



# Board of Adjustment Staff Report

Meeting Date: December 3, 2015

Subject: Administrative Permit Case Number AP15-006  
Applicants Cynthia and John Snyder  
**Agenda Item Number: 8E**  
Summary: To allow the construction of a detached accessory structure that is larger than the main dwelling  
**Recommendation: Approval with Conditions**  
Prepared by: Lora R. Robb, Water Management Planner  
Washoe County Community Services Department  
Phone: 775.954.4636  
E-Mail: lrobb@washoecounty.us

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## Description

**Administrative Permit Case Number AP15-006 (Snyder Shop/Apartment)** – Hearing, discussion, and possible action to approve an administrative permit to allow the construction of a detached accessory structure of 2,585 square feet – for the purpose of creating personal use auto and wood shop space, additional garage space, and living space – on a 2.097 acre parcel that already has an existing 1,344 square foot main dwelling.

- Applicant/Property Owner Cynthia and John Snyder
- Location: 10830 Red Pine Road in Lemmon Valley
- Assessor's Parcel Number: 080-288-06
- Parcel Size: ±2.097 acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 808, Administrative Permits, and Article 306 Accessory Uses and Structures
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 26, T21N, R19E, MDM, Washoe County, NV

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**Attachments Contents**

Conditions of Approval for Administrative Permit Case Number AP15-006 ..... Attachment A

Staff Report with Action Order and Conditions for Case Number DADAR15-04 ..... Attachment B

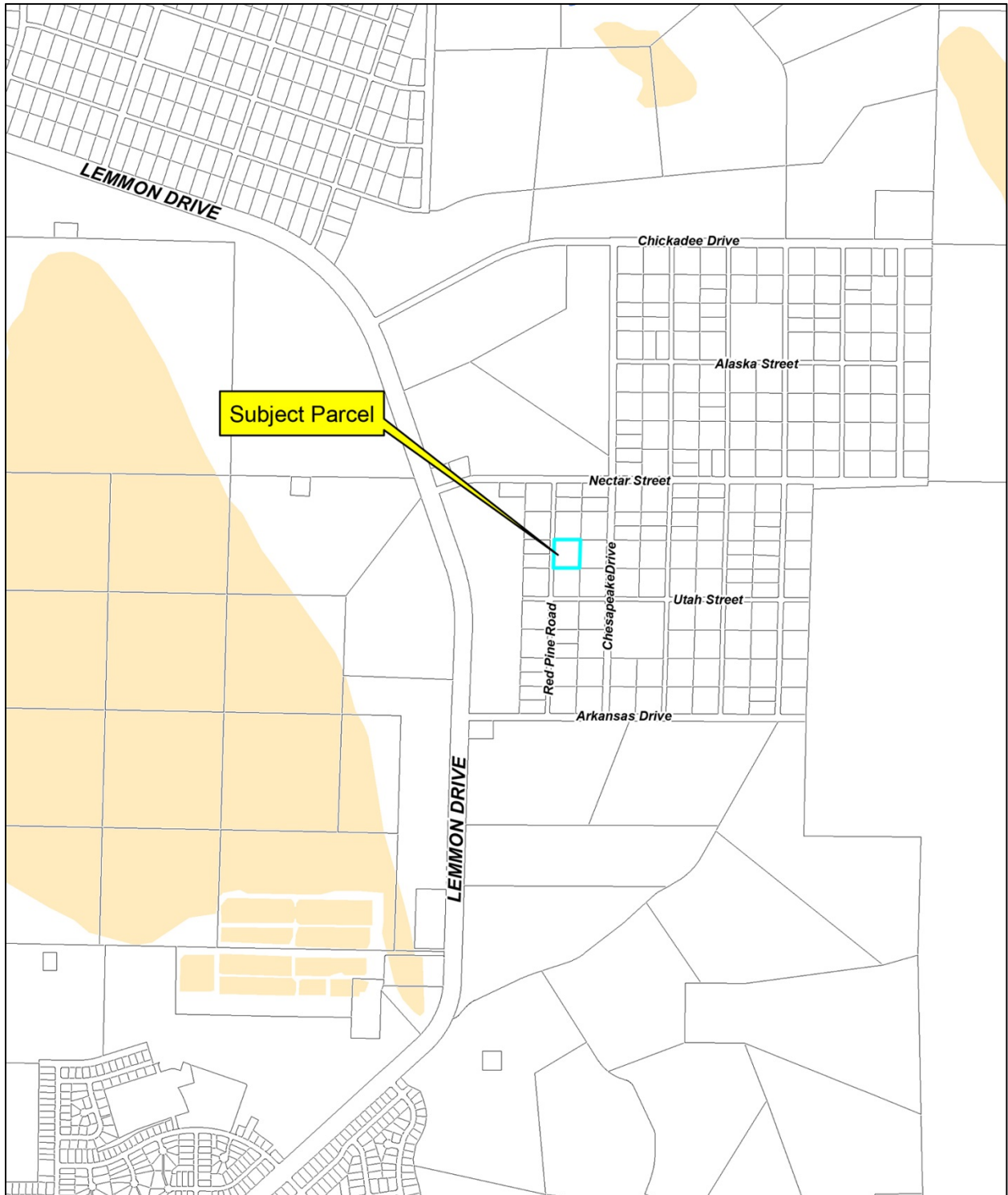
Agency Review Letters ..... Attachment C

