



# Board of Adjustment Staff Report

Meeting Date: June 2, 2022

Agenda Item: 8A

ADMINISTRATIVE CASE NUMBER: WADMIN22-0007 (Keife Care of the Infirm)

BRIEF SUMMARY OF REQUEST: An administrative permit to allow a recreational vehicle to be used for the care of an infirm resident

STAFF PLANNER: Katy Stark, Planner  
Phone Number: 775.328.3618  
E-mail: krstark@washoecounty.gov

### CASE DESCRIPTION

For hearing, discussion, and possible action to approve an administrative permit to allow a recreational vehicle to be occupied by a caretaker on parcel 017-161-11 to be used for the care of an infirm resident. The infirm resident will live in the home.

Applicant: Jacob Southard  
Property Owner: Valerie Keife  
Location: 15535 Toll Rd.  
APN: 017-161-11  
Parcel Size: 0.531 acres  
Master Plan: Suburban Residential  
Regulatory Zone: Medium Density Suburban (MDS)  
Area Plan: Southeast Truckee Meadows (SE)  
Development Code: Authorized in Article 808, Administrative Permits & Article 310, Temporary Uses and Structures  
Commission District: 2 – Commissioner Lucey



Vicinity Map

### STAFF RECOMMENDATION

APPROVE

**APPROVE WITH CONDITIONS**

DENY

### POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN22-0007 for Jacob Southard, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

