



WASHOE COUNTY BOARD OF ADJUSTMENT Notice of Meeting and Agenda

Board of Adjustment Members

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

Thursday, August 2, 2018

1:30 p.m.

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

PUBLIC HEARING ITEMS

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

- **Special Use Permit Case Number WSUP8-0008 (Arconic)**
- **Special Use Permit Case Number WSUP18-0014 (Madole Construction)**
- **Administrative Permit Case Number WADMIN18-0009 (Lodge at Galena)**
- **Variance Case Number WPVAR18-0001 (Taylor)**
- **Variance Case Number WPVAR18-0004 (Eekhoff Residence)**
- **Special Use Permit Case Number WSUP18-0013 (Discoveries Preschool)**
- **Administrative Permit Case Number WADMIN18-0010 (Children's Cabinet)**

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. During the "General Public Comment" items listed below, anyone may speak pertaining to any matter either on or off the agenda, to include items to be heard on consent. For the remainder of the agenda, public comment will only be heard during public hearing and planning items that are *not* marked with an asterisk (*). If an item is continued, then public comment will not be heard for that item until the date of the continued hearing. Any public comment for hearing and planning items will be heard before action is taken on the item and must be about the specific item being considered by the Board. In order to speak during any public comment, each speaker must fill out a "Request to Speak" form and/or submit comments for the record to the Recording Secretary. Public comment and presentations for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations and three minutes for individual speakers unless extended by questions from the Board or by action of the Chair. At the discretion of the Chair, additional time may be provided to any party if the request is made at least 24 hours in advance of the meeting start time. Comments are to be directed to the Board as a whole and not to one individual.

Public Participation. The Board of Adjustment adopted Rules, Policies and Procedures are available on the website provided on the next page or by contacting the Planning and Building Division.

At least one copy of items displayed and at least ten copies of any written or graphic material for the Board's consideration should be provided to the Recording Secretary. Materials longer than one page in length submitted within six days of the Board of Adjustment meeting may not be considered by the Board in their deliberations. Subject to applicable law and the Board's Rules, Policies and Procedures, public comment or

testimony may be submitted to the Board in written form for its consideration. However, the Board is not required to read written statements aloud during the meeting.

Posting of Agenda; Location of Website: Pursuant to NRS 241.020, the Agenda for the Board Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9th Street, Bldg. A); Washoe County Courthouse – Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 East Prater Way); https://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php; and <https://notice.nv.gov>.

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.

Special Accommodations: Facilities in which this meeting is being held are accessible to the disabled. Persons with disabilities who require special accommodations or assistance (e.g. sign language, interpreters, or assisted listening devices) at the meeting should notify the Planning and Building Division, at 775.328.6100, two working days prior to 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 775.328.3600. 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**

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 July 11, 2018 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. **Special Use Permit Case Number WSUP8-0008 (Arconic)** – For possible action, hearing, and discussion to approve a special use permit for Schlosser Forge Company (operating as Arconic) to allow for the expansion of an existing legal, non-conforming use classified as General Industrial – Heavy within the Industrial regulatory zone. Arconic produces components for aerospace engine manufacturers. Forging of products on site will remain within current structures and is not proposed to be expanded. As proposed, the project will add 109,470 square feet of building space, primarily for the heat treatment, machining, storage and shipping portions of the operation, which is proposed to proceed in four phases. Phase 1 would include the construction of a new heat treatment building (12,750 square feet), as well as a storage building (8,355 square feet), to be located north of the existing heat treatment building. Phase 2 includes a machine shop (12,255 square feet), and a post-forge inspection building (4,800 square feet), to be located at the eastern portion of the site. Phase 3 includes a second heat treatment facility (12,750 square feet) to be identical to Phase 1 and to be located adjacent to the Phase 1 expansion. Phase 4 includes an additional machine shop (11,760 square feet), covered waste storage (4,800 square feet), and a shipping and storage building (42,000 square feet). Order of phasing is subject to change.

