** December Agency Review Memo - Washoe County Planning & Development

Hi Katherine

I have no issue or concerns with this application for an extension of the application.

Thank you

Ken Theiss

Spanish Springs Vice Chairman

Ken Theiss / FMIT

Truck Service General Manager

TA Truck Service, Sparks, NV (#172)

Phone: 775-359-0550

Fax- 775-359-2732

[ktheiss@ta-petro.com](mailto:ktheiss@ta-petro.com)

# AC15-006 Exhibit D

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

January 6, 2016

Roger Pelham, MPA, Sr. Planner  
Washoe County Community Services  
Planning and Development Division  
PO Box 11130  
Reno, NV 89520-0027

RE: Amendment of Conditions Case Number AC15-006: The Springs Lutheran Church; APN:  
534-071-05

Dear Mr. Pelham:

The Washoe County Health District, Environmental Health Services Division (Division) Engineering and Vector have reviewed the above referenced project and the request for a two year extension to obtain all required building permits for the approved Special Use Permit, SW13-001. The Division has the following comments regarding the application:

1. Environmental Health Engineering has no objections to the two-year time extension request.
2. After having reviewed the request, the Vector-Borne Diseases Program has no requirements or detail designs to be added to the building plans.

If you have any questions regarding the foregoing, please call Jim English at 328-2610 or Jim Shaffer 785-4599 regarding engineering or vector comments, respectively.

Sincerely,

James English  
Environmental Health Specialists Supervisor  
Environmental Health Services

J.L. Shaffer  
Program Coordinator/Planner  
Vector-Borne Diseases Program  
Environmental Health Services

**CAJSf:ca**

Cc: File - Washoe County Health District  
<CC NAME-COMPANY>

ENVIRONMENTAL HEALTH SERVICES  
1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520  
775-328-2434 | Fax: 775-328-6176 | washoecounty.us/health  
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# AC15-006 Exhibit D



## REGIONAL TRANSPORTATION COMMISSION

Metropolitan Planning • Public Transportation & Operations • Engineering & Construction

Metropolitan Planning Organization of Washoe County, Nevada

December 30, 2015

FR: Chrono/PL 183-15

Mr. Bill Whitney, Division Director  
Community Services Department  
Washoe County  
P.O. Box 11130  
Reno, NV 89520

**RE: AC15-005 (Encore DEC)**  
**AC15-006 (The Springs Lutheran Church)**  
**AC15-007 (North Valleys Regional Park Grading)**

Dear Mr. Whitney,

We have reviewed the above applications and have no comments at this time.

Thank you for the opportunity to comment on these applications. Please feel free to contact me at 332-0174 if you have any questions or comments.

Sincerely,

Rebecca Kapuler  
Planner

RK/jm

Copies: Eric Young, Washoe County Community Services  
Roger Pelham, Washoe County Community Services  
Debra Goodwin, Regional Transportation Commission  
Marchon Miller, Regional Transportation Commission  
Julie Masterpool, Regional Transportation Commission  
Tina Wu, Regional Transportation Commission  
David Jickling, Regional Transportation Commission

Washoe County no comment 10516

**RTC Board:** Neoma Jardon (Chair) • Ron Smith (Vice Chair) • Bob Lucey • Paul McKenzie • Vaughn Hartung  
PO Box 30002, Reno, NV 89520 • 1105 Terminal Way, Reno, NV 89502 • 775-348-0400 • rtcwashoe.com