*(Motion with Findings on Page 10)*

**Staff Report Contents**

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**Exhibits Contents**

Conditions of Approval ..... Exhibit A

Agency Comments..... Exhibit B

Public Notice ..... Exhibit C

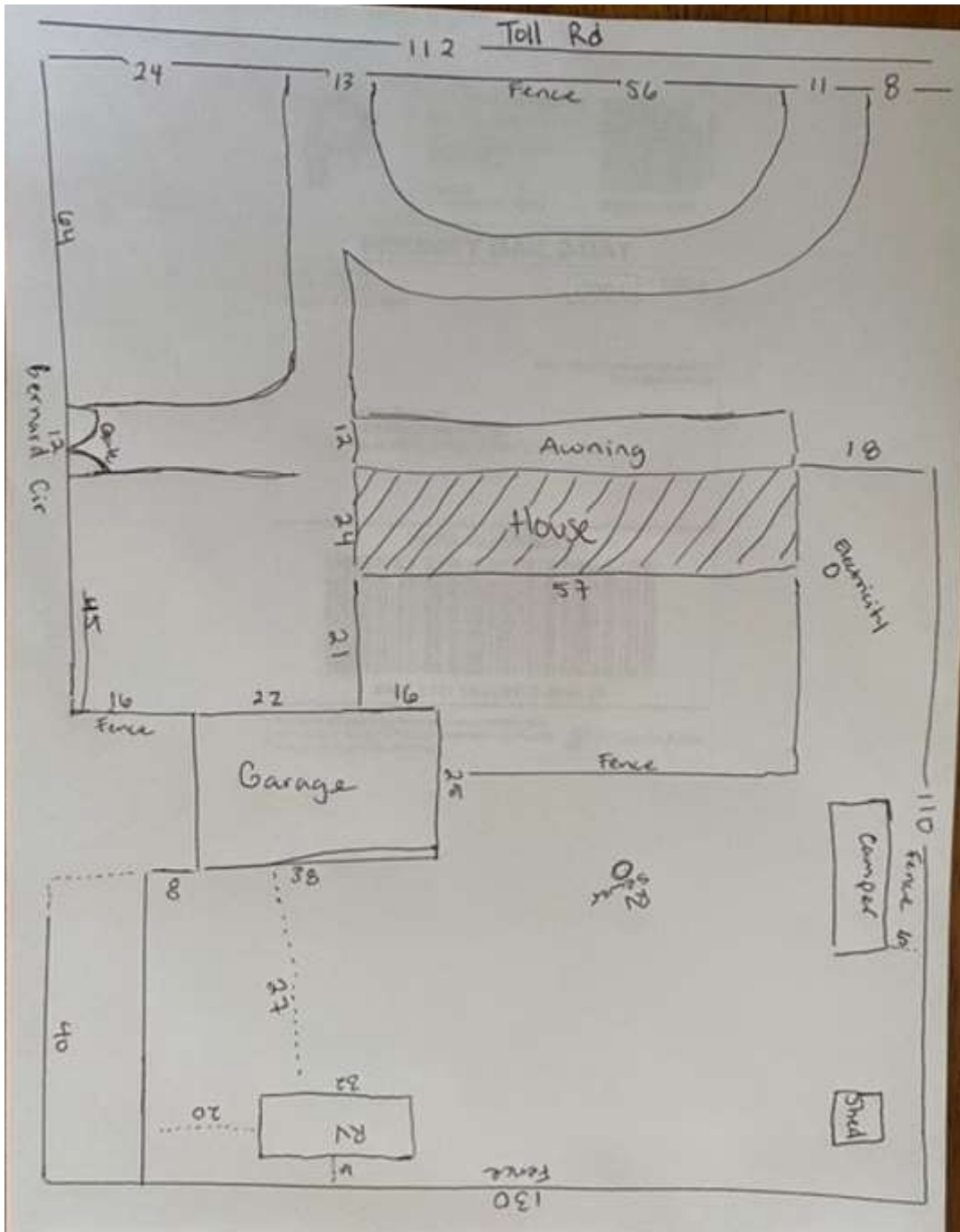
Project Application ..... Exhibit D

### **Administrative Permit Definition**

The purpose of an administrative permit is to provide a method of review for a proposed use which possess characteristics that requires a thorough appraisal in order to determine if the use has the potential to adversely affect other land uses, transportation or facilities in the vicinity. The Board of Adjustment or the Hearing Examiner may require conditions of approval necessary to eliminate, mitigate, or minimize to an acceptable level any potentially adverse effects of a use, or to specify the terms under which commencement and operation of the use must comply. Prior to approving an application for an administrative permit, the Board of Adjustment must find that all of the required findings, if applicable, are true.

The conditions of approval for Administrative Permit Case Number WADMIN22-0007 is attached to this staff report and will be included with the action order.

The subject property has a regulatory zone of Medium Density Suburban (MDS). The proposed use of a recreational vehicle to be occupied by a caretaker for the care of an infirm resident is allowed with an approved administrative permit per WCC Section 110.310.35(g), Temporary Occupancy for the Care of the Infirm. This temporary occupancy is reserved for properties containing a permanent single-family dwelling occupied by either the infirm person or the person responsible for the care of the infirm person. The administrative permit application shall include a signed affidavit from a Nevada licensed physician identifying the need for such on-premise care. In addition, the administrative permit must be renewed on an annual basis to ensure that the need for such on-premise care still exists. The applicant is seeking approval of this administrative permit from the Board of Adjustment.



Site Plan

## **Project Evaluation**

The applicant is seeking an administrative permit to allow a recreational vehicle (RV) to be occupied by a caretaker on parcel 017-161-11 to be used for the care of an infirm resident. The infirm resident is the property owner and the applicant's grandmother. WCC Section 110.310.35(g) requires a signed affidavit from a Nevada licensed physician identifying the need for such on-premises care. The infirm resident's medical practitioner, a Nevada licensed Physician Assistant, completed a signed and notarized affidavit, dated April 5, 2022, stating that the resident needs to have a person living on the premises/property where she lives in order to provide care and assistance to her.

There is an open planning/code enforcement violation (WVIO-PLA22-0016) on this property. An anonymous phone call complaint was received by Washoe County Code Enforcement on January 21, 2022, stating that the property owner has had several people living in multiple RVs on the property and has moved in one more RV, for a total of four RVs. A Washoe County code enforcement officer investigated the complaint and issued a violation of WCC Section 110.310.35(f), Temporary Camping, for RVs being used for sleeping or as a dwelling for more than 14 consecutive days and/or more than four visits per calendar year, no proof of written property owner permission for the visit, discharge of litter, sewage, effluent or other matter into sanitary facilities not designated to dispose of the material, and/or presence of water and/or sanitary sewer connections to a building or dwelling on the property. The property owner responded and is working with Code Enforcement to resolve the matter. If Administrative Permit Case Number WADMIN22-0007 is approved, then applicant, Jacob Southard will be permitted to live in one of the RVs on the property to care for property owner, Valerie Keife. If there are any remaining issues related to the open Code Enforcement violation, then those issues will need to be resolved between the property owner and Code Enforcement.

WCC Section 110.310.35(g) requires that the travel trailer or recreational vehicle provide as much screening as practical from being viewed from the street. Building setbacks for the MDS regulatory zone are 20 feet from front and rear yard property lines and 8 feet from side yard property lines. The subject site is a corner lot with two front yards. One front yard abuts Toll Road, and the other front yard abuts Bernard Circle, which ends in a cul-de-sac. The rear yard is the yard opposite Toll Road. (See aerial image below.) The applicant has indicated that the trailer is located five feet from the rear yard property line. (See images of the property below.) The placement of the travel trailer does not meet MDS building setbacks; however, WCC Section 110.306.10(b) allows a structure to be five feet from rear and side property lines if the structure is 12 feet in height or less.



Aerial view of APN: 017-161-11 with 2019 imagery – Washoe Regional Mapping System



Image of front yard abutting Toll Road



**Images of front yard abutting Bernard Circle**



**Images of RV behind chain-link fencing from front yard abutting Bernard Circle**

WCC Section 110.310.35(g) also requires that no discharge of any litter, sewage, effluent or other matter shall occur except into sanitary facilities designed to dispose of the material. Any temporary utility connections shall be to the satisfaction of the Washoe County Health District and the Building Program of the Planning and Building Division. The applicant has indicated that the subject property is currently served by Truckee Meadows Water Authority (TMWA), an existing septic tank for sewage disposal, and Waste Management for garbage collection. The property has existing electrical service. Washoe County Building has provided a condition (Exhibit A)

requiring a utility permit if the recreational vehicle will be connected to the utilities on site. Washoe County Health District has provided a condition (Exhibit A) requiring the recreational vehicle to either be hard plumbed to the septic system discharge point or only have a flexible hose attached between the recreational vehicle and discharge point when actively discharging grey or black water from the unit. Washoe County Water Rights has provided a condition (Exhibit A) to ensure that adequate water is available to support the RV.

