

# WEST WASHOE VALLEY CITIZEN ADVISORY BOARD



## DRAFT

Minutes of the regular meeting of the West Washoe Valley Citizen Advisory Board held January 5, 2009 at Bowers Volunteer Fire Department, 3905 Old 395, Washoe Valley, Nevada.

1. **CALL TO ORDER** – Chairperson Countryman called the meeting to order at 7:03 p.m.
  2. **ROLL CALL/DETERMINATION OF QUORUM** – Roll call was heard and a quorum of three members was determined. At 7:09 p.m., Debbie Sheltra arrived at the meeting to form a quorum of four members present.  
**MEMBERS PRESENT** – Jane Countryman (Chairperson), William Elliott, Rod Smith, Debbie Sheltra  
**MEMBERS ABSENT** – none
  3. **APPROVAL OF AGENDA FOR MEETING OF JANUARY 5, 2009** – Rod Smith moved to approve the January 5, 2009 meeting agenda. William Elliott seconded the motion. The motion carried unanimously.
  4. **APPROVAL OF MEETING MINUTES FOR DECEMBER 1, 2008** – This item was addressed later in the meeting when a quorum was present; Board member Elliott was not in attendance at the December 1, 2008 meeting.
  5. **UPDATES/ANNOUNCEMENTS/CORRESPONDENCE** – Chairperson Countryman announced:
    - ❖ The South Valleys Area Plan was approved unanimously by the County Commissioners with the Weston Property approved for one unit per five acres.
    - ❖ Washoe County is seeking a college intern, preferably living in the District 2 area, for Commissioner Humke. Applicants may apply on-line at the Washoe County employment page.
    - ❖ The memo created during last month's meeting regarding NDOT was sent to Commissioner Humke and the memo regarding the Jeff Bowen project was sent to the Board of Adjustment.
    - ❖ There was a vacancy on the WWV Board. Applicants may apply on-line.
    - ❖ A CAB Chair meeting will be held on January 28, 2009 at 5:30 p.m. in the County Commission room. Any CAB member is welcome to attend this quarterly meeting.
  6. **ACTIVITY AND INCIDENT REPORTS BY REGIONAL/COUNTY DEPARTMENTS**
    - A. **Washoe County Sheriff's Office Items** – Lt. Tim O'Connor reviewed calls for services in the WWV area.  
At this time, Debbie Sheltra arrived at the meeting.  
Lt. O'Connor introduced Captain Steve Kelly. Captain Kelly stated he was the new South District Captain and that today was the first day for the new re-division. He noted they were actively looking for a location for a new sub-station. Discussion followed about possible locations.
    - B.\* **Fire Safety Issues** – Chief Mike Greene stated he did not have a breakdown of calls for service, but there were more non-serious vehicle accidents in the last month. The vendor selected to develop the Master Plan would be approved at the January 27, 2009 meeting. This company will seek CAB input on fire protection issues in the next six months. Chairperson Countryman requested information before the vendor made a presentation to the CAB. Board member Sheltra requested that one meeting be dedicated to this issue.
  7. **UPDATES AND LIAISON REPORTS**
    - A. **Liaison Report** – Ann York, EWV CAB, reported Robin Powell from the Waste Management Association made a presentation regarding weed abatement at the December 16, 2008 EWV CAB meeting. The dumping issue would be addressed at the next meeting. Ms. York also reported funding for the extension of Veteran's Boulevard to Geiger Grade would be on the next agenda.
    - B. **County Commissioner/Community Liaison Updates** – Sarah Tone, Community Outreach Coordinator, reported Commissioner Humke was elected County Commission Chair today. A budget reduction presentation would be made before the Board of County Commissioners at the end of the month. Department budgets would be cut between 1 ½% to 7 ½% during this fiscal year. Ms. Tone reviewed other area plans up for approval by the Board of County Commissioners and also announced the Jeff Bowen project presentation had been pulled by the applicant.
- Concerns/Comments**
- Board member Sheltra reported signs were removed from the tractor-trailer business in Old Washoe City, but that a new tractor-trailer vehicle was still on the property.
  - Chairperson Countryman requested to know if the citizen's survey discussed during the last meeting was available. Ms. Tone stated the survey would be issued sometime in the next few weeks and that all CAB members would be included in the survey.
- C. **I-580 Project** – Bob Rusk reported the project was shut down due to weather on December 11, 2008, but that the days the project is shut down due to weather would not affect the number of days set for completion of the project. The detour on Frontage Road would not be completed, but a detour further south was being considered.
8. **PUBLIC COMMENT**
  - A. Cliff Low commented on a radio report that truck traffic was prohibited from the freeway and from Old 395.
  - B. Sarah Tone, Community Outreach Coordinator, announced a free Electronic Recycling Day would be held on Saturday, January 31, 2009 from 9:00 a.m. to 3:00 p.m. at the Livestock Events Center.

