



WASHOE COUNTY DESIGN REVIEW COMMITTEE Meeting Minutes

Design Review Committee Members

Principals:

Dan Kovach, ASLA, Chair
Roger Edwards
Mercedes de la Garza, AIA
Lucia D. Maloney, PMP
Brad Stanley

Alternates:

Larry Chesney, Vice Chair
Alison Cotey-Bourquin
John Krmpotic, AICP
Clay Thomas

The Washoe County Design Review Committee was scheduled to meet in regular session on Thursday, April 14, 2016, in the Community Services Department, Planning and Development, Mt. Rose Conference Room, 1001 East Ninth Street, Reno, Nevada.

1. *Determination of Quorum

Chair Kovach called the meeting to order at 9:00 a.m. The following Members and staff were present.

Members present: Roger Edwards
Dan Kovach, ASLA
Lucia D. Maloney, PMP
Larry Chesney
John Krmpotic, AICP
Clay Thomas

Members absent: Mercedes de la Garza, AIA
Brad Stanley
Alison Cotey-Bourquin

Staff present: Trevor Lloyd, Senior Planner, Planning and Development
Roger Pelham, MPA, Senior Planner, Planning and Development
Nathan Edwards, Deputy District Attorney, District Attorney's Office
Katy Stark, Recording Secretary, Planning and Development

2. *General Public Comment

Chair Kovach opened public comment. There was no public comment.

3. Approval of Agenda

Mr. Edwards moved to approve the agenda for the April 14, 2016 meeting. Mr. Chesney seconded the motion.

4. Approval of Draft Minutes

A. Approval of November 12, 2015 Draft Minutes

Chair Kovach asked for any comments on the November 12, 2015 minutes.

DDA Edwards stated that the agenda indicates that public comment will be taken on any items listed without an asterisk. That would include approval of the agenda and approval of the draft minutes. DDA Edwards requested that Chair Kovach make the call for public comment on each of the non-asterisked items. If there did not appear to be anyone present wishing to make public comment, then that should be stated for the record.

Chair Kovach went back to Number 3 and stated that approval of the agenda was open for public comment. It did not appear that there was anyone present for public comment.

Chair Kovach returned to approval of the draft minutes. He stated that all of these were open for public comment. There was not anyone present to offer public comment.

Chair Kovach asked for comments, questions, or changes on the November twelfth minutes.

Mr. Edwards moved to approve. Mr. Chesney seconded the motion, which passed with a vote of six for, none against.

- B.** State Law requires a public body to approve minutes of its meetings. The Design Review Committee can take action to approve the following minutes, even if current Committee members were not members at the time of the minutes being reviewed. The Committee can take action to approve past meeting minutes based on representations from staff that the minutes accurately reflect discussions of and actions by the Committee at those past meetings.

- Approval of August 11, 2011 Draft Minutes
- Approval of October 13, 2011 Draft Minutes
- Approval of March 8, 2012 Draft Minutes
- Approval of November 8, 2012 Draft Minutes
- Approval of April 11, 2013 Draft Minutes
- Approval of June 13, 2013 Draft Minutes

DDA Edwards affirmed that the minutes could be taken as a group.

Mr. Edwards stated that he needed to abstain to one.

DDA Edwards asked Mr. Edwards to announce his abstention and then he could vote on the rest as a group.

Chair Kovach commented on the minutes of October 13, 2011, the third paragraph on the third page. He doubted that he would have said "limited success" in the recorded sentence: "Member Kovach noted limited success with utilizing non-irrigated ..." He believes that he probably would have said, "slow germination and growth."

Chair Kovach called for any comments on the August 11, 2011 minutes. He called out the March 8, 2012 minutes.

Mr. Edwards said that he had to abstain from August 11, 2011, because he was not there.

Chair Kovach called out the November 8, 2012 minutes. On April 11, 2013, he said that Item 4 said Design Review Committee items and asked if it should be development items.

Mr. Pelham said six of one, half dozen of another.

Chair Kovach said that for these minutes and the next, there was no record of who made the motion or who seconded. He asked if that information needed to be added to the minutes.

DDA Edwards confirmed if it was available.

Ms. Stark said that it may be available. The recordings might be somewhere in a drive.

DDA Edwards said that they could do a motion, with a footnote to have that looked at after. It would be a motion to approve the minutes, subject to that possibility.

Chair Kovach said that the June 13, 2013 minutes are the same. Both were unanimous votes.

Mr. Lloyd mentioned that these happened so long ago that Chair Kovach and Mr. Edwards were the only ones on the Committee at that time. He asked if the current members could vote on these.