Public Notice Map ..... Attachment D

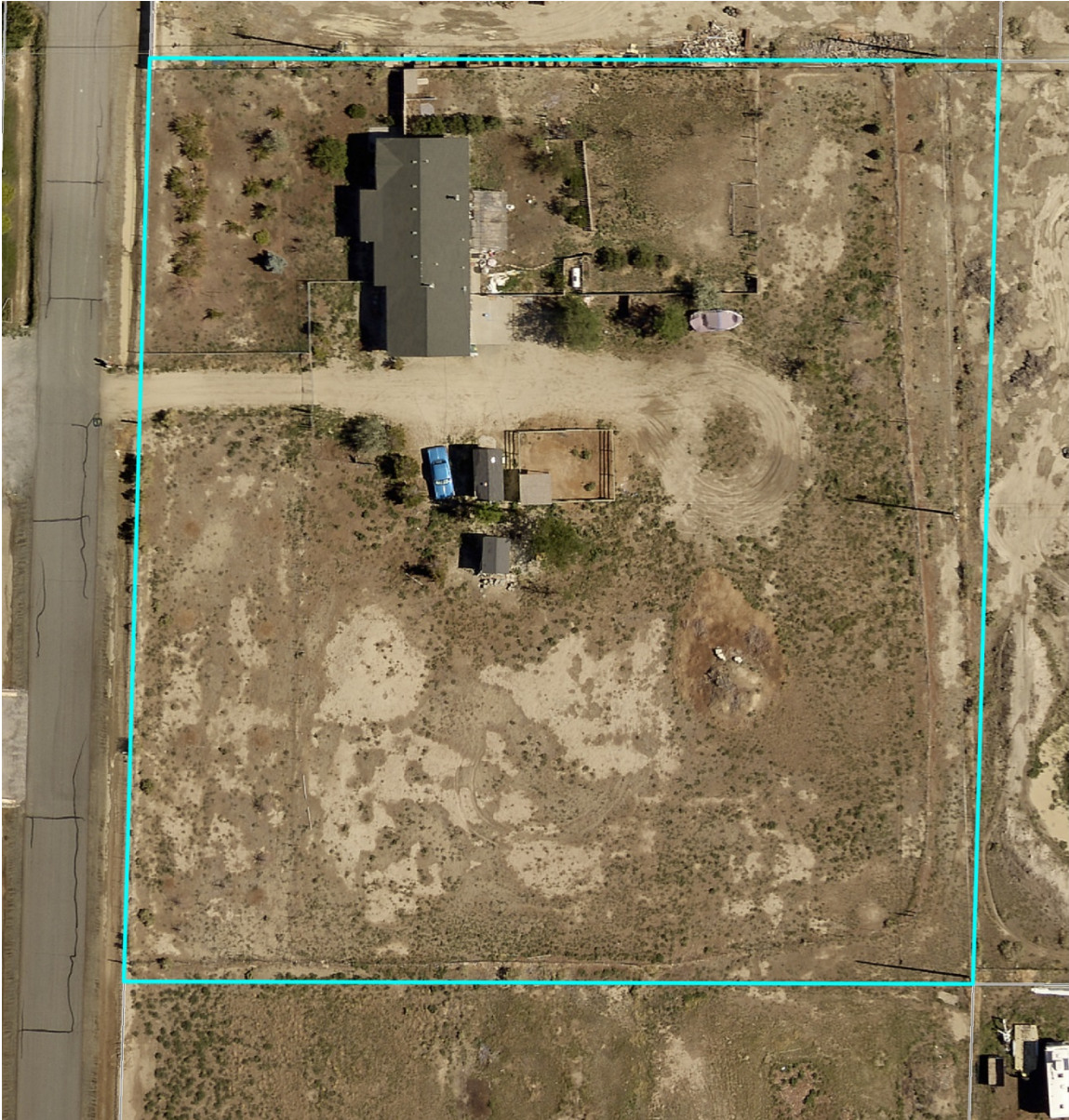
**Administrative Permit Definition**

The purpose of an Administrative Permit is to provide a method of review for a proposed use which possesses characteristics that require 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 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.

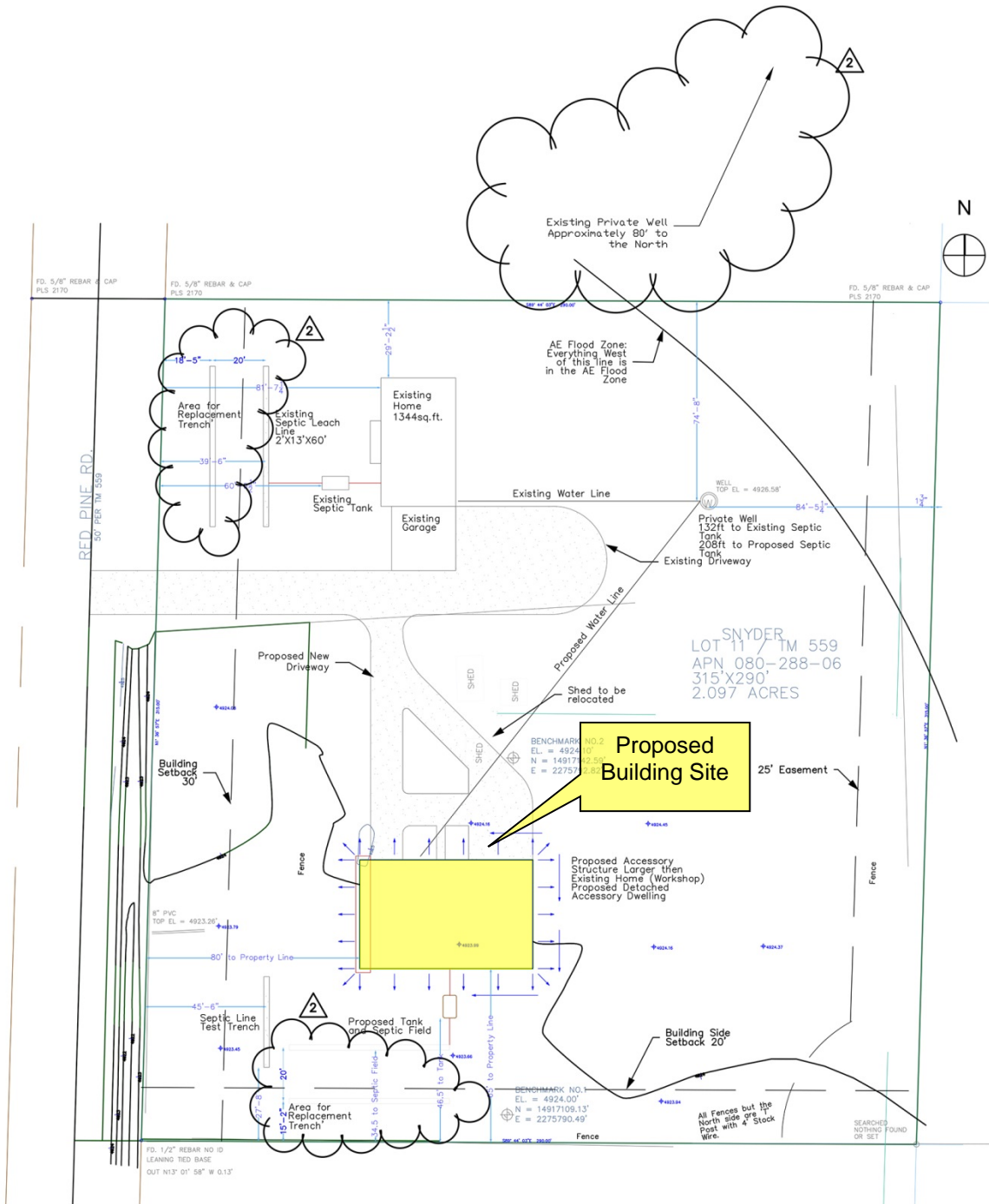
The Conditions of Approval for Administrative Permit Case Number AP15-006 is attached to this staff report (Attachment A) and will be included with the Action Order if the Administrative Permit is approved by the Board of Adjustment.