**Southeast Truckee Meadows Area Plan**

The subject parcel is located within the Southeast Truckee Meadows Area Plan in the Toll Road Character Management Area. Staff was unable to find any relevant policies related to the temporary use of a recreational vehicle to be occupied by a caretaker for the care of an infirm resident.

**Reviewing Agencies**

The following agencies/individuals received a copy of the project application for review and evaluation.

Agencies	Sent to Review	Responded	Provided Conditions	Contact
Environmental Protection	X			
Washoe County Building & Safety	X	X	X	Rosa Landis, rlandis@washoecounty.gov
Washoe County Engineering & Capital Projects	X	X		Robert Wimer, rwimer@washoecounty.gov
Washoe County Land Development	X			
Washoe County Planning & Building Director	X			
Washoe County Water Rights Manager	X	X	X	Timber Weiss, tweiss@washoecounty.gov
WCHD EMS	X	X		Sabrina Brasuell, sbrasuell@washoecounty.gov
WCHD Environmental Health	X	X	X	James English, jenglish@washoecounty.gov
TMFPD	X	X	X	Brittany Lemon, blemon@tmfpd.us
Regional Transportation Commission (All Apps)	X			
Washoe-Storey Conservation District (All Apps)	X	X		Jim Shaffer & Bret Tyler / shafferjam51@gmail.com & bretttyler2@gmail.com

All conditions required by the contacted agencies can be found in Exhibit A, Conditions of Approval.

**Staff Comment on Required Findings**

WCC 110.808.25 requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the administrative permit request. Staff has completed an analysis of the application and has determined that the proposal is in compliance with the required findings as follows.

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Southeast Truckee Meadows Area Plan.



*Staff Comment: The requested temporary use of a recreational vehicle to be occupied by a caretaker for the care of an infirm resident does not conflict with the action programs, policies, standards and maps of the Master Plan and the Southeast Truckee Meadows Area Plan.*

- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

*Staff Comment: A recreational vehicle to be occupied by a caretaker for the care of an infirm resident will not place a significant strain on existing roadways. The site is served by an existing septic system, and Washoe County Health District has provided a condition (Exhibit A) to ensure that waste from the RV is handled appropriately through this existing septic system. The site is currently served by Truckee Meadows Water Authority (TMWA), and Washoe County Water Rights has provided a condition (Exhibit A) to ensure that adequate water is available to support the RV. The site is currently served by Waste Management for trash collection. Washoe County Building has provided a condition (Exhibit A) requiring a utility permit if the recreational vehicle will be connected to the utilities on site.*

- (c) Site Suitability. That the site is physically suitable for a recreational vehicle to be occupied by a caretaker for the care of an infirm resident, and for the intensity of such a development.

*Staff Comment: This site is physically suitable for a recreational vehicle to be occupied by a caretaker for the care of an infirm resident. The site is in a residential regulatory zone, and a recreational vehicle will not be a significant intensification to the site. Washoe County Health District has provided a condition to ensure that waste from the RV is handled appropriately through the existing septic system. Washoe County Water Rights has provided a condition to ensure that adequate water is available to support the RV. These conditions are included in Exhibit A.*

- (d) Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.

*Staff Comment: The subject parcel is a residential zoned parcel. Issuance of a permit for the temporary use of a recreational vehicle to be occupied by a caretaker for the care of an infirm resident will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area.*

- (e) Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

*Staff Comment: There is no military installation in the required noticing distance of the subject property; therefore, this finding is not required to be made.*

## **Recommendation**

After a thorough analysis and review, Administrative Permit Case Number WADMIN22-0007 is being recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

**Motion**

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Board of Adjustment approve Administrative Permit Case Number WADMIN22-0007 for Jacob Southard, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Development Code Section 110.808.25:

- (a) Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Southeast Truckee Meadows Area Plan;
- (b) Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven;
- (c) Site Suitability. That the site is physically suitable for a recreational vehicle to be occupied by a caretaker for the care of an infirm resident, and for the intensity of such a development;
- (d) Issuance Not Detrimental. That issuance of the permit will not be significantly detrimental to the public health, safety or welfare; injurious to the property or improvements of adjacent properties; or detrimental to the character of the surrounding area;
- (e) Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of the military installation.

**Appeal Process**

Board of Adjustment action will be effective 10 calendar days after the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant, unless the action is appealed to the Washoe County Board of County Commissioners, in which case the outcome of the appeal shall be determined by the Washoe County Board of County Commissioners. Any appeal must be filed in writing with the Planning and Building Division within 10 calendar days from the date the written decision is filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

Applicant:	Jacob Southard southardjp1102@yahoo.com
Property Owner:	Valerie Keife pjkvk08@mac.com
Other:	Kevin Southard KevinSouthardworks@gmail.com



# Conditions of Approval

Administrative Permit Case Number WADMIN22-0007

The project approved under Administrative Permit Case Number WADMIN22-0007 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on June 2, 2022. Conditions of approval are requirements placed on a permit or development by each reviewing agency. These conditions of approval may require submittal of documents, applications, fees, inspections, amendments to plans, and more. These conditions do not relieve the applicant of the obligation to obtain any other approvals and licenses from relevant authorities required under any other act or to abide by all other generally applicable codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

**Unless otherwise specified**, all conditions related to the approval of this administrative permit shall be met or financial assurance must be provided to satisfy the conditions of approval prior to issuance of a grading or building permit. The agency responsible for determining compliance with a specific condition shall determine whether the condition must be fully completed or whether the applicant shall be offered the option of providing financial assurance. All agreements, easements, or other documentation required by these conditions shall have a copy filed with the County Engineer and the Planning and Building Division.