DDA Edwards replied that they could. He said it is customary for abstentions to occur for people who were not at the meeting to which the minutes pertain. There is no legal requirement to abstain just because a person was not at a meeting. He said that these are really a vote by this Committee to recognize that these are the records of this Committee.

Chair Kovach called for any other observations, comments, or changes.

Mr. Edwards moved to accept all of the draft minutes, with the corrections noted, as a block. Ms. Maloney seconded the motion, which passed with a vote of six for, none against.

5. Discussion and possible action to elect officers; chair, and vice chair

Chair Kovach noted that there were not any members of the public to comment on the item.

Chair Kovach stated that Mr. Krmpotic had joined them.

John Krmpotic, president of KLS Planning Design, a local land-use planning firm, introduced himself. He stated his love for design and his pleasure at joining the Design Review Committee.

Chair Kovach asked for nominations, self or otherwise, for a chair and a vice chair.

Chair Kovach said that he was willing to be the chair for the term.

Mr. Lloyd stated that it is a one-year term for the chair and for the vice chair.

Mr. Chesney volunteered to be the vice chair. Mr. Edwards nominated Mr. Chesney. Mr. Krmpotic seconded the nomination.

DDA Edwards said that they could vote. They had a motion and a second on the vice chair.

Mr. Edwards seconded Mr. Kovach's self-nominated motion for the chair's position.

The nominations for the chair and the vice chair passed with a vote of six for, none against.

6. Design Review Committee Items

A. Special Use Permit Case Number SW13-001 – Hearing, discussion and possible action to approve the landscaping and design plans for Special Use Permit Case Number SW13-001 involving the construct and operation of a Lutheran Church (Religious Assembly Use Type). The church building is proposed to be approximately 6000 square feet in size.

- Applicant/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 to and north of the SaveMart shopping center.
- Assessor's Parcel Number: 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, T21N, R20E, MDM, Washoe County, NV
- Prepared by: Roger Pelham, MPA, Senior Planner
Washoe County Community Services Department
Planning and Development Division
- Phone: 775-328-3622
E-Mail: rpelham@washoecounty.us

Chair Kovach called for public comment. No one was present to make comment.

Chair Kovach provided a brief description of the item.

Mr. Pelham reviewed his staff report dated March 28, 2016.

Paul Cox, the applicant's representative from The Springs Lutheran Church, introduced himself. He explained that the lot is vacant; nothing has ever been built on it. It is a 2.6-acre lot on Pyramid Highway, north of the existing Save Mart shopping center, just north of La Posada. They are accessing off of Rockwell, which is the first residential street running parallel to Pyramid Highway. They went through the process for approval and public comment. Before they started the project, the church sent about 22 letters to neighbors on Rockwell. Only two people came to their meeting. One was adjacent to the property, right across the street from

them, and she was concerned about traffic. Their church is structured to go to approximately 250 to 300 members and then daughter off to another congregation. They will not be 1,000 members by any stretch of the imagination. They currently have 175 members, and they started seven years ago. They have been meeting temporarily at Lazy 5 Park at the recreation center, where they are holding services every Sunday. They have an office on Isidor Court for their church office, but they want a permanent facility. They purchased the land, and now they are developing it. They have to bring in all of the utilities, because there is nothing there. They have landscaping design per code by their landscape architect, and the building structure is designed. Mr. Cox showed their chosen exterior. They are going to use a cultured stone wainscoting on the bottom four feet all the way around the building. They will have stucco walls on the exterior. There will be a shingle roof. They chose an exterior that seems compatible with the neighborhood, including small businesses across Pyramid Highway. The neighborhood of Sky Ranch subdivision has mixed architectural looks. They have started grading the dirt, but are really anxious to start building. They have a bell tower that will be a pretty predominant structure. The height was limited, because if it falls over, then it cannot go on a neighbor's property. The bell tower is a separate structure from the building, but it is a focal point for their main entrance. They have a design for the parking area according to code. It is more parking than they might need, but they are making use of their extra room. They are not going to do a school. It is a congregation for worship on Sunday mornings. They have an hour for service, a fellowship hour, and a Bible study hour. The pastor will have his office in the facility. There will be two Sunday school rooms in the facility and restrooms. They will have Thursday night Bible studies for an hour. They will have special services during Lent on Wednesday nights and special services at Christmas. He does not believe that they will make a tremendous impact on traffic, other than the two-hour span of exiting and entering for services on Sunday mornings.