**Vicinity Map**



**Aerial View of Parcel**



**Site Plan**

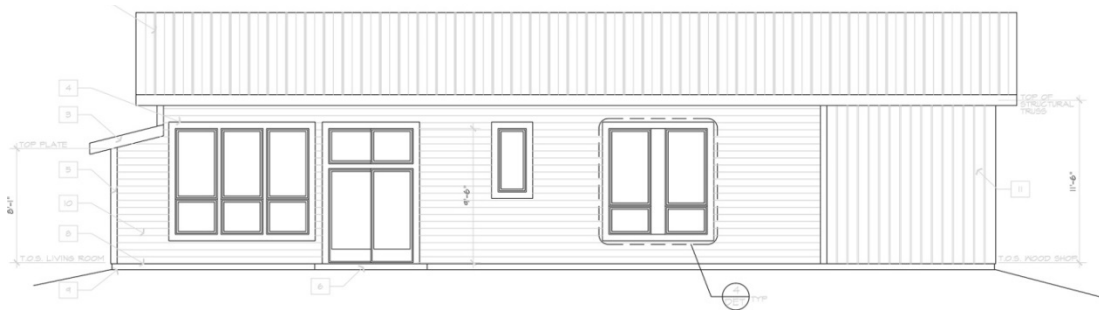


**Photos of Parcel From Street**

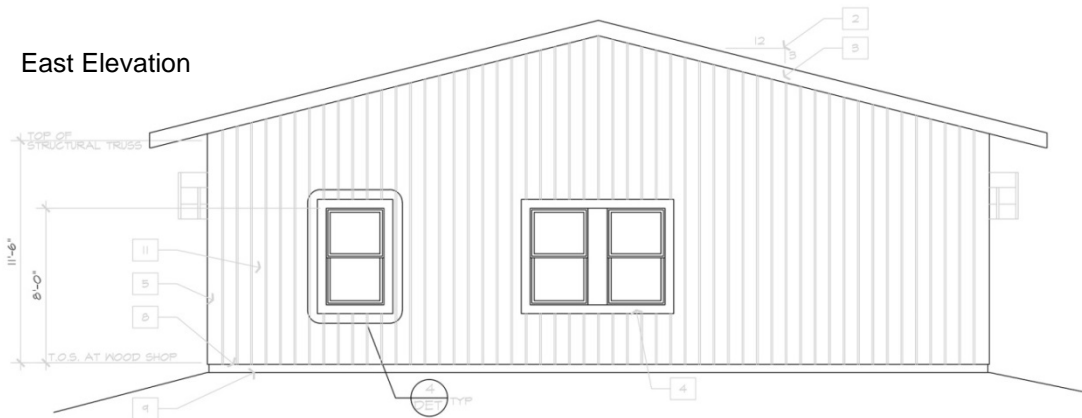
West Elevation



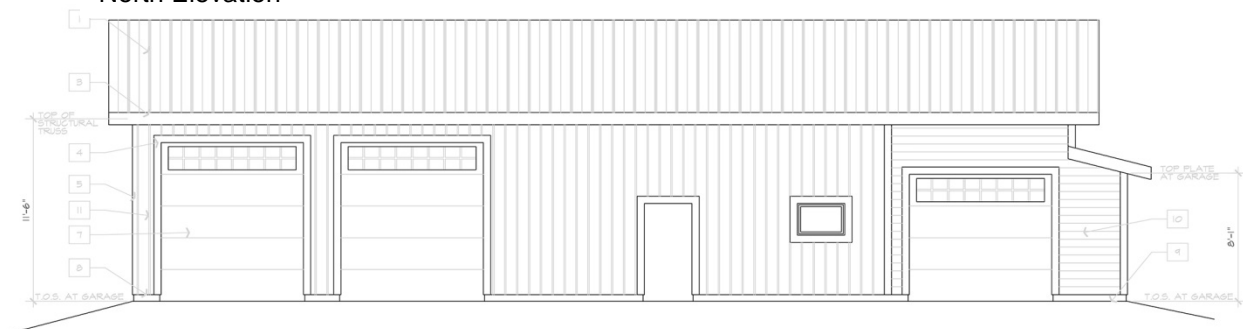
South Elevation



East Elevation

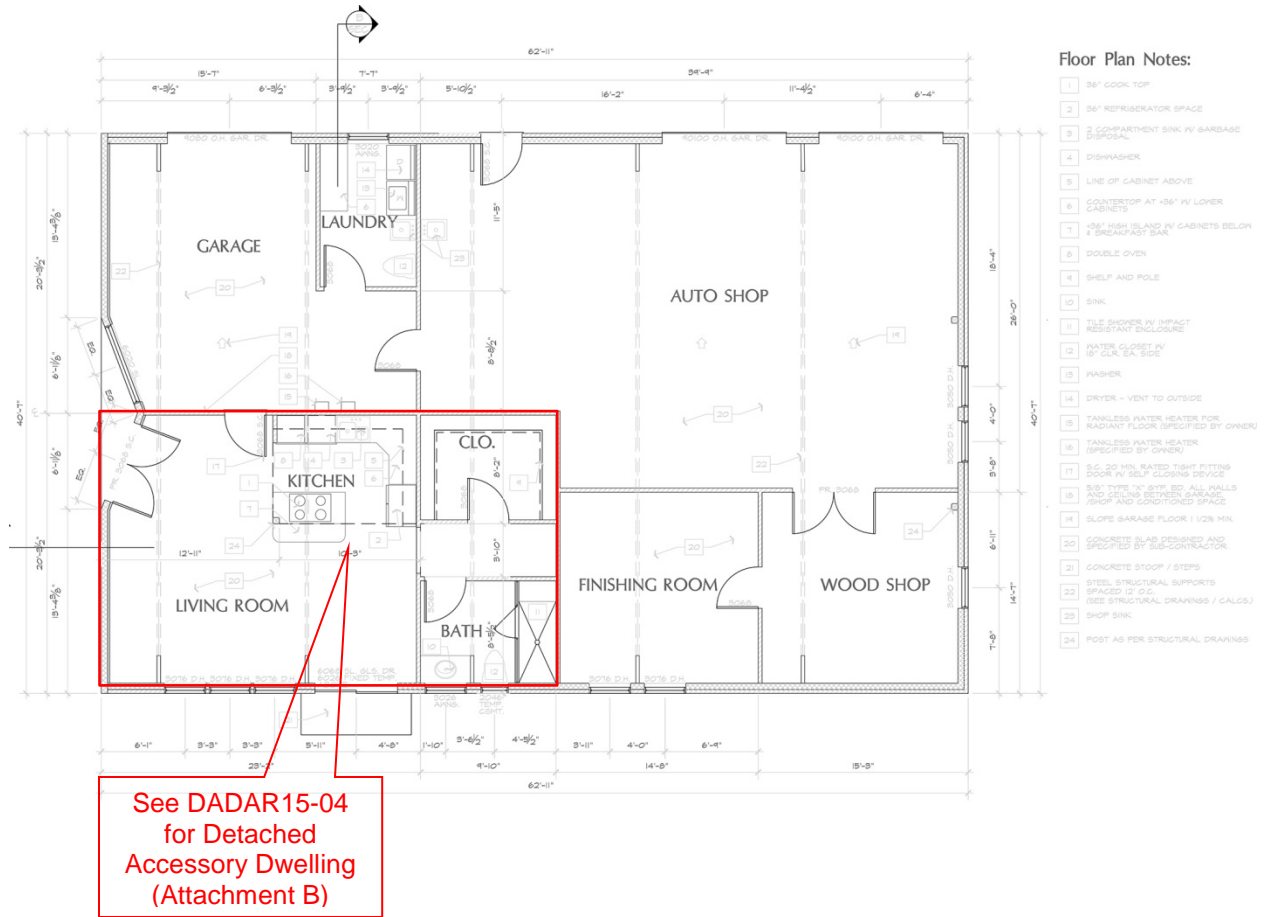


North Elevation



**Building Elevations**





**Floor Plan**

**Project Evaluation**

The applicant owns a 2.097 acre parcel with a 1,344 square foot single-family home on the northern portion of the parcel. The residence has an attached garage and there are three small sheds located in the center of the property. The property has a private well and septic system.

The applicant is requesting an Administrative Permit to construct a 2,585 square foot detached accessory structure that is larger than the main dwelling unit currently on the subject parcel. The purpose of the detached accessory structure is to provide automobile and wood shop space for personal use as well as additional garage space and a 670 square foot apartment (refer to Attachment B).

In this section of Lemmon Valley, a majority of the parcels are one or two acres in size. There are many detached accessory structures on parcels in the surrounding area that are larger than the main dwellings. The requested structure is congruent with the character of the surrounding area. The subject parcel and all surrounding lots have a regulatory zone of Low Density Suburban (LDS).

The proposed detached structure will be visible from the south and the west from Red Pine Road. Washoe County Code (WCC) Section 110.306.10(d) requires that “a proposal to establish a detached accessory structure that is larger (i.e. has more square footage or a larger building footprint) than the existing main structure shall require the approval of an Administrative Permit (pursuant to Article 808), to include review of building height and architectural compatibility with surrounding dwellings, prior to the issuance of a building permit.”

The proposed height of the detached metal structure is twelve feet and the applicant has sited the structure with substantial distance between the structure and the required setbacks (see the site plan on page 6 of this staff report). The applicant will use fiber concrete siding on the south and western sides of the metal building to enhance its appearance. The roof and siding of the structure will be earth-tone colors. The applicant also plans to plant trees and bushes along with native plants and rocks to enhance the appearance of the most visible portions of the structure (the south and west sides).

Staff does not anticipate any significant impacts associated with the proposed use.

### **North Valleys Citizen Advisory Board**

Administrative permits are not required by the Washoe County Development Code to be presented at a Citizen Advisory Board (CAB) meeting. The North Valleys CAB was sent a copy of the application and was given opportunity to comment. No comments were received.

### **Reviewing Agencies**

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

- Washoe County Community Services Department
  - Building and Safety
  - Engineering and Capitol Projects
  - Parks and Open Spaces
  - Planning and Development
  - Utilities
- Washoe County Health District
  - Environmental Health Division
  - Air Quality Division
- Truckee Meadows Fire Protection District
- Regional Transportation Commission
- Truckee Meadows Water Authority

Four of the ten above listed agencies/departments provided comments and/or recommended conditions of approval (Attachment C) in response to their evaluation of the project application. A **summary** of these agencies' comments and/or recommended conditions of approval and their contact information is provided. The Regional Transportation Commission responded that they have no conditions. The Conditions of Approval document is attached to this staff report (Attachment A) and will be included with the Action Order if the Administrative Permit is approved by the Board of Adjustment.