- Applicant: Rubicon Design Group
- Property Owner: Schlosser Forge Co.
- Location: 1 Eric Circle, Verdi
- APN: 038-060-36
- Parcel Size: 21.38 Acres
- Master Plan: Industrial
- Regulatory Zone: Industrial
- Area Plan: Verdi
- Citizen Advisory Board: West Truckee Meadows/Verdi
- Development Code: Authorized in Article 810, Special Use Permits; Article 904, Non-Conforming Uses
- Commission District: 5 – Commissioner Herman
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3612
- E-mail: cbronczyk@washoecounty.us

B. **Special Use Permit Case Number WSUP18-0014 (Madole Construction)** – For possible action, hearing, and discussion to approve a Special Use Permit for Madole Construction to allow for Operable Vehicle Storage and Construction Sales and Services within the General Commercial Regulatory Zone. The applicant is also requesting a modification of standards set forth in Article 412: Landscaping, to place required trees and other landscape buffering closer to the developed portion of the project rather than adjacent to the area abutting the right-of-way near the project or other parcels nearby. The proposed plan includes constructing a proposed office building with an attached garage/shop. The shop space is intended to be used as storage of supplies and tools and is not intended to be used as a warehouse for receiving and storing goods for resale.

- Applicant: Madole Construction
- Property Owner: Gurnea Family Trust
- Location: 0 Joy Lake Road
- APN: 046-170-24
- Parcel Size: 5.61 Acres
- Master Plan: Commercial (C)

- Regulatory Zone: General Commercial (GC)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 810, Special Use Permits
- Commission District: 2 – Commissioner Lucey
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3612
- E-mail: cbronczyk@washoecounty.us

C. **Administrative Permit Case Number WADMIN18-0009 (Lodge at Galena)** – For possible action, hearing, and discussion to allow for two separate uses, each of which requires an administrative permit, on the subject property: (1) Snowind Sports, classified under the Retail Sales – Specialty Stores use type; and (2) a wine/coffee bar, classified under the Liquor Sales – On-Premises use type. If approved, the uses would be undertaken by 2 of the 3 tenants expected to occupy the building on-site, which is approximately 4,135 square feet. The retail sales use type is proposed to occupy 1,700 square feet, while the wine and coffee bar is proposed to occupy 800 square feet. A 740 sq. ft. outdoor, uncovered concrete patio is also proposed to be added adjacent to the existing structure, primarily for the use of the coffee and wine bar patrons. The Board of Adjustment may choose to approve or deny either use independent of the other.

- Applicant/Owner: Burkhart Management Group LLC
- Location: 17025 Mt. Rose Hwy (formerly known as the Lodge at Galena restaurant)
- APN: 047-161-13
- Parcel Size: ±.99-ac.
- Master Plan: Commercial
- Regulatory Zone: Neighborhood Commercial
- Area Plan: Forest
- Citizen Advisory Board: So. Truckee Meadows/Washoe Valley
- Development Code: Article 808, Administrative Permits
- Commission District: 2 – Commissioner Lucey
- Staff: Kelly Mullin, AICP, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3608
- E-mail: kmullin@washoecounty.us

D. **Variance Case Number WPVAR18-0001 (Taylor)** – For possible action, hearing, and discussion to approve a variance to reduce the required 15-foot front yard setback along Drake Way to 0-feet. The variance would allow for the construction of a driveway bridge and walkway bridge of up to 6-feet in height connecting a proposed home to the property line on a parcel with slopes of over 20%. The variance request is for the bridges only, as the proposed home location meets Washoe County Code Chapter 110 standards.

