



WASHOE COUNTY BOARD OF ADJUSTMENT Notice of Meeting and Agenda

Board of Adjustment Members

Lee Lawrence, Chair
Kim Toulouse, Vice Chair
Kristina Hill
Brad Stanley
Clay Thomas
William Whitney, Secretary

Thursday, April 7, 2016

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 two of this agenda)

- **Variance Case Number VA16-001 (Collins)**
- **Special Use Permit Case Number SB16-002 (TMWA Lemmon Drive Public Service Yard)**

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 (*). 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, five minutes for a speaker representing a group, 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 Development 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: In accordance with NRS 241.020, this agenda has been posted at: Washoe County Administration Building (1001 E. Ninth Street); Washoe County Courthouse (75 Court

Street); Washoe County Library (301 South Center Street); and Sparks Justice Court (1675 East Prater Way, Suite 107) and <https://notice.nv.gov>. Agendas and staff reports are posted to the Washoe County website at four days prior to the meeting.

How to Get Copies of Agenda and Support Material: Copies of this agenda and supporting materials may be obtained through the Planning and Development Division website (http://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php) or at the Planning and Development 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 Development Division, at 775.328.3600, 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 775.328.6100. You will be informed of the appeal procedure and application fee. Appeals must be in writing and must be delivered to the Planning and Development 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.

1:30 p.m.

AGENDA

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

The public is invited to speak on any item on or off the agenda during this period. However, action may not be taken until this item is placed on an agenda as an action item.

6. **Approval of Agenda**
7. **Approval of [February 4, 2016](#) 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. **[Variance Case Number VA16-001 \(Collins\)](#)** - Hearing, discussion, and possible action to approve a variance reducing the rear yard setback from 20-feet to 2.5-feet for an addition to the existing residence, and reducing the same rear yard setback from 20-feet to 5-feet for an attached garage.

- Applicant: Elise Fett & Associates, Ltd.
- Property Owner: Susan M. Collins Trust

- Location: 506 McDonald Drive, at the southeast corner of its intersection with McCourry Boulevard in Incline Village
- Assessor's Parcel Number: 124-071-01
- Parcel Size: ±0.41-acre
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 804, *Variances*
- Commission District: 1 – Commissioner Berkgigler
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV
- Staff: Kelly Mullin, Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775-328-3608
- E-mail: kmullin@washoecounty.us

B. Special Use Permit Case Number SB16-002 (TMWA Lemmon Drive Public Service Yard) – Hearing, discussion, and possible action to approve a special use permit for the creation of a Public Service Yard on a 1.25 acre parcel located on the southeast corner of Lemmon Drive and Arkansas Drive and a major grading permit for the importation of more than 1,000 cubic yards of fill material within a special flood hazard zone.

- Applicant: Truckee Meadows Water Authority (TMWA)
- Property owner: TMWA
- Location: 100 Arkansas Drive
- Assessor's Parcel Number: 080-730-01
- Parcel Size: 1.25 acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Public Semi Public (PSP)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 302 Allowed Uses, Article 438 Grading, and Article 810 Special Use Permit
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 26, T21N, R19E, MDM, Washoe County, NV
- Staff: Eva M. Krause, AICP, Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775-328-3628
- E-mail: ekrause@washoecounty.us

9. Planning Items

A. Possible action to appoint (Lee Lawrence, Kim Toulouse, Kristina Hill, Clay Thomas, or Brad Stanley) Primary and Alternate members from the Washoe County Board of Adjustment to the Washoe County Design Review Committee.

- B. [Discussion and possible action to adopt revised Rules, Policies and Procedures for the Board of Adjustment](#) regarding the conduct of meetings, hearings, and appeals to the Board, and governance matters such as quorum, voting, record keeping, and the duties, responsibilities, and ethical rules for Board members.

10. Chair and Board Items

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

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

The public is invited to speak on any item on or off the agenda during this period. However, action may not be taken until this item is placed on an agenda as an action item.

13. Adjournment