- Washoe County Planning and Development addressed the operational conditions that will be in effect for the life of the project.

**Contact: Lora R. Robb, 775.954.4636, lrobb@washoecounty.us**

- Washoe County Engineering addressed the FEMA 100-year floodplain and requires compliance with Washoe County Code 110, Article 416 *Flood Hazards*.

**Contact: Leo Vesely, 775.328.2313, lvesely@washoecounty.us**

- Washoe County Health District addressed requirements for the parcel's onsite septic system and domestic well.

**Contact: Chris Anderson, 775.328.2632, canderson@washoecounty.us**

- Truckee Meadows Fire Protection District requires compliance with Washoe County Code 60.

**Contact: Amy Ray, 775.326.6005, aray@tmfpd.us**

### **Staff Comment on Required Findings**

WCC Section 110.808.25 requires that all of the following findings, if applicable, be made to the satisfaction of the 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.

1. Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the North Valleys Area Plan.

*Staff Comment: There are no policies and action programs in the North Valleys Area Plan, a part of the Master Plan, that are specifically applicable to the application. The use is consistent with other uses in the area and sufficient visual mitigation has been proposed.*

2. 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: The proposed use will not create any negative impact upon the provision of utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities.*

3. Site Suitability. That the site is physically suitable for a detached accessory structure, and for the intensity of such a development.

*Staff Comment: All development standards, including setbacks, have been met. The 100-year floodplain on the property has been addressed with recommended conditions of approval from the Engineering Division.*

4. 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 proposed detached accessory structure will not be significantly detrimental to public health, safety or welfare, injurious to the property or improvements of adjacent properties, nor detrimental to the character of the surrounding area.*

5. 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 are no military installations within the required noticing distance. Therefore, this finding is not required to be made by the Board of Adjustment.*

### **Recommendation**

Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, Administrative Permit Case Number AP15-006 is recommended for approval with conditions. Staff offers the following motion for the Board's consideration.

### **Possible Motion**

I move that, after giving reasoned consideration to the information contained in the staff report, information received during the public hearing, and subject to the conditions outlined in the staff report including but not limited to those recommended by Engineering concerning the identification of the flood plain, the Board of Adjustment approve Administrative Permit Case Number AP15-006 for Cynthia and John Snyder, having made all four findings in accordance with Washoe County Development Code Section 110.808.25:

1. Consistency. That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the North Valleys Area Plan;
2. 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;
3. Site Suitability. That the site is physically suitable for a church, and for the intensity of such a development;
4. 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; and

### **Appeal Process**

The Board of Adjustment action will be effective 10 calendar days after the written decision is signed by and filed with the Secretary to the Board of Adjustment, 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 Development Division within 10 calendar

days after the written decision is signed by and filed with the Secretary to the Board of Adjustment and mailed to the original applicant.

xc: Applicant/Owner: Cynthia and John Snyder  
10830 Red Pine Road  
Reno NV 89506

Action Order xc: Nathan Edwards, Deputy District Attorney; Josh Wilson, Assessor's Office (CAAS); Leo Vesely, Engineering Division; Chris Anderson, Washoe County Health District; J.L. Shaffer, Washoe County Health District; Amy Ray, Truckee Meadows Fire Protection District; Steve Shell, Nevada State Division of Water Resources; Chair, North Valleys Citizen Advisory Board.



# Conditions of Approval

Administrative Permit Case Number AP15-006

The project approved under Administrative Permit Case Number AP15-006 for a detached accessory structure shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on December 3, 2015. Conditions of Approval are requirements placed on the permit 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 Development.

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.

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.

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 Development**

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

**Contact: Lora R. Robb, 775.954.4636, lrobb@washoecounty.us**

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.
- b. The applicant shall attach a copy of the action order approving this project to all administrative permit applications (including building permits), if necessary, applied for as part of this administrative permit.
- c. The applicant shall submit complete construction plans and building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits.
- d. The detached accessory structure shall be architecturally compatible with the main dwelling in color(s).
- e. Trees and shrubs shall be planted on the south and west sides of the structure as described in the Administrative Permit application.
- f. There shall be complete screening of roof-mounted HVAC equipment.
- g. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

- h. The following **Operational Conditions** shall be required for the life of the project:
  1. This administrative permit shall remain in effect until or unless it is revoked or is inactive for one year.
  2. Failure to comply with the conditions of approval shall render this approval null and void. Compliance with this condition shall be determined by the Planning and Development Division.

3. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the administrative permit to meet with the Planning and Development Division to review conditions of approval prior to the final sale of the site and/or the administrative permit. Any subsequent purchaser/operator of the site and/or the administrative permit shall notify the Planning and Development Division of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.

### **Washoe County Engineering Division**

2. The following conditions are requirements of Engineering, which shall be responsible for determining compliance with these conditions.

**Contact: Leo Vesely, 775.328.2313, lvesely@washoecounty.us**

- a. The FEMA 100-year floodplain shall appear on the site plan and/or grading plan to the satisfaction of the County Engineer. Building permits for any structures and fill in these areas shall be in conformance with the Washoe County Code Chapter 110, Article 416, Flood Hazards.

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

3. The following conditions are requirements of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions.

**Contact: Amy Ray, 775.326.6005, aray@tmfspd.us**

- a. Any developments on the property shall meet the requirements of Washoe County Code 60. This will include the requirements for access and exterior construction per the *Wildland Urban Interface Code*.

### **Washoe County Health District**

4. The following conditions are requirements of the Health District, which shall be responsible for determining compliance with these conditions. 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: Chris Anderson, CAnderson@washoecounty.us or J.L Shaffer, 775.328.2434, JShaffer@washoecounty.us**

- a. The proposed project will be subject to review by this Division during the building permit process. Specific onsite sewage disposal system requirements relating to the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation will be addressed during that review.
- b. There is an existing domestic well on the property. The project proposes to connect the new accessory structure to the existing domestic well. A waiver must be obtained



from the Nevada Division of Water Resources per Washoe County Health District Regulations Governing Well Construction prior to connection to the accessory structure. All conditions of the Waiver must be met.

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



# Detached Accessory Dwelling Administrative Permit Staff Report

Date: November 13, 2015

Subject: Detached Accessory Dwelling Administrative Permit Case Number DADAR15-04

Applicant(s): Cynthia and John Snyder

Summary: To allow the construction of a detached accessory dwelling within a proposed detached accessory structure

**Recommendation: Approval with Conditions**

Prepared by: Lora R. Robb, Water Management Planner  
Washoe County Community Services Department  
775.954.4636

Phone: 775.954.4636  
E-Mail: [lrobb@washoecounty.us](mailto:lrobb@washoecounty.us)

Approved/Denied by: William H. Whitney, Director of Planning & Development  
Washoe County Community Services Department  
775.328.36174

Phone: 775.328.36174  
E-mail: [bwhitney@washoecounty.us](mailto:bwhitney@washoecounty.us)

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## Description

**Detached Accessory Dwelling Administrative Permit Case Number DADAR15-04 (Snyder Shop/Apartment)** – Public notice, staff review and possible action to approve a detached accessory dwelling of 670 square feet within a proposed detached accessory structure.