Compliance with the conditions of approval related to this administrative permit is the responsibility of the applicant, his/her successor in interest, and all owners, assignees, and occupants of the property and their successors in interest. Failure to comply with any of the conditions imposed in the approval of the administrative permit may result in the initiation of revocation procedures.

Operational conditions are subject to review by the Planning and Building Division prior to the renewal of a business license each year. Failure to adhere to the operational conditions may result in the Planning and Building Division recommending that the business license not be renewed until conditions are complied with to the satisfaction of Washoe County.

Washoe County reserves the right to review and revise the conditions of approval related to this Administrative Permit should it be determined that a subsequent license or permit issued by Washoe County violates the intent of this approval.

For the purpose of conditions imposed by Washoe County, “may” is permissive and “shall” or “must” is mandatory.

Conditions of approval are usually complied with at different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e., grading permits, building permits, etc.).
- Prior to obtaining a final inspection and/or a certificate of occupancy.
- Prior to the issuance of a business license or other permits/licenses.
- Some “conditions of approval” are referred to as “operational conditions.” These conditions must be continually complied with for the life of the project or business.

**The Washoe County Commission oversees many of the reviewing agencies/departments with the exception of the following agencies:**

- **The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District.**

**Any conditions set by the Health District must be appealed to the District Board of Health.**

FOLLOWING ARE CONDITIONS OF APPROVAL REQUIRED BY THE REVIEWING AGENCIES. EACH CONDITION MUST BE MET TO THE SATISFACTION OF THE ISSUING AGENCY.

**Washoe County Planning and Building Division**

1. The following conditions are requirements of the Planning and Building Division, which shall be responsible for determining compliance with these conditions.

**Contact – Katy Stark, Planner, 775.328.3618, [krstark@washoecounty.gov](mailto:krstark@washoecounty.gov)**

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.
- b. This permit is for a temporary use for care of the Infirm. No other use is approved as part of this permit.
- c. The following **Operational Conditions** shall be required for the extent of the Temporary use:
  1. This permit shall become null and void once there is no longer a need to provide Care for Valerie Keife, the infirmed person stated in the application,
  2. Use of the travel trailer shall be limited to Jacob Southard for care of Valerie Keife. No other person shall be permitted to live in the travel trailer.
  3. This permit shall be renewed on an annual basis to ensure the need for on-premise care is still needed. Failure to renew this permit by June 2, 2023, and each year following, shall render this permit null and void. The annual renewal shall require the applicant to provide the Community Services Department with the status of the permit and submit a signed affidavit from a Nevada Licensed medical care provider identifying the need for continued care.
  4. All discharge of litter, sewage, effluent or other matter shall be disposed of into sanitary facilities designed for such use.
  5. Any temporary utility connections shall be to the satisfaction of the Planning and Building Division.
  6. Within 30 days of Valerie Keife recovering or Jacob Southard vacating the property, the property owner shall disconnect the travel trailer from all utilities and sanitation systems and remove the deck and stairs to the trailer. No other person shall be permitted to use, live-in or occupy the travel trailer, except as permitted by WCC Article 310.

**Contact Name – Rosa Landis, ICC Certified Plans Examiner, 775.328.2034, [rlandis@washoecounty.gov](mailto:rlandis@washoecounty.gov)**

7. A utility permit will be required if the recreational vehicle will be connected to the utilities on site. Please comply with the 2018 International Residential Code and Washoe County Chapter 100.

**Washoe County Health District, Environmental Health Services Division (WCHD)**

2. The following condition is a requirement of the Washoe County Health District, which shall be responsible for determining compliance with this condition. The District Board of Health

has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

**Contact Name – James English, EHS Supervisor, 775.900.7239, [jenglish@washoecounty.gov](mailto:jenglish@washoecounty.gov)**

- a. WCHD will require the recreational vehicle to either be hard plumbed to the septic system discharge point or only have a flexible hose attached between the recreational vehicle and discharge point when actively discharging grey or black water from the unit.

### **Washoe County Water Rights**

3. The following conditions are requirements of Washoe County Water Rights, which shall be responsible for determining compliance with these conditions.

**Contact Name – Timber Weiss, PE, 775.954.4626, [tweiss@washoecounty.gov](mailto:tweiss@washoecounty.gov)**

- a. The parcel is currently receiving water service from the Truckee Meadows Water Authority (TMWA). The applicant shall provide a letter of acknowledgement from TMWA which will indicate the adequacy of water rights to support the RV if necessary. TMWA may require additional water rights or, if there are sufficient water rights to support the RV, TMWA will simply issue a letter indicating no additional water rights are necessary.