## 9. OLD BUSINESS

**A. Administrative Permit Process** – Discussion by the CAB on how the process works and concerns with process, in preparation for further discussion in December that will be intended to clarify the public review process and roles and responsibilities of the: Board of Adjustments, Planning Commission, and Citizen Advisory Boards. This item is to prepare for CAB's action in December to addressing items that are brought before the CAB in comparison to those that are reviewed through an administrative process.

Chairperson Countryman requested to know how the CAB could have more input in the administrative permit process. Sarah Tone, Community Outreach Coordinator, recommended the CAB note suggested changes. She pointed out there was a lag time for Development Codes to reflect changes made to area plans. Chairperson Countryman requested to be notified when an administrative permit is submitted.

### Concerns/Comments

- Bob Rusk requested to know if the TMSA application for Mr. Weston failed by virtue of the decision of the Commissioners or was still in the process. Ms. Tone replied it was still in the process and that she would issue an e-mail on what was needed to keep the application from going forward to the Regional Governing Board.

**B. Administrative Permit Case No. AP08-003 (Jeff Bowen)** – The WWV CAB will discuss the staff report resulting from AP03-003 regarding an administrative permit to allow the construction of a 9,600-square-foot covered arena, and expansion into commercial stables offering boarding, maintenance and training of no more than twenty (20) horses, including those of the property owner(s) [Washoe County Code Section 110.304.25(c)(2)]. The operation will offer daily riding lessons using the boarded horses and no more than three (3) people per lesson. There will be no horse shows, competitions, or other events. The project is located at 4955 Old US Highway 395, approximately 563 feet north of its intersection with William Brent Road in Washoe Valley. The ±5-acre parcel is designated General Rural (GR) in the South Valleys Area Plan, and is situated in a portion of Section 10, T16N, R19E, MDM, Washoe County, Nevada. The property is located in the West Washoe Valley Citizen Advisory Board boundary and Washoe County Commission District No. 2. (APN 055-051-09) Staff Representative: Grace Sannazzaro, Planner, 775.328.3771  
This item was withdrawn.

**10. NEW BUSINESS** – Time for each item's presentation is limited to no more than fifteen minutes to provide sufficient time for questions and comments; an extension may be granted by the Chair.

**A. Update on Use of Carson City Dump** – Sarah Tone, Community Outreach Coordinator, will provide an update regarding the matter of allowing Washoe County residents with 89704 zip codes to use the Carson City Dump at Carson City resident rates.

Sarah Tone, Community Outreach Coordinator, stated a letter had been sent, but a response has yet to be received.

**11. CHAIRMAN/BOARD MEMBER ITEMS** – (This item limited to announcements of topics/issues posed for future workshops/agendas.)

Chairperson Countryman stated she had one request from Dulcie Lilly, Sierra Fire Protection District, to present an approximately 20-minute defensible space evaluation presentation at the February meeting. Tom Hall requested a follow-up on Fire Safe Council improvements. Board member Sheltra announced Fire Chief Norm Cliff passed away on December 28, 2008. She requested to be contacted on where donations could be made in Mr. Cliff's name.

- **Future agenda items include:** (a) Presentation of Defensible Space Evaluations; (b) Update on Fire Safe Council Improvements

At this time, agenda item 4 was heard.

**12. APPROVAL OF MEETING MINUTES FOR DECEMBER 1, 2008 (Re-opened)** – The following corrections were noted: (a) on page 1, item 7B, "Carson City Manager" should be changed to Carson City City Manager; (b) to change the name "Minnard" and "Maynard" to Menard wherever noted; and (c) on page 3, item 10A, "devices" should be changed to "device". Debbie Sheltra moved to approve the December 1, 2008 meeting minutes as amended. Rod Smith seconded the motion. The motion carried unanimously.

## 13. ADJOURNMENT

There being no further business, the meeting adjourned at 7:55 p.m. Debbie Sheltra moved to adjourn the meeting. Rod Smith seconded the motion. The motion carried unanimously.