- Applicant/Property Owner: Cynthia and John Snyder
- Location: 10830 Red Pine Road in Lemmon Valley
- Assessor's Parcel No: 080-288-06
- Parcel Size: ±2.097 acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 808, Administrative Permits, and Article 306 Accessory Uses and Structures
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 26, T21N, R19E, MDM, Washoe County, NV

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**Attachments Contents**

Draft Action Order for Case Number DADAR15-04 ..... Attachment A  
Conditions of Approval for Case Number DADAR15-04 ..... Attachment B  
Agency Review Letter ..... Attachment C  
Public Notice Map ..... Attachment D

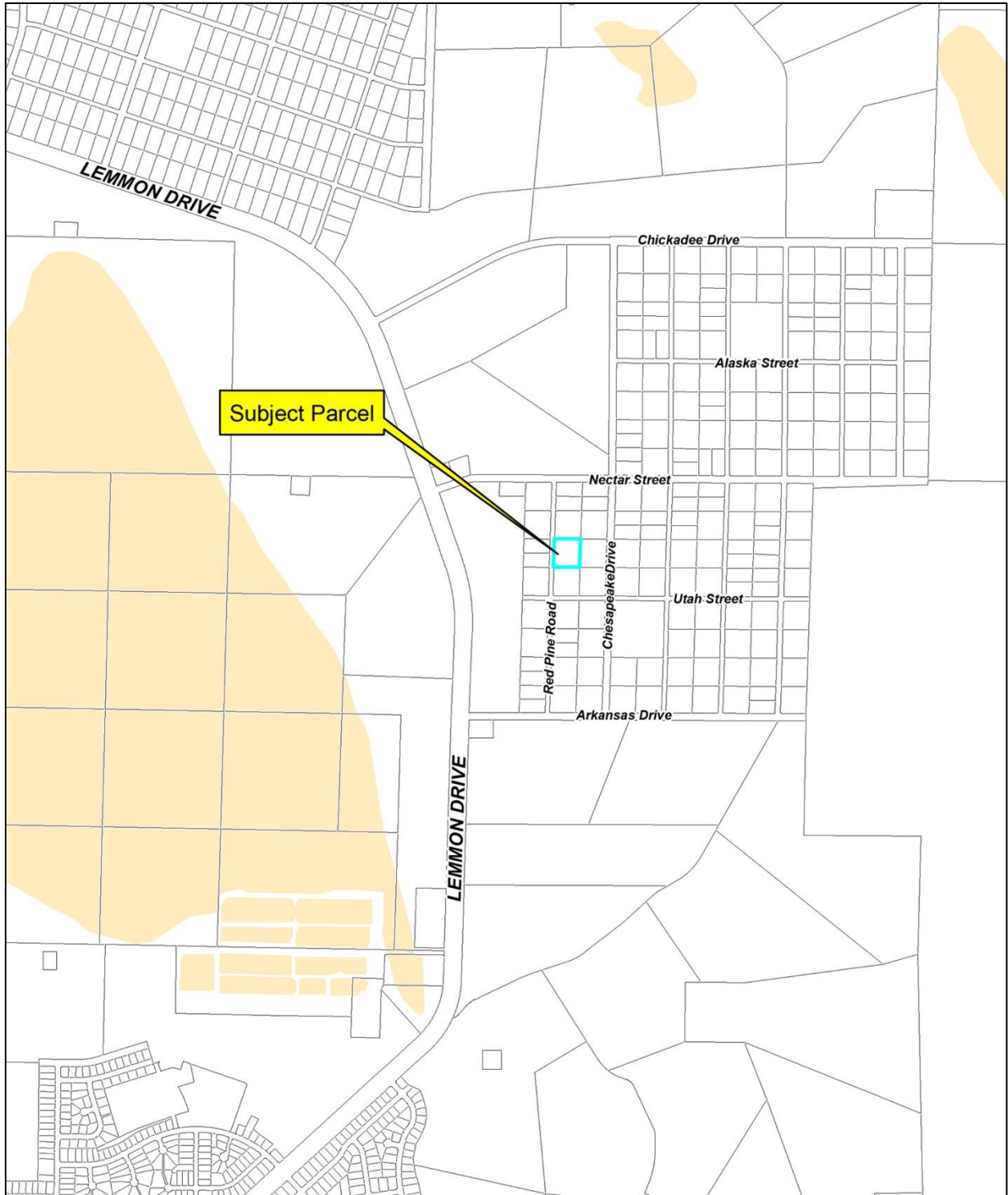
**Detached Accessory Dwelling Administrative Review Process**

The purpose of a Detached Accessory Dwelling Administration Review Process (DADAR) is to review a proposed accessory dwelling on a parcel designated for single family use. The process allows for review of the proposed structure to ensure that characteristics of a single family residential zone are maintained while providing housing alternatives for extended families. The review process provides the opportunity to determine if the use requires additional public services, maintains the character of the property and neighborhood, and provides notice to affected property owners.

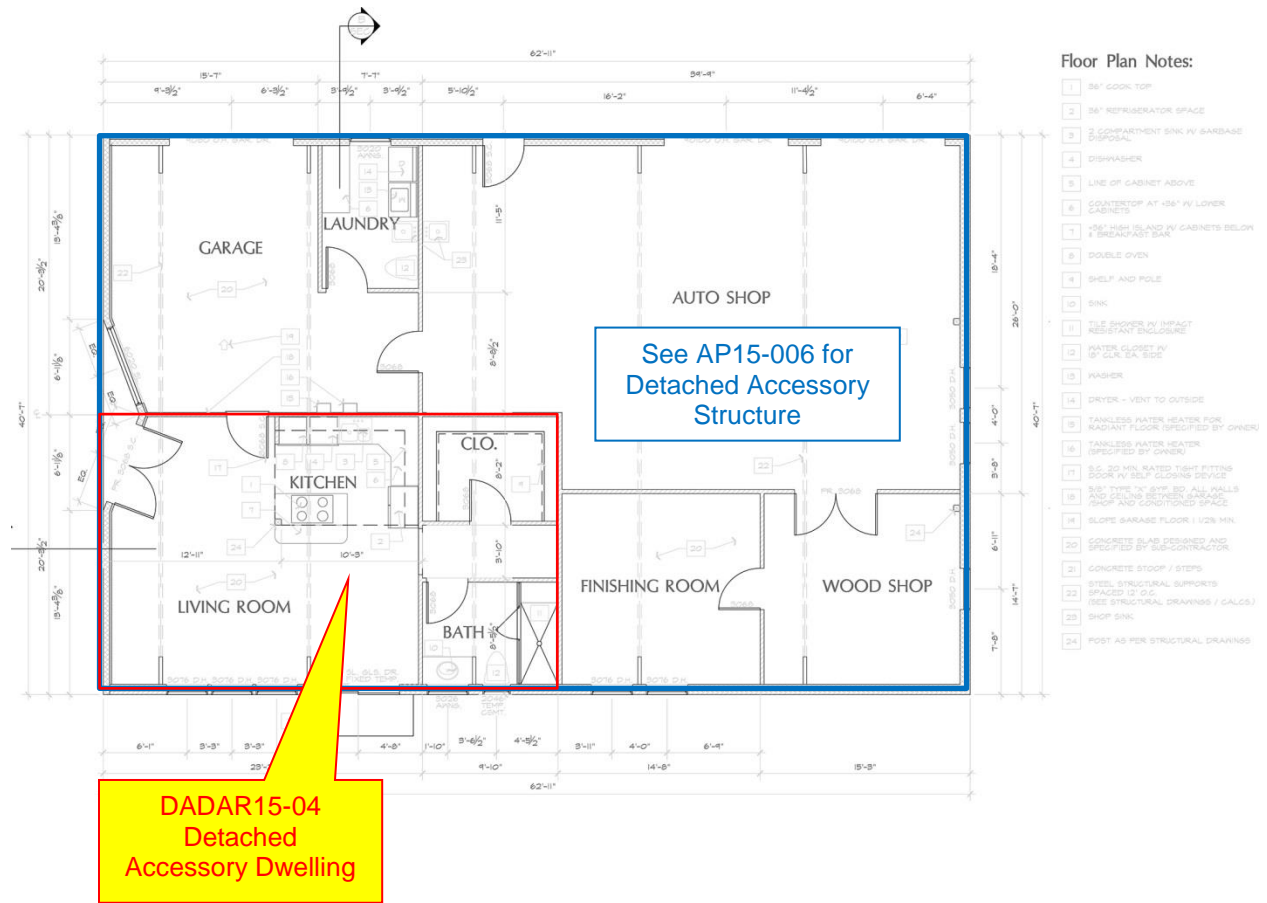
Staff completes the review process and forwards a staff report to the Director of Planning and Development. The Director reviews staff's recommendation and makes a decision on the case. If the Director approves the DADAR, he signs the attached Action Order (Attachment A).