### **Truckee Meadows Fire Protection District**

4. The following condition is a requirement of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with this condition.

**Contact Name – Brittany Lemon, Fire Captain – Fire Prevention, 775.326.6079, [blemon@tmfpd.us](mailto:blemon@tmfpd.us)**

- a. This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply. <https://tmfpd.us/fire-code/>

\*\*\* End of Conditions \*\*\*

**From:** [Landis, Rosa](#)  
**To:** [Stark, Katherine](#)  
**Subject:** April Agency Review - Memorandum II, Items 1&2  
**Date:** Monday, April 25, 2022 2:14:31 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Good afternoon Katy,

I have reviewed items 1 & 2 for the Building Division and here are my comments:

**Item 1**

- A utility permit will be required if the recreational vehicle will be connected to the utilities on site. Please comply with the 2018 International Residential Code and Washoe County Chapter 100.

**Item 2**

- The proposed barn must comply with the 2018 International Residential Code.

Please let me know if you have any questions or need any additional information.

Thank you,



**Rosa Landis**

**ICC Certified Plans Examiner | Community Services Department**

[RLandis@washoecounty.gov](mailto:RLandis@washoecounty.gov) | Direct Line: 775.328.2034

In-Office Hours: Mon & Tues, 7:30 am – 4:30pm

Visit us online: [www.washoecounty.us/csd](http://www.washoecounty.us/csd)

For Building call: 775.328.2020

Building Email: [building@washoecounty.gov](mailto:building@washoecounty.gov)

1001 E. 9<sup>th</sup> Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?

☆ [Submit a Nomination](#) ☆

**\*\* Please notify the Permit Technician you have been working with or [building@washoecounty.us](mailto:building@washoecounty.us) when you have uploaded corrections, revisions, or ANY new document. \*\***



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

1001 EAST 9<sup>TH</sup> STREET  
 RENO, NEVADA 89512  
 PHONE (775) 328-3600  
 FAX (775) 328.6133

## Application Review Memorandum II

**Agency Comments and Conditions Due as Follows:**

- #1 – #6 – Agency Comments and Conditions Due – April 26, 2022**
- #7 – #8 – Agency Comments and Conditions Due – May 3, 2022**

To: Reviewing Agencies

Subject: Review of Applications Submitted April 2022 – Memo II

From: Planning and Building Division  
 Community Services Department

### Agency Review Process

Each project application received through the Planning and Building Division is sent to applicable agencies for review and analysis. Each agency is responsible for providing comments and/or conditions for the applications to the Planning and Building Division. Relevant agency comments will be included in the staff report and agency conditions will be incorporated as Conditions of Approval.

Comments and Conditions are requested according to the above-noted schedule and may be submitted to the staff planner listed for each case.

**Project Descriptions:** Project descriptions are provided below with links to the applications, or you may visit the Planning and Building Division Applications’ website and choose the correct Commission District page: [www.washoecounty.gov/csd/planning\\_and\\_development/applications/index.php](http://www.washoecounty.gov/csd/planning_and_development/applications/index.php)

The following case is tentatively scheduled to be heard by  
**#1 – Board of Adjustment – June 2, 2022**

1. **Administrative Permit Case Number WADMIN22-0007 (Keife Care of the Infirm)** - For hearing, discussion, and possible action to approve an administrative permit to allow a recreational vehicle to be occupied by a caretaker on parcel 017-161-11 to be used for the care of an infirm resident. The infirm resident will live in the home.

- Applicant: Jacob Southard
- Property Owner: Valerie Keife
- Location: 15535 Toll Rd.
- APN: 017-161-11
- Parcel Size: 0.531 acres



- Master Plan: Suburban Residential
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Southeast (SE)
- Development Code: Authorized in Article 808, Administrative Permits & Article 310, Temporary Uses and Structures
- Commission District: 2 – Commissioner Lucey
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3618
- E-mail: [kstark@washoecounty.gov](mailto:kstark@washoecounty.gov)

The following case is tentatively scheduled to be heard by

**#2 – Board of Adjustment – June 2, 2022**

2. [Administrative Permit Case Number WADMIN22-0008 \(Medina Barn\)](#) - For hearing, discussion, and possible action to approve an administrative permit for a detached accessory structure larger than the primary residence. The proposed detached barn is 5,224 square feet, and the primary residence is 2,282 square feet.

- Applicant / Property Owner: Guadalupe Medina
- Location: 7660 Patrina Way, Sparks
- APN: 083-440-12
- Parcel Size: 10.65 acres
- Master Plan: Rural Residential
- Regulatory Zone: Low Density Rural (LDR)
- Area Plan: Spanish Springs (SS)
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 4 – Commissioner Hartung
- Staff: Katy Stark, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3618
- E-mail: [kstark@washoecounty.gov](mailto:kstark@washoecounty.gov)

The following case is tentatively scheduled to be heard by

**#3 – Board of Adjustment – June 2, 2022**

3. [Administrative Permit Case Number WADMIN22-0009 \(Community Pancake Breakfast\)](#) - For hearing, discussion, and possible action to approve an administrative permit for an Outdoor Community Event business license; for a pancake breakfast at the North Lake Tahoe Fire Protection District Station, at 875 Tanager Street, on July 2, 2022 from 8:00 a.m. to 10:00 a.m.





