



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Planning and Building**

1001 EAST 9<sup>TH</sup> STREET  
PO BOX 11130  
RENO, NEVADA 89520-0027  
PHONE (775) 328-6100  
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July 31, 2018

To: Washoe County Board of Adjustment

From: Kelly Mullin, AICP, Senior Planner, 775.328.3608, [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)

Subject: Addendum to staff report for Administrative Permit Case No. WADMIN18-0009  
(Lodge at Galena)

The Nevada Department of Transportation (NDOT) recently provided comments for this project. NDOT's memo is attached for reference and is hereby included as part of Exhibit B to the staff report. As a result of NDOT's comments, staff would like provide the following new conditions of approval.

**It is recommended that Conditions 5 (a) through (I) from NDOT be included as follows:**

**Nevada Department of Transportation (NDOT)**

5. The following conditions are a requirement of NDOT, which shall be responsible for determining compliance with these conditions.

**Contact: Jae Pullen, 775.834.8300, [jpullen@dot.nv.gov](mailto:jpullen@dot.nv.gov)**

- a. NDOT requires the applicant to submit an encroachment permit application (driveway(s)) to NDOT's Permit Office for the access.
- b. The applicant shall schedule a meeting to discuss access for the subject property by contacting NDOT's Traffic Engineering Division, Richard "OJ" Oujevolk (775-834-8304) or Tara Smaltz (775-834-8320). NDOT staff had met with several other individuals on the subject property in the past.
  - i. The current access may be acceptable if the applicants will support one-way circulation for the parking area. One driveway would be ingress only, and the other driveway would be egress only.
  - ii. If not, justification shall be provided to retain both driveways. This would require a traffic analysis by a licensed professional engineer.
- c. Based on a one-way circulation design, the traffic impact information is sufficient. Contact NDOT's Traffic Engineering Division and request for a traffic impact acceptance letter. The approval letter is required as part of your permit application
- d. Existing encroachment permits are personal; however, the upkeep and repair responsibilities shall transfer to the property owner's successor. Actual work being performed in NDOT right-of-way is cannot be transferred without prior written approval



**INTEGRITY**



**EFFECTIVE  
COMMUNICATION**



**QUALITY  
PUBLIC SERVICE**

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from NDOT. If the property changes use, the new property owner will need to apply for a new encroachment permit for access to the state highway.

- e. An encroachment permit is required for facilities within NDOT right-of-way. Please see the Terms and Conditions Relating to Right of Way Occupancy Permits (2017 edition) booklet available online at [nevadadot.com](http://nevadadot.com). Contact the Permit Office at (775) 834-8330 for more information regarding an encroachment permit.
- f. The applicant is encouraged to coordinate with the Permit Office early for any required permit (access management, hydraulic design and drainage facilities, maintenance memo of understanding (MOU), roadway abandonment, intersection control evaluation, leases, etc.). NDOT's permit processing time may vary based on project complexity; however, the processing time is approximately forty-five (45) working days. This does not include any revision time needed to make necessary changes in the design. Significant design applications may take more than one revision, please allow adequate planning and schedule ahead.
- g. Prior to any grading adjacent to NDOT right-of-way, a Drainage Information Form, including a grading plan, must be submitted to the Permit Office.
  - i. A drainage report shall be submitted for any development or construction that impacts flow to or within NDOT right-of-way.
  - ii. Please contact the Permit Office to coordinate with NDOT's Hydraulic Design Division. It is beneficial to the developer to work with the Hydraulic Design Division early in the design process to answer questions and give guidance.
  - iii. The Drainage Information Form shall be stamped by a professional engineer, unless waived at the discretion of the District Engineer. To request for a waiver, please submit the following:
    - Submit a signed letter addressed to the District Engineer on official letterhead describing the development or construction activities and provide supporting reasons to approve the waiver.
    - Include FEMA flood maps pertaining to the proposed project location.
    - Include construction plans or any other supporting documentation.
- h. If temporary traffic control for any improvements to the site impacts the adjacent State or US Route, a Temporary Occupancy Permit will be required for any traffic control devices placed within NDOT right-of-way. Contact the Permit Office for more information. Site-specific temporary Traffic Control Plan (TCP) may be needed. Site-specific TCP shall be prepared and signed by an American Traffic Safety Services

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Association (ATSSA) Traffic Control Supervisor or a Professional Traffic Operations Engineer (PTOE), certified by Institute of Transportation Engineers (ITE).