When combined with the Administrative Permit process, the Board of Adjustment shall hold a public hearing and take into consideration any testimony offered by affected property owners and the applicant. The Board of Adjustment may require conditions of approval necessary to mitigate or minimize to an acceptable level any potentially adverse effects of a use, and to specify the terms under which the use must comply. Section 110.306.25(j) of the Washoe County Development Code requires a detached accessory dwelling unit to include the installation of a water meter if the detached accessory dwelling unit uses the existing domestic well as its water source.

The Conditions of Approval for Detached Accessory Dwelling Administrative Review Case Number DADAR15-04 is attached to this staff report (Attachment B) and will be included with the Action Order.



**Vicinity Map**



**Floor Plan**

**Project Evaluation**

The applicant owns a 2.097 acre parcel with a 1,344 square foot single-family home on the northern portion of the parcel. The residence has an attached garage and there are three small sheds located in the center of the property. The property has a private well and septic system. The subject parcel and all surrounding lots have a regulatory zone of Low Density Suburban (LDS).

The applicant is proposing a detached accessory dwelling of 670 square feet that meets all of the requirements of Washoe County Code Section 110.306.25, including that the size of the detached accessory dwelling cannot exceed fifty percent of the total square footage of the main dwelling. Parking for the accessory dwelling is proposed as part of a related application for a detached accessory structure (Administrative Permit Case Number AP15-006).

The applicant intends to connect the accessory dwelling to a newly installed septic system and to the existing domestic well. Recommended conditions of approval to address the septic system and the domestic well have been received from the Health District (Attachment C).

### **Public Notice**

Thirty four (34) public notices were mailed to the surrounding property owners (Attachment D) on October 26, 2015. Two members of the public contacted staff for more information on the project, however, no objections were received.

### **North Valleys Citizen Advisory Board**

Administrative permits are not required by the Washoe County Development Code to be presented at a Citizen Advisory Board (CAB) meeting. The North Valleys CAB was sent a copy of the application and was given opportunity to comment. No comments were received.

### **Reviewing Agencies**

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

- Washoe County Community Services Department
  - Building and Safety
  - Engineering and Capitol Projects
  - Parks and Open Spaces
  - Planning and Development
  - Utilities
- Washoe County Health District
  - Environmental Health Division
  - Air Quality Division
- Truckee Meadows Fire Protection District
- Regional Transportation Commission
- Truckee Meadows Water Authority

One of the ten above listed agencies/departments provided comments and/or recommended conditions of approval in response to their evaluation of the project application. A **summary** of these agencies' comments and/or recommended conditions of approval and their contact information is provided. The Regional Transportation Commission responded that they have no conditions. The Conditions of Approval document is attached to this staff report (Attachment B) and will be included with the Action Order if this Detached Accessory Dwelling Administrative Permit is approved.

- Washoe County Planning and Development addressed the operational conditions that will be in effect for the life of the project.

**Contact: Lora R. Robb, 775.954.4636, lrobb@washoecounty.us**

- Washoe County Health District addressed requirements for the parcel's onsite septic system and domestic well.

**Contact: Chris Anderson, 775.328.2632, canderson@washoecounty.us**

### **Recommendation**

The request for a detached accessory dwelling unit is an allowed Residential Use Type per WCC Table 110.302.05.1, subject to administrative review and approval, and the requirements of WCC Section 110.306.25. Those agencies which reviewed the application recommended conditions in support of approval of the project. Therefore, after a thorough analysis and review, **Detached Accessory Dwelling Administrative Review Case Number DADAR15-04 is recommended for approval with conditions and contingent on the Board of Adjustment approval of Administrative Permit Case Number AP15-006 for a detached accessory structure (which will house the proposed accessory dwelling).** The Board of Adjustment is scheduled to hear AP15-006 on December 3, 2015.

### **Appeal Process**

An administrative decision is effective 10 calendar days from the Decision/Mailing date shown on the written Decision/Action Order. An appeal must be filed in writing with the Planning and Development Division before the effective date. If filed, an appeal stays any further action on the decision until final resolution of the appeal. The Board of Adjustment decides appeals in a public hearing.

xc: Applicant/Owner: Cynthia and John Snyder  
10830 Red Pine Road, Reno NV 89506  
JPSnyder56@gmail.com

Action Order xc: Nathan Edwards, Deputy District Attorney; Theresa Wilkins, Assessor's Office (CAAS); Leo Vesely, Engineering Division; Chris Anderson, Washoe County Health District; J.L. Shaffer, Washoe County Health District; Amy Ray, Truckee Meadows Fire Protection District; Steve Shell, Nevada State Division of Water Resources; Chair of the North Valleys Citizen Advisory Board.





# Detached Accessory Dwelling Administrative Review Written Decision / Action Order

**Decision:** **Approval with Conditions**

Decision Date: November 13, 2015

Mailing/Filing Date: November 16, 2015

Applicant/Property Owner: Cynthia and John Snyder

Assigned Planner: Lora R. Robb, Water Management Planner  
Washoe County Community Services Department

Phone: 775.954.4636

E-Mail: lrobb@washoecounty.us

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**Detached Accessory Dwelling Administrative Permit Case Number DADAR15-04 (Snyder Shop/Apartment)** – Public notice, staff review and possible action to approve a detached accessory dwelling of 670 square feet within a proposed detached accessory structure.

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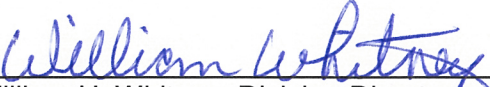
**Notice is hereby given that the Washoe County Planning and Development Director has granted approval with conditions of the above referenced case number/project based on compliance with Washoe County Code (WCC) Section 110.306.25 and the conditions of approval as requested by reviewing agencies.** If no written appeals have been filed within 10 calendar days from the date of the Mailing Date shown on this Written Decision/Action Order, the administrative approval granted by the department is final. An appeal, if filed, would stay any further action on the permit until final resolution of the appeal. An appeal shall be filed in accordance with the provisions of WCC section 110.912.10(j).

To: Cynthia and John Snyder  
Subject: Case Number: DADAR15-04  
Date: November 16, 2015  
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This Action Order of approval is granted subject to the attached conditions and Washoe County development standards. Any business license, certificate of occupancy or final approval shall not be issued until all of the Conditions of Approval (attached) are satisfied. Additionally, compliance shall be required with all federal, state and local statutes, ordinances and regulations applicable to the approved project.

**This Action Order does not authorize grading or building without issuance of the necessary permits from the Washoe County Building and Safety. You must obtain a building permit to convert the structure into a legal dwelling.**

Washoe County Planning and Development

  
\_\_\_\_\_  
William H. Whitney, Division Director  
Washoe County Planning and Development

Attachments:

- Conditions of Approval

Action Order xc: Nathan Edwards, District Attorney's Office; Carol Buonanoma, Assessor's Office (CAAS); Josh Wilson, Assessor's Office; Leo Vesely, Engineering Division; Jim Schaffer, Vector-Bourne Diseases; Chris Anderson, Environmental Health; Steve Shell, Nevada State Division of Water Resources; Chair, North Valleys Citizen Advisory Board.



# Conditions of Approval

Detached Accessory Dwelling Administrative Review  
Case Number DADAR15-04

The project approved under Administrative Permit Case Number DADAR15-04 for a detached accessory dwelling shall be carried out in accordance with these Conditions of Approval. **Administrative Permit Case Number DADAR15-04 is contingent upon the conditions of approval as contained within Administrative Permit Case Number AP15-006 for a detached accessory structure (which will house the proposed accessory dwelling) approved by the Washoe County Board of Adjustment on December 3, 2015.**

These Conditions of Approval are requirements placed on the project 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 Certificate of Occupancy by the Building and Safety Division. The agency responsible for determining compliance with a specific condition shall determine whether the condition has been 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 Planning and Development Division.