# WASHOE COUNTY

## COMMUNITY SERVICES DEPARTMENT

### Engineering and Capital Projects

1001 EAST 9<sup>TH</sup> STREET  
RENO, NEVADA 89512  
PHONE (775) 328-3600  
FAX (775) 328.3699

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### INTEROFFICE MEMORANDUM

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**DATE:** April 26, 2022

**TO:** Katy Stark, Planner, Planning and Building Division

**FROM:** Robert Wimer, P.E., Engineering and Capital Projects Division

**SUBJECT:** **WADMIN22-0007**  
**APN 017-161-11**  
**Keife Care of the Infirm RV**

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#### GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Engineering and Capital Projects Division recommends approval with no additional conditions.





**WASHOE COUNTY**  
**COMMUNITY SERVICES**  
**INTEGRITY COMMUNICATION SERVICE**

1001 East 9th Street  
Reno, Nevada 89520-0027  
Phone: (775) 328-3600  
Fax: (775) 328-3699

April 27, 2022

TO: Katy Stark, Planner, CSD, Planning & Development Division

FROM: Timber Weiss, PE, Licensed Engineer, CSD

SUBJECT: Administrative Permit Case Number WADMIN22-0007 (Keife Care of the Infirm)

**Project description:**

The applicant is proposing to approve an administrative permit to allow a recreational vehicle to be occupied by a caretaker on parcel 017-161-11 to be used for the care of an infirm resident. The infirm resident will live in the home.

The property is located at 15535 Toll Road. Assessor's Parcel Number: 017-161-11.

*The Community Services Department (CSD) recommends approval of this project with the following Water Rights conditions:*

The parcel is currently receiving water service from the Truckee Meadows Water Authority (TMWA). The applicant shall provide a letter of acknowledgement from TMWA which will indicate the adequacy of water rights to support the RV if necessary.

TMWA may require additional water rights or if there is sufficient water rights to support the RV, TMWA will simply issues a letter indicating no additional water rights are necessary.

**From:** [Program, EMS](#)  
**To:** [Stark, Katherine](#)  
**Cc:** [Program, EMS](#)  
**Subject:** FW: April Agency Review Memo II  
**Date:** Tuesday, April 19, 2022 2:36:38 PM  
**Attachments:** [Outlook-5ktczocx.png](#)  
[Outlook-shwvdoda.png](#)  
[Outlook-ol5jizyw.png](#)  
[Outlook-nmei4suz.png](#)  
[Outlook-ohkmubn1.png](#)  
[April Agency Review Memo II.pdf](#)

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Good afternoon,

The EMS Program has reviewed April Agency Review Memo II - Administrative Permit Case Number WADMIN22-0007 (Keife Care of the Infirm) and has no concerns or questions at this time based on the information provided.

Thank you,

Sabrina.

**Sabrina Brasuell**

EMS Coordinator | Epidemiology and Public Health Preparedness  
Washoe County Health District  
[sbrasuell@washoecounty.gov](mailto:sbrasuell@washoecounty.gov) | Cell: (775) 830-7118 | Office: (775) 326-6043  
1001 E. Ninth St., Bldg. B. Reno, NV 89512

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**From:** Albarran, Adriana <AAlbarran@washoecounty.gov>  
**Sent:** Friday, April 15, 2022 3:42 PM  
**To:** Rosa, Genine <GRosa@washoecounty.gov>; Restori, Joshua <JRestori@washoecounty.gov>; Program, EMS <EMSProgram@washoecounty.gov>; Rubio, Wesley S <WRubio@washoecounty.gov>; English, James <JEnglish@washoecounty.gov>; Kelly, David A <DAKelly@washoecounty.gov>  
**Cc:** EHS Plan Review <EHSPlanReview@washoecounty.gov>  
**Subject:** April Agency Review Memo II

Good afternoon,

Please find the attached [Agency Review Memo II](#) with cases received in April by the Washoe County Community Services Department, Planning and Building Division.

You've been asked to review the following applications:

- Genine / Joshua - Item 2, 6-7
- Jim / Wes / David - All Items
- EMS - Item 1-5, 7-8
- 

The item descriptions and links to the applications are provided in the memo. *Comments are due by **April 26, 2022 for BOA** and **May 3, 2022 for PMRC**.*

Please remember to send any agency review responses/comments directly to the Planner for the case, rather than replying to me.

Regards,



**Adriana Albarran**

**Office Support Specialist, Planning & Building Division | Community Services Department**

[aalbarran@washoecounty.gov](mailto:aalbarran@washoecounty.gov) | Direct Line: 775.328.2721

**My working hours: Monday-Friday 8:00am to 4:30pm**

Visit us first online: [www.washoecounty.gov/csd](http://www.washoecounty.gov/csd)

Planning Division: 775.328.6100 | [Planning@washoecounty.gov](mailto:Planning@washoecounty.gov)

CSD Office Hours: Monday-Friday 8:00am to 4:00pm

1001 East Ninth Street, Reno, NV 89512



Have some kudos to share about a Community Services Department employee or experience?