- Applicant/Owner: Gary and Melanie Taylor, Taylor Living Trust
- Location: 4340 Drake Way, approximately, ¼ mile north of its intersection with Jumbo Grade in east Washoe Valley
- APN: 050-435-08
- Parcel Size: 0.96-acres

- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: South Valleys
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 804, Variances
- Commission District: 2 – Commissioner Lucey
- Staff: Kelly Mullin, AICP, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3608
- E-mail: kmullin@washoecounty.us

E. Variance Case Number WPVAR18-0004 (Eekhoff Residence) – For possible action, hearing, and discussion to approve a variance to reduce the eastern front yard setback from 30 feet to 20 feet, to reduce the western front yard setback from 30 feet to 20 feet and to reduce the northern side yard setback from 15 feet to 8 feet. The setback reductions are needed to bring a home into conformance with Washoe County Code requirements. The home has already been issued a building permit by Washoe County and is currently under construction.

- Owner/Applicant: Todd and Marci Eekhoff
- Location: 5545 E. Hidden Valley Dr.
- APN: 051-293-07
- Parcel Size: .58 Acres
- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban
- Area Plan: Southeast Truckee Meadow
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Article 804, Variances
- Commission District: 2 – Commissioner Lucey
- Staff: Trevor Lloyd
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3617
- E-mail: tlloyd@washoecounty.us

F. Special Use Permit Case Number WSUP18-0013 (Discoveries Preschool) – For possible action, hearing, and discussion to approve a 1,408 square foot addition to the existing 4,752 square foot child daycare facility. The addition will include expansion of classroom space and 2 new bathrooms with a total of 4 toilets. The facility is currently licensed for a maximum of 106 students and 15 staff.

- Applicant: Robert Menzer
- Property Owner: Rudolf James Blaine, LLC
- Location: 253 Egyptian Drive in Spanish Springs
- APN: 089-432-08
- Parcel Size: 1.05 acre
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 810, Special Use Permits

- Commission District: 4 – Commissioner Hartung
- Staff: Chad Giesinger, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3626
- E-mail: cgiesinger@washoecounty.us

G. Administrative Permit Case Number WADMIN18-0010 (Children’s Cabinet) – For possible action, hearing, and discussion to approve the application for an Outdoor Community Event business license for the annual fundraising gala for the Children’s Cabinet. The event will be held on the Montreux Golf Course, near the third practice hole on the evening of August 24, 2018, from 4:30 p.m. till 8:30 p.m. with approximately 650 people in attendance. Parking will be located on one side of De Chardin Lane and at the Montreux Clubhouse at 18000 Bordeaux Drive. Set-up for the event will commence on August 22, 2018 and take-down and clean-up will be completed on August 25, 2018. If approved, authorize the Director of the Planning and Development Division to issue the license when all pre-event conditions are completed.

- Applicant: Children’s Cabinet
- Property Owner: Montreux Golf and Country Club Inc.
- Location: Third Practice Hole, approx. 600 ft. north of the intersection of Bordeaux Dr. and De Chardin Ln. on De Chardin Ln.
- APN: 148-010-55
- Parcel Size: 56 acres
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban
- Area Plan: Southwest Truckee Meadows
- Citizen Advisory Board: South Truckee Meadows/Washoe Valley
- Development Code: Authorized in Articles 310 and 808
- Commission District: 2 - Lucey
- Staff: Eva Krause, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3628
- E-mail: ekrause@washoecounty.us

9. Planning Item

***A. Presentation on Washoe County’s code enforcement process.** Presentation by Bob Webb, Planning Manager, and discussion by the Board, on Washoe County’s code enforcement process. Information provided will include an overview of the administrative enforcement process for violations of WCC Chapters 100 and 110, to include building and grading violations, and the number of building and grading related violations.

10. Chair and Board Items

***A.** Future Agenda Items

***B.** Requests for Information from Staff

C. Discussion and possible action to elect officers, chair, and vice chair

11. Director’s and Legal Counsel’s Items

***A.** Report on Previous Board of Adjustment Items

***B.** Legal Information and Updates

12. *General Public Comment

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.

13. Adjournment