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

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

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 Development**

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

**Contact:** Lora R. Robb, Water Management Planner, 775.954.4636, lrobb@washoecounty.us

- a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.
- b. The applicant shall submit complete construction plans and building permits shall be issued within two (2) years from the date of approval by Washoe County. The

applicant shall complete construction within the time specified by the building permit.

- c. The applicant shall attach a copy of the Action Order approving this project to all administrative permit applications (including building permits) applied for as part of this administrative permit.
- d. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

- e. A detached accessory dwelling unit proposing to use a domestic well as its source of water shall install a water meter.

**Washoe County Health District**

- 2. The following condition is a requirement of the 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:** Chris Anderson, 775.328.2632, canderson@washoecounty.us

- a. The accessory dwelling must have a new and separate onsite sewage disposal system meeting all requirements of the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation. Specific onsite sewage disposal system requirements will be addressed by the Health District during the building permit review process.
- b. There is an existing domestic well on the property. The project proposes to connect the new accessory dwelling, which qualifies as a single family residence, to the existing domestic well. A waiver must be obtained from the Nevada Division of Water Resources per Washoe County Health District Regulations Governing Well Construction prior to connection to the accessory dwelling. All conditions of the waiver must be met. The waiver must be submitted to the Environmental Health Services Division.

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

# WASHOE COUNTY HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

November 9, 2015

Lora R. Robb, Water Management Planner  
Washoe County Community Services  
Planning and Development Division  
PO Box 11130  
Reno, NV 89520-0027

RE: Snyder Shop & Apartment; 10830 Red Pine Road, Lemmon Valley, WCTY  
Detached Accessory Dwelling and Administrative Permit; DADAR15-006 & AP15-006

Dear Ms. Robb:

The Washoe County Health District, Environmental Health Services Division (Division) Engineering and Vector have reviewed the above referenced project. Approval by this Division is subject to the following conditions:

1. The proposed accessory dwelling must have a new and separate onsite sewage disposal system meeting all requirements of the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation.
2. The proposed project will be subject to review by this Division during the building permit process. Specific onsite sewage disposal system requirements relating to the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation will be addressed during that review.
3. There is an existing domestic well on the property. The project proposes to connect the new accessory structure to the existing domestic well. A waiver must be obtained from the Nevada Division of Water Resources per Washoe County Health District Regulations Governing Well Construction prior to connection to the accessory dwelling. All conditions of the Waiver must be met.

If you have any questions regarding the foregoing, please call Chris Anderson at 328-2632 or Jim Shaffer 785-4599 regarding engineering or vector comments, respectively.

Sincerely,

Chris Anderson, P.E.  
Registered Engineer  
Land Development Program  
Environmental Health Services

J.L. Shaffer  
Program Coordinator/Planner  
Vector-Borne Diseases Program  
Environmental Health Services

CA/JS:ca

Cc: File - Washoe County Health District

## ENVIRONMENTAL HEALTH SERVICES

1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520

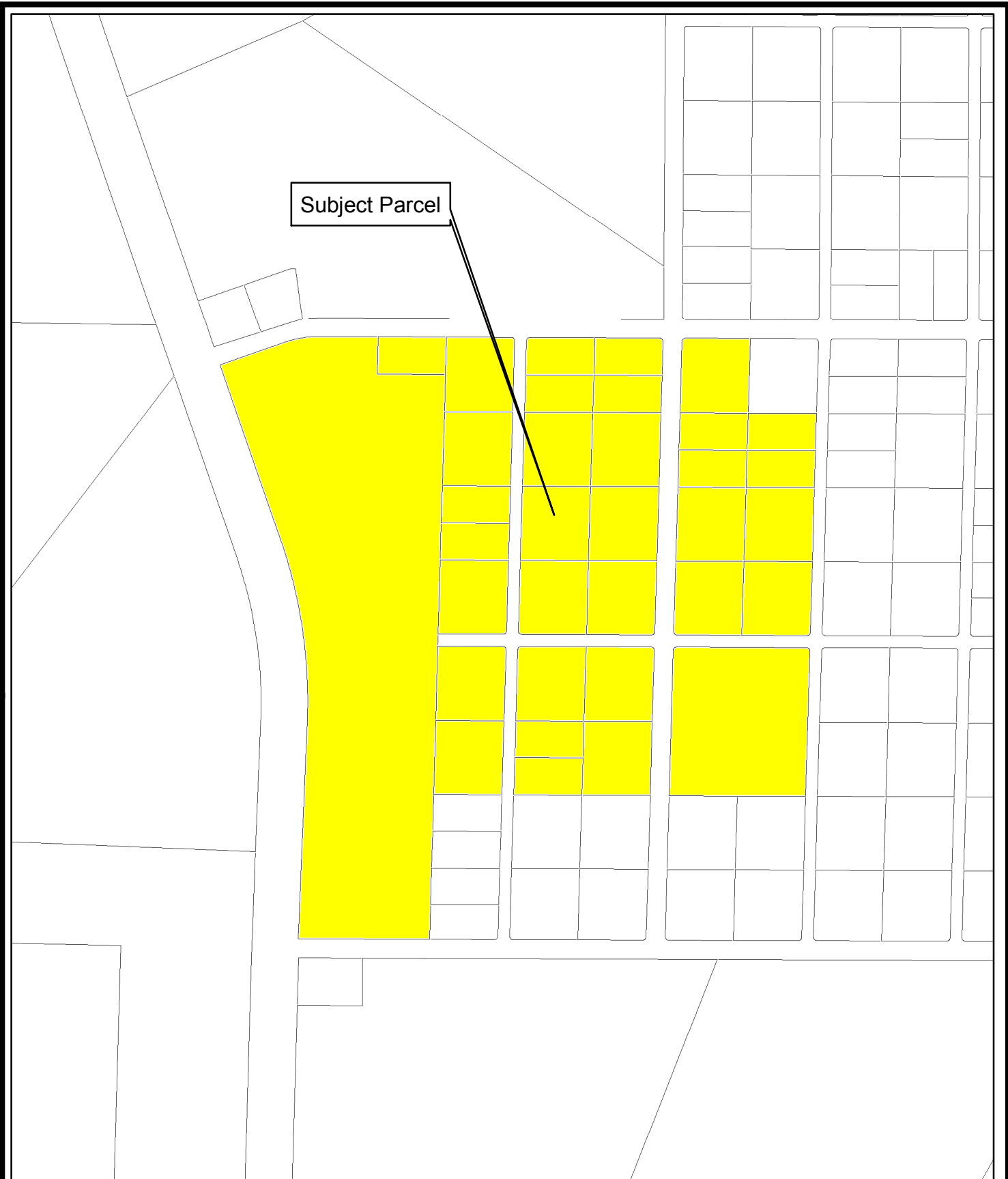
775-328-2434 | Fax: 775-328-6176 | [washoecounty.us/health](http://washoecounty.us/health)

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AP15-006

ATTACHMENT B

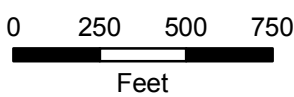


Subject Parcel

**Administrative Permit AP15-006  
 Detached Accessory Dwelling  
 Administrative Review DADAR15-004  
 Snyder Shop/Apartment**

34 parcels selected at 700 feet

Source: Planning & Development Division Date: Dec 2015



Community Services  
 Department, Planning  
 and Development



Post Office Box 11130  
 Reno, Nevada 89520 (775) 328-3000

**AP15-006**

**ATTACHMENT B**



**WASHOE COUNTY**  
**COMMUNITY SERVICES DEPARTMENT**  
**Engineering and Capital Projects Division**

*"Dedicated to Excellence in Public Service"*

1001 East 9<sup>th</sup> Street PO Box 11130 Reno, Nevada 89520 Telephone: (775) 328-2040 Fax: (775) 328-3699

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**INTEROFFICE MEMORANDUM**

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DATE: November 03, 2015  
TO: Lora Robb, Planning and Development Division  
FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division  
SUBJECT: **AP15-006 and DADAR15-04**  
**APN 080-288-06**  
**SNYDER SHOP/APARTMENT**

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I have reviewed the referenced accessory dwelling case and recommend the following condition:.