[Submit a Nomination](#)

**WASHOE COUNTY  
HEALTH DISTRICT**  
ENHANCING QUALITY OF LIFE

April 27, 2022

Washoe County Community Services  
Planning and Development Division

RE: Keife Care of the Infirm; APN 017-161-11  
Administrative Permit; WADMIN22-0007

Dear Washoe County Staff:

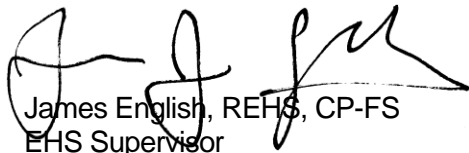
The following conditions are requirements of the Washoe County Health District, Environmental Health Services Division (WCHD), which shall be responsible for determining compliance with these conditions.

**Contact Name – James English - [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us)**

- a) Condition #1: WCHD has reviewed the referenced application and note the parcel is serviced by an onsite sewage disposal system.
- b) Condition #2: WCHD will require the recreational vehicle to either be hard plumbed to the septic system discharge point or only have a flexible hose attached between the recreational vehicle and discharge point when actively discharging grey or black water from the unit.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at [jenglish@washoecounty.us](mailto:jenglish@washoecounty.us) regarding all Health District comments.

Sincerely,



James English, REHS, CP-FS  
EHS Supervisor  
Environmental Health Services  
Washoe County Health District



**From:** [Lemon, Brittany](#)  
**To:** [Stark, Katherine](#)  
**Cc:** [Way, Dale](#)  
**Subject:** WADMIN22-0007 (Keife Care of the Infirm) Conditions of Approval  
**Date:** Monday, April 25, 2022 7:43:38 AM  
**Attachments:** [image001.png](#)

---

Good Morning Katy,

“This project shall meet and comply with all requirements of currently adopted TMFPD fire codes, ordinances, and standards at the time of construction to include infrastructure for fire apparatus access roads and water supply.”

<https://tmfpd.us/fire-code/>.

Thank you!

**Brittany Lemon**

**Fire Captain - Fire Prevention | Truckee Meadows Fire & Rescue**

[blemon@tmfpd.us](mailto:blemon@tmfpd.us) | Office: 775.326.6079 | Cell: 775.379.0584

3663 Barron Way, Reno, NV 89511



*“Committed to excellence, service, and the protection of life and property in our community”*



Washoe-Storey Conservation District

Bret Tyler Chairmen  
Jim Shaffer Treasurer  
Cathy Canfield Storey app  
Jean Herman Washoe app

1365 Corporate Blvd.  
Reno NV 89502  
775 857-8500 ext. 131  
nevadaconservation.com

April 25, 2022

Washoe County Community Services Department

C/O Katy Stark, Planner

1001 E Ninth Street, Bldg. A

Reno, NV 89512

R: WADMIN22-0007 Keife Care of the Infirm

Dear Katy,

In reviewing the permit for a recreational vehicle to be occupied by a caretaker, the Conservation District has no comments.

Thank you for providing us the opportunity to review the project that may have impacts on our natural resources and if there are any questions call us at (775) 750-8272.

Sincerely,

Jim Shaffer





Community Services Department  
Planning and Building  
**ADMINISTRATIVE PERMIT APPLICATION**  
(Care for the Infirm see page 8)



Community Services Department  
Planning and Building  
1001 E. Ninth St., Bldg. A  
Reno, NV 89512-2845

Telephone: 775.328.6100

## Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Building staff at 775.328.6100.

<b>Project Information</b>		Staff Assigned Case No.: _____	
Project Name: <u>Care of the Infirm</u>			
Project Description: <u>Caretakers will reside in the RV and the Infirm will be in the house</u>			
Project Address: <u>15535 Toll Rd</u>			
Project Area (acres or square feet):			
Project Location (with point of reference to major cross streets AND area locator): <u>Backyard of 15535 Toll Rd; cross street Bernard Cir.</u>			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
<u>01710111</u>	<u>1/2</u>		
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
<b>Applicant Information (attach additional sheets if necessary)</b>			
<b>Property Owner:</b>		<b>Professional Consultant:</b> <u>(Applicant) Office</u>	
Name: <u>Valerie Keife</u>		Name: <u>Kevin Southard</u>	
Address: <u>15535 Toll Rd</u> <u>Reno NV</u> Zip: <u>89521</u>		Address: <u>15535 Toll Rd (office)</u> <u>Reno NV 89521</u> Zip:	
Phone: <u>(775) 722-3277</u> Fax: <u>NA</u>		Phone: <u>(775) 722-3287</u> Fax:	
Email: <u>pkvkpb@mac.com</u>		Email: <u>Kevin.Southardworks@gmail</u>	
Cell: <u>(775) 722-3277</u> Other: <u>NA</u>		Cell: <u>775 722 3287</u> Other:	
Contact Person: <u>Valerie</u>		Contact Person: <u>Kevin</u>	
<b>Applicant/Developer:</b>		<b>Other Persons to be Contacted:</b>	
Name: <u>Jacob Southard</u>		Name:	
Address: <u>15535 Toll Rd.</u> <u>Reno NV</u> Zip: <u>89521</u>		Address:	
Phone: <u>(501) 617-4302</u> Fax: <u>NA</u>		Phone:	
Email: <u>Southardjp110@yahoo.com</u>		Email:	
Cell: <u>(501) 617-4302</u> Other: <u>NA</u>		Cell:	
Contact Person: <u>Jacob</u>		Contact Person:	
<b>For Office Use Only</b>			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Property Owner Affidavit