Mr. Edwards asked why they chose a stand-alone bell tower.

Mr. Cox replied that it is not part of the square footage of the church then. They may end up doing a second service on Sunday so they can have more congregation growth until they daughter off to another church.

Mr. Edwards mentioned that they talked years ago about the school aspect. He said that it would not generate much more traffic, and it was going to be during the day on the weekdays. He hoped that the traffic problem had not dissuaded them.

Mr. Cox said that it is budget. They do not yet have the funding resources to be able to support a school. WELS stands for Wisconsin Evangelical Lutheran Synod, and they are self-supporting congregations. They are still talking about doing that, but it would be years, a couple of decades down the road, before they can support that kind of expansion. They are also limited on their acreage. They wanted a larger plot, four to five acres. The cost was prohibitive.

Mr. Edwards said that not many things are more low-impact than a church.

Mr. Chesney said that Rockwell is wide and has a traffic circle leading into it off of La Posada. Rockwell is like a freeway as far as the speed driven. Mr. Chesney said that their impact would be negligible.

Chair Kovach called for architecture comments. He asked if they have a dumpster enclosure.

Mr. Cox answered yes.

Chair Kovach mentioned parking lot circulation and striping. He asked about signage.

Mr. Cox said that they do not have anything yet, because the County was in the process of changing their Sign Code. Now that it has been recently approved, they will move forward.

Chair Kovach surmised that it would be under a separate permit.

Mr. Cox agreed.

Chair Kovach asked about exterior lighting.

Mr. Lloyd asked the height of the standards.

Mr. Cox said that the parking lot lights are a mounting height of 25 feet above final grade.

Mr. Pelham said there is a code requirement that within 100 feet of residential, they are limited to 12 feet, but most of this lighting is closer to the commercial side. The standards within 100 feet will have to be lower. He said there is a light standard right at the entry, but they cannot have any spillover past the property line. That one will have to be pulled back a little bit. They will all be shielded such that light is emitted downward only.

Mr. Edwards said that there would be no overflow onto the neighboring property if it is shielded right. He said that you can increase the depth of the shield.

Chair Kovach asked if there was a standard close enough that light would be spilling over into the street.

Mr. Pelham confirmed. He pointed out the location of the standard, where the driveway comes in off of Rockwell. He said that it may be relocated or eliminated. The code calls for zero light at all property lines, which includes the street.

Chair Kovach addressed fencing. He said that the south side has existing concrete block wall, which is going to remain and get painted. He asked about the fencing on the west and north.

Mr. Cox said that the fencing on the west will be a wrought iron fence. The height is six feet. On the north side, from the east going west, the first 220 feet will be block wall, and the balance will be chain link with colored slats.

Mr. Pelham said that there was substantial discussion on this item. The applicants spoke with the neighbor. They came to this compromise. The block wall is essentially where the church property is adjacent to the residents. For the back field, the chain link was acceptable.

Chair Kovach summarized that they worked with the neighbors. He asked about the block wall.

Mr. Cox replied that it will be cinder block, painted to match the church. There will be no wood fence.

Chair Kovach asked if the trash enclosure will be concrete block with a gate in front to screen the view.

Mr. Cox confirmed that it will.

Chair Kovach asked if they got Waste Management's okay to put it back in the corner.

Mr. Cox said that they have not talked to Waste Management yet. But the location was by the designer, which apparently meets requirements.

Chair Kovach called for any other comments on the general site.

Chair Kovach had a couple of questions on landscape. He asked about the detention basin out by Pyramid Highway. The detail shows a five-foot depth of rock. He asked the function.

Mr. Cox said that the rock is to allow water to percolate into the ground without standing water. The ditch along Rockwell will also be lined with rock to eliminate standing water for mosquitos.

Chair Kovach summarized that there will be a depth of rock so that water can disappear below the surface and will not be standing on the surface.

Mr. Edwards said that when it rains hard with that much blacktop, it creates a lot of flash flooding. He said that is what it is for. He is dealing with that at his church. It is a monster amount of erosion. He said that fortunately this site is flat and they will not have the gully washing effect that takes out all of the landscaping.

Mr. Cox said that the issue today is mosquito prevention, and drainage is key so that there is no standing water.

Chair Kovach said that on the landscape design, there are detention basins on the civil sheets. There are some rock-lined swales on the civil sheets. There is also rock mulch that is indicated on the landscape plan, and those two do not seem to be coordinated. He said that coordinating those two items is fairly important.