1. The FEMA 100-year floodplain shall appear on the site plan and/or grading plan to the satisfaction of the County Engineer. Building permits for any structures and fill in these areas shall be in conformance with the Washoe County Code Article 416.

LRV/lrv

Amy Ray  
*Fire Marshal*



Tim Leighton  
*Division Chief*

Charles A. Moore  
*Fire Chief*

November 2, 2015

Washoe County Community Services Department  
1001 East Ninth Street  
Reno, NV 89512

Re: Administrative Permit Case Number AP15-006 and DDAR 15-04 (Snyder Shop/Apartment)

The Truckee Meadows Fire Protection District (TMFPD) will approve the above AP/DDAR with the following conditions:

- Any developments on the property shall meet the requirements of WCC 60. This will include the requirements for access and exterior construction per the *Wildland Urban Interface Code*.
- Plans shall be submitted for review and approval to TMFPD.

Please contact me with any questions at (775) 326-6005.

Thank you,

Amy Ray  
Fire Marshal

**TRUCKEE MEADOWS FIRE PROTECTION DISTRICT**

1001 E. Ninth St. Bldg D 2nd Floor • Reno, Nevada 89512 • PO Box 11130 • Reno, Nevada 89520  
*Office 775.326.6000 Fax 775.326.6003*

**AP15-006  
ATTACHMENT C**



# WASHOE COUNTY HEALTH DISTRICT

ENHANCING QUALITY OF LIFE

November 5, 2015

Lora R. Robb, Water Management Planner  
Washoe County Community Services  
Planning and Development Division  
PO Box 11130  
Reno, NV 89520-0027

RE: Snyder Shop & Apartment; 10830 Red Pine Road, Lemmon Valley, WCTY  
Detached Accessory Dwelling and Administrative Permit; DADAR15-006 & AP15-006

Dear Ms. Robb:

The Washoe County Health District, Environmental Health Services Division (Division) Engineering and Vector have reviewed the above referenced project. Approval by this Division is subject to the following conditions:

1. The proposed accessory dwelling must have a new and separate onsite sewage disposal system meeting all requirements of the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation.
2. The proposed project will be subject to review by this Division during the building permit process. Specific onsite sewage disposal system requirements relating to the Washoe County Health District Regulations Governing Sewage, Wastewater and Sanitation will be addressed during that review.
3. There is an existing domestic well on the property. The project proposes to connect the new accessory structure to the existing domestic well. A waiver must be obtained from the Nevada Division of Water Resources per Washoe County Health District Regulations Governing Well Construction prior to connection to the accessory dwelling. All conditions of the Waiver must be met.

If you have any questions regarding the foregoing, please call Chris Anderson at 328-2632 or Jim Shaffer 785-4599 regarding engineering or vector comments, respectively.

Sincerely,

Chris Anderson, P.E.  
Registered Engineer  
Land Development Program  
Environmental Health Services

J.L. Shaffer  
Program Coordinator/Planner  
Vector-Borne Diseases Program  
Environmental Health Services

CA/JS:ca

Cc: File - Washoe County Health District

## ENVIRONMENTAL HEALTH SERVICES

1001 East Ninth Street | P.O. Box 11130 | Reno, Nevada 89520

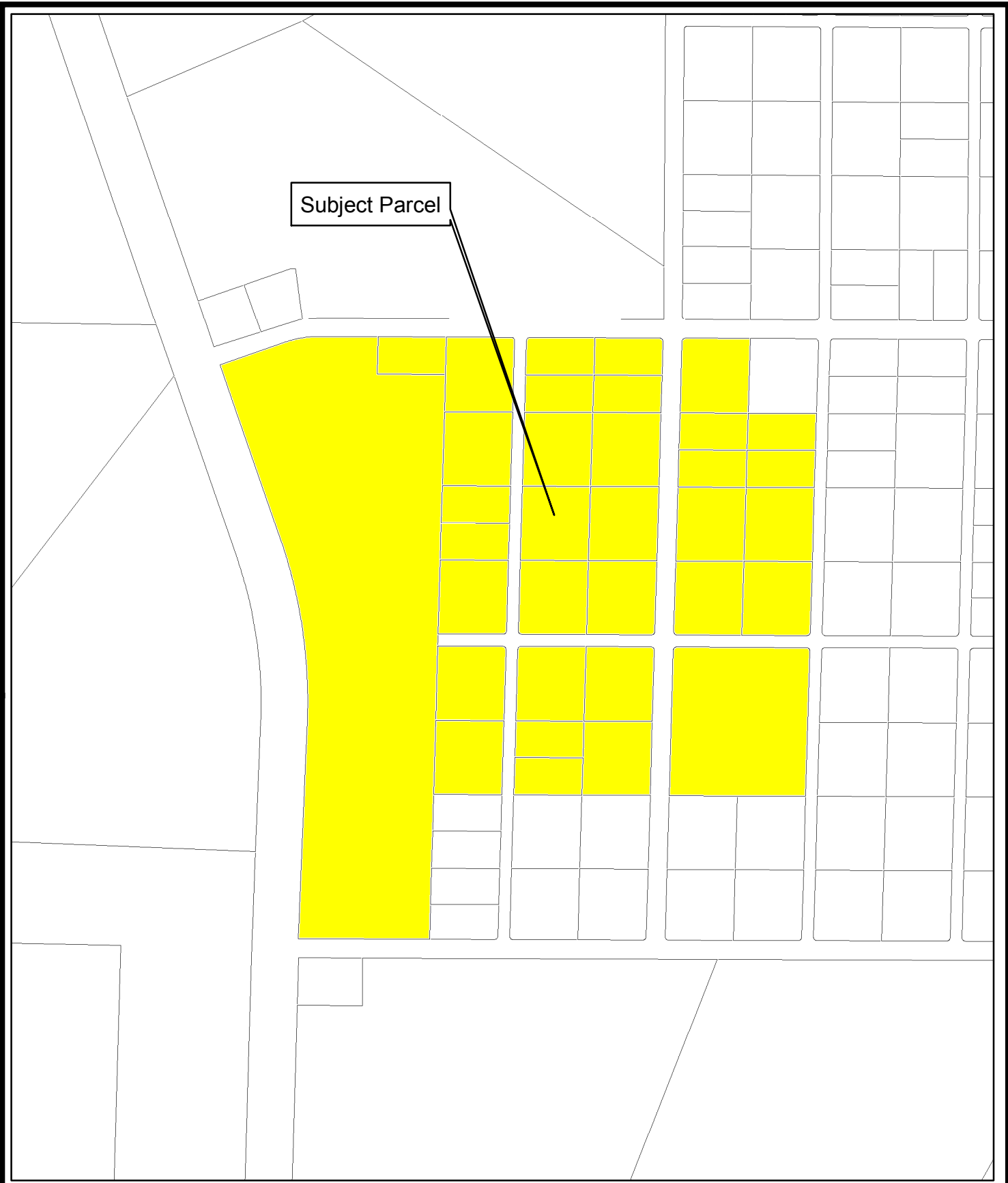
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AP15-006

ATTACHMENT C

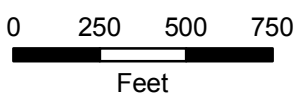


Subject Parcel

**Administrative Permit AP15-006  
 Detached Accessory Dwelling  
 Administrative Review DADAR15-004  
 Snyder Shop/Apartment**

34 parcels selected at 700 feet

Source: Planning & Development Division Date: Dec 2015



Community Services  
 Department, Planning  
 and Development

**WASHOE COUNTY  
 NEVADA**

Post Office Box 11130  
 Reno, Nevada 89520 (775) 328-3000

**AP15-006**

**ATTACHMENT B**