Applicant Name: VALERIE KEIFE

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA )
COUNTY OF WASHOE )

I, VALERIE KEIFE (please print name)

being duly sworn, depose and say that I am the owner\* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 017110111

Printed Name VALERIE KEIFE

Signed [Signature]

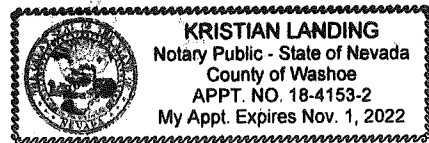
Address 15535 Toll Rd Reno, NV 89521

Subscribed and sworn to before me this 25th day of March, 2022.

[Signature] Notary Public in and for said county and state

My commission expires: 11/1/2022

(Notary Stamp)



\*Owner refers to the following: (Please mark appropriate box.)

- Owner
Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
Power of Attorney (Provide copy of Power of Attorney.)
Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
Property Agent (Provide copy of record document indicating authority to sign.)
Letter from Government Agency with Stewardship

# Administrative Permit Application Supplemental Information for Care of the Infirm

(All required information, to include the physician's signed affidavit, is considered a public record and will be treated as such by Washoe County. Information may be attached separately)

1. Name of the Infirm:

Valerie Keife

2. Name of Nevada licensed physician identifying the need for on-premise care and the physician's estimate as to the length of on-premise care required (attach physician's signed affidavit, form on page 11):

David Ward

3. Name(s) of the Caregiver(s):

James Southard + Kevin Southard (office) <sup>Scily</sup>

4. Describe the type and size of recreational vehicle or self-contained travel trailer that is proposed for use as a temporary residence of the caregiver. (Attach a site map showing the proposed location.)

Tiffin Allegro Class A RV  
32 Foot

5. Describe the arrangements/methods proposed for the temporary provision of:

- a. Water Service:

City water connection

b. Sewage (Sanitary Sewer) Service:

A designated sewage receptacle has been installed prior to this arrangement and is identified on the site map.

c. Garbage (Solid Waste) Service:

Garbage service is provided by Waste Management and shared with house (2 bins)

d. Electricity:

50 Amp service is installed and location is specified on site map.

e. Natural Gas:

N/A

6. What will you do to minimize the anticipated negative impacts or effect your waiver will have on adjacent properties?

All waste and sewage will be properly disposed of.

7. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

None

8. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
------------------------------	--

9. Community Services (provided and nearest facility):

a. Fire Station	1190 Steamboat Pkwy - Station 12
b. Health Care Facility	10101 Double R Blvd - Renown
c. Elementary School	13815 Spelling Ct - Brown Elementary
d. Middle School	13455 Thomas Creek Rd - Marie Hertz
e. High School	3600 Butch Cassidy Dr - Galena
f. Parks	Virginia Foothills Park
g. Library	15650 Wedge Pkwy - South Valley
h. Citifare Bus Stop	Hertz Blvd + Mt Rose Hwy

**TEMPORARY OCCUPANCY  
for the Care of the Infirm  
AFFIDAVIT OF PHYSICIAN**

STATE OF NEVADA        )  
                                  ) ss:  
COUNTY OF WASHOE    )

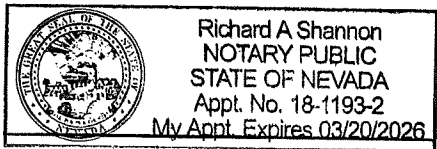
I, DAVID WARD being duly sworn, depose, and say that I am a physician licensed by the Nevada State Board of Medical Examiners to practice medicine in the State of Nevada.

I further swear or affirm that:

I am a licensed physician caring for Valerie B Keife and am personally familiar with his/her physical and medical condition and its impact on his/her life functions; and,

That Valerie B Keife suffers from physical and medical condition(s) that severely impair his/her ability to live alone and care for himself/herself and he/she needs to have a person living on the premises/property where he/she lives in order to provide care and assistance to him/her

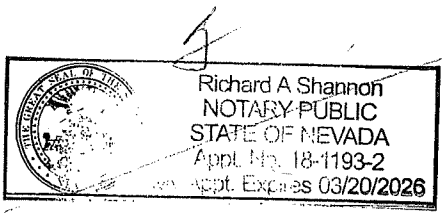
Signed David Ward PA-C



State of Nevada License Number PA2087

Subscribed and sworn to before me this 5<sup>th</sup> day of April, 2022

Richard A Shannon  
Notary Public in and for said county and state



My commission expires: 03/20/2026

This Physician's Affidavit is required to be submitted with the Administrative Permit application for Temporary Occupancy for the Care of the Infirm pursuant to WCC Section 110.310.35(g). If the Administrative Permit is approved, a new affidavit must be submitted with each annual renewal.

# Site Map