- i. Applicant shall be responsible into perpetuity for all maintenance of plants, shrubs and trees and related irrigation systems installed on NDOT right-of-way. All shrubs and plant material placed within the right-of-way must be low profile. The shrub and plant height shall be two feet or lower from existing ground and shall be maintained to ensure adequate sight distance for the traveling public. All trees must have a four (4) inch caliper or less at maturity
- j. The Nevada Revised Statutes (NRS) prohibits advertising within NDOT right-of-way. Please refer to NRS 405.110 Unlawful advertising on or near a highway or on bridge. Signs for advertising will not be allowed within NDOT right-of-way. Please ensure sign base, post and sign edge is outside of the right-of-way.
- k. The property owner must provide adequate parking on the property. NDOT does not issue permits for long-term parking for business use. If needed, NDOT will post NO PARKING signs to mitigate any parking concerns. NDOT recommends not depending on the right-of-way to accommodate parking. Per the NRS 484B.457, if operations impact safety and/or traffic flow, NDOT may install "NO PARKING" signs along this section of roadway.
- l. Significant public improvements within NDOT right-of-way developed after the municipal land use development public involvement process may require additional public involvement. It is the responsibility of the permit applicant to perform such additional public involvement. We would encourage such public involvement to be part of a municipal land use development process.



STATE OF NEVADA  
DEPARTMENT OF TRANSPORTATION

District II  
310 Galletti Way  
Sparks, Nevada 89431  
(775) 834-8300 FAX (775) 834-8319

July 26, 2018

BRIAN SANDOVAL  
Governor

RUDY MALFABON, P.E., Director

Washoe County  
Planning and Development Division  
P.O. Box 11130  
Reno, NV 89520-0027

WADMIN18-0009  
Outdoor Store – The Lodge at Galena  
SR-431/Mt. Rose Hwy.

Attention: Ms. Kelly Mullin, Senior Planner

Dear Ms. Mullin:

The Nevada Department of Transportation District II (Department) has reviewed the request for possible action, hearing and discussion to allow for two separate uses each requiring an administrative permit on the property: (1) Snowind Sports, classified under the Retail Sales – Specialty Stores use type; and (2) a wine/coffee bar, classified under Liquor Sales – On-Premises use type.

District II comments specific to the referenced request:

1. Department requires the applicant to submit an encroachment permit application (driveway(s)) to the Department’s Permit Office for the access.
2. The applicant should schedule a meeting to discuss access for the subject property. Please contact the Department’s Traffic Engineering Division, Richard “OJ” Oujevolk (775-834-8304) or Tara Smaltz (775-834-8320). Department staff had met with several other individuals on the subject property in the past.
  - The current access may be acceptable if the applicants will support one-way circulation for the parking area. One driveway would be ingress only, and the other driveway would be egress only.
  - If not, justification shall be provided to retain both driveways. This would require a traffic analysis by a licensed professional engineer.
3. Based on a one-way circulation design, the traffic impact information is sufficient. Please contact the Department’s Traffic Engineering Division and request for a traffic impact acceptance letter. The approval letter is required as part of your permit application.

Other comments specific to the future development/ permitting process:

4. Existing encroachment permits are personal; however, the upkeep and repair responsibilities shall transfer to the property owner’s successor. Actual work being performed in the Department right-of-way is cannot be transferred without prior written approval from the Department. If the property changes use, the new property owner will need to apply for a new encroachment permit for access to the state highway.
5. An encroachment permit is required for facilities within the Department right-of-way. Please see the *Terms and Conditions Relating to Right of Way Occupancy Permits* (2017 edition) booklet available


online at nevadadot.com. Contact the Permit Office at (775) 834-8330 for more information regarding an encroachment permit.