Mr. Edwards said that there is not much of a mulch plan: only around the entrance trees, a little bit around the corner of the parking lot, the driveway through the entrance, and one area in the northeast. He asked if they were worried about it running into the rock area.

Chair Kovach was thinking that there is design to the mulches on the landscape plan. They do not coordinate very well with the drainage swales on the civil plan. He is thinking of putting an eye toward how those are coordinated together. He said that some of the mulches will be sufficient for lining the drain swales. There is rock also noted on the civil sheets, but just so that those two things play nice together.

Ms. Maloney asked if there was a ramp plan at the drop-off lane or if it was a curb. She asked if a wheelchair would have to come in from where the handicapped parking is located or if you could be dropped off at the front.

Mr. Cox said there was a ramp, and you could be dropped off at the front.

Mr. Pelham said it appears that the walkway at the front entrance just to the south of the bell tower actually meets the elevation of the asphalt.

Mr. Cox showed a ramp for the handicapped parking on the plans, and there is another ramp.

Chair Kovach said that on the landscape and revegetation plan, it is calling for stripping and stock piling the top six inches of soil off the side. He asked if that is occurring at this point.

Mr. Cox said that there is not much good, usable top soil. The site has been used as a collection point for trash, and it has been used for paving projects. They are hauling off the unusable material. They had to over excavate for the footings, because it was not structural soil.

From the civil plans, Chair Kovach said it looks like the entire site is being graded or disturbed in one way or another. The landscape plan shows an area that was going to be left natural, which does not look like it is going to happen. That area will need to be treated in some way. He also noticed a revegetation seeding that occurs in the detention basin, but if it is full of rock, then it will not be too good for growing any sort of plant material. He suggested that the seeding and temporary irrigation that is indicated for that detention area be relocated to the northern corner of the project, because it is going to be disturbed and will need to be treated. He said that this is a coordination item for the landscape.

Mr. Krmptotic asked if the Committee looks at and discusses the selection of plant material. He asked what Chair Kovach thought of the plant material. He noticed a miscount on the tree total, which works in their favor. They have 46 or 48 required, but there are about 58 provided. He thinks that plant material selection, water consumption, and where it works in a particular region of the region or site of the region need careful consideration.

Chair Kovach generally thought that everything on the plant list was workable. He did wonder if a bit more exposure, such as wind exposure, would affect the growth of the Incense Cedar. But he noticed that a lot of them are right next to the concrete block wall on the south side. It is a little bit tight for that kind of situation, but Incense Cedar tends to do well in a bit of a crowded situation. He thinks that the rest of the plant material will probably do fine out there.

Mr. Cox said that cedars are on the other side of the existing south block wall.

Chair Kovach said that they have Incense Cedar at the D'Andrea shopping center doing fairly well in a similar situation, probably a little higher-clay-content soil there than here, although probably a little more silty out here, so drainage is still okay, but not great. Similar situation, they should do pretty well. Chair Kovach also mentioned that as you go in the driveway toward the back parking lot, there are Sea Green Junipers used at the southeastern corner of both of the main parking areas. They can easily get five feet tall. He questioned using them in those locations for visibility as you approach those parking areas from the driveway. He suggested maybe using a lower variety to open up visibility in those two locations.

Chair Kovach called for any other questions or comments. He said that the issues he was looking at were coordinating the landscape with the civil engineering – really looking at the rock mulch materials and the ground, making sure that there is indeed a ramp at the drop-off entrance, ensuring that there is an accessible route there, coordinating the erosion control with the site grading and perhaps moving that around to where there is disturbed ground without any other landscape indicated at this point. They could take what is in the landscape plan and move it. The Sea Green Junipers at the two corners of the parking lot were his only other item.

Chair Kovach called for any public comment on the item. It did not appear that there was any public in the room to offer additional comment.

Chair Kovach called for a motion.

Mr. Edwards moved to accept the plan with modification requests from the landscape. Mr. Krmptic seconded the motion, which passed with a vote of six for, none against.

Mr. Pelham told the representatives from The Springs Lutheran Church that a letter would go out to them with those three or four comments in the next week or so. He said to get the revisions in and get some plans approved.

7. *General Public Comment

There was no comment from the public.

8. Adjournment

Mr. Edwards moved to adjourn. Ms. Maloney seconded the motion, which passed with a vote of six for, none against. The meeting adjourned at 9:49 a.m.

Respectfully submitted,



Katy Stark, Recording Secretary

Approved by Committee in session on August 11, 2016.



Trevor Lloyd, Senior Planner
Secretary to the Design Review Committee