6. The applicant is encouraged to coordinate with the Permit Office early for any required permit (access management, hydraulic design and drainage facilities, maintenance memo of understanding (MOU), roadway abandonment, intersection control evaluation, leases, etc.). The Department's permit processing time may vary based on project complexity; however, the processing time is approximately forty-five (45) working days. This does not include any revision time needed to make necessary changes in the design. Significant design applications may take more than one revision, please allow adequate planning and schedule ahead.
7. Prior to any grading adjacent to the Department right-of-way, a Drainage Information Form, including a grading plan, must be submitted to the Permit Office.
  - a. A drainage report shall be submitted for any development or construction that impacts flow to or within Department right-of-way.
  - b. Please contact the Permit Office to coordinate with the Department's Hydraulic Design Division. It is beneficial to the developer to work with the Hydraulic Design Division early in the design process to answer questions and give guidance.
  - c. The Drainage Information Form shall be stamped by a professional engineer, unless waived at the discretion of the District Engineer. To request for a waiver, please submit the following:
    - Submit a signed letter addressed to the District Engineer on official letterhead describing the development or construction activities and provide supporting reasons to approve the waiver.
    - Include FEMA flood maps pertaining to the proposed project location.
    - Include construction plans or any other supporting documentation.
8. If temporary traffic control for any improvements to the site impacts the adjacent State or US Route, a Temporary Occupancy Permit will be required for any traffic control devices placed within the Department right-of-way. Contact the Permit Office for more information. Site-specific temporary Traffic Control Plan (TCP) may be needed. Site-specific TCP shall be prepared and signed by an American Traffic Safety Services Association (ATSSA) Traffic Control Supervisor or a Professional Traffic Operations Engineer (PTOE), certified by Institute of Transportation Engineers (ITE).
9. Applicant shall be responsible into perpetuity for all maintenance of plants, shrubs and trees and related irrigation systems installed on Department right-of-way. All shrubs and plant material placed within the right-of-way must be low profile. The shrub and plant height shall be two feet or lower from existing ground and shall be maintained to ensure adequate sight distance for the traveling public. All trees must have a four (4) inch caliper or less at maturity
10. The Nevada Revised Statutes (NRS) prohibits advertising within Department right-of-way. Please refer to NRS 405.110 Unlawful advertising on or near a highway or on bridge. Signs for advertising will not be allowed within Department right-of-way. Please ensure sign base, post and sign edge is outside of the right-of-way.

11. The property owner must provide adequate parking on the property. The Department does not issue permits for long-term parking for business use. If needed, Department will post NO PARKING signs to mitigate any parking concerns. The Department recommends not depending on the right-of-way to accommodate parking. Per the NRS 484B.457, if operations impact safety and/or traffic flow, the Department may install “NO PARKING” signs along this section of roadway.
12. The Department defers to municipal government for land use development decisions. Public involvement for community development related improvements within the Department right-of-way should be considered during the municipal land use development public involvement process. Significant public improvements within the Department right-of-way developed after the municipal land use development public involvement process may require additional public involvement. It is the responsibility of the permit applicant to perform such additional public involvement. We would encourage such public involvement to be part of a municipal land use development process.
13. No other comments.

Thank you for the opportunity to review this community development proposal. The Department reserves the right to incorporate further changes and/or comments as the design review advances. I look forward to working with you and your team; and completing a successful project. Please feel free to contact me at (775)834-8300, if you have any further questions or comments.

Sincerely,

DocuSigned by:  
  
DC6D2FB6D946439...

Jae E. Pullen, P.E., PTOE  
Engineering Services Manager

07/26/2018

JEP:rmo

cc: Rick Bosch, Acting NDOT District Engineer  
Richard “O.J.” Oujevolk, NDOT Traffic  
Tara Smaltz, NDOT Traffic  
Kelly Mullin, Sr Plnrr Washoe County  
Hoang Hong, NDOT Traffic Ops  
Paula Diem, NDOT Permit Office  
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