



# WASHOE COUNTY BOARD OF ADJUSTMENT Notice of Meeting and Agenda

## Board of Adjustment Members

Kim Toulouse, Chair  
Clay Thomas, Vice Chair  
Kristina Hill  
Lee Lawrence  
Brad Stanley  
Trevor Lloyd, Secretary

Thursday, April 5, 2018

1:30 p.m.

Washoe County Administrative Complex  
Commission Chambers  
1001 East Ninth Street  
Reno, NV

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## PUBLIC HEARING ITEMS

(Complete case descriptions are provided beginning on page three of this agenda)

- **Variance Case Number WPVAR17-0007 (Izakaya Tahoe)**
- **Administrative Permit Case Number WADMIN18-0002 (Incline Village Fine Arts Festival)**
- **Administrative Permit Case Number WADMIN18-0004 (Valvoline)**
- **Administrative Permit Case Number WADMIN18-0001 (Christensen)**
- **Special Use Permit Case Number WSUP18-0001 (Ax Handle Canyon Cell)**
- **Administrative Permit Case Number WADMIN18-0003 (Cold Springs Valley Church)**
- **Special Use Permit Case Number WSUP18-0002 (Rutz Residence Grading)**

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**Items for Possible Action.** All numbered or lettered items on this agenda are hereby designated for possible action as if the words “for possible action” were written next to each item (NRS 241.020), except for items marked with an asterisk (\*). Those items marked with an asterisk (\*) may be discussed but action will not be taken on them.

**Possible Changes to Agenda Order and Timing.** Discussion may be delayed on any item on this agenda, and items on this agenda may be taken out of order, combined with other items and discussed or voted on as a block, removed from the agenda, moved to the agenda of another later meeting or moved to or from the consent section. Items designated for a specified time will not be heard before that time, but may be delayed beyond the specified time.

**Public Comment.** During the “General Public Comment” items listed below, anyone may speak pertaining to any matter either on or off the agenda, to include items to be heard on consent. For the remainder of the agenda, public comment will only be heard during public hearing and planning items that are *not* marked with an asterisk (\*). If an item is continued, then public comment will not be heard for that item until the date of the continued hearing. Any public comment for hearing and planning items will be heard before action is taken on the item and must be about the specific item being considered by the Board. In order to speak during any public comment, each speaker must fill out a “Request to Speak” form and/or submit comments for the record to the Recording Secretary. Public comment and presentations for individual agenda items are limited as follows: fifteen minutes each for staff and applicant presentations and three minutes for individual speakers unless extended by questions from the Board or by action of the Chair. At the discretion of the Chair, additional time may be provided to any party if the request is made at least 24 hours in advance of the meeting start time. Comments are to be directed to the Board as a whole and not to one individual.

**Public Participation.** The Board of Adjustment adopted Rules, Policies and Procedures are available on the website provided on the next page or by contacting the Planning and Building Division.

At least one copy of items displayed and at least ten copies of any written or graphic material for the Board’s consideration should be provided to the Recording Secretary. Materials longer than one page in length submitted within six days of the Board of Adjustment meeting may not be considered by the Board in their

deliberations. Subject to applicable law and the Board's Rules, Policies and Procedures, public comment or testimony may be submitted to the Board in written form for its consideration. However, the Board is not required to read written statements aloud during the meeting.

**Posting of Agenda; Location of Website:** Pursuant to NRS 241.020, the Agenda for the Board Meeting has been posted at the following locations: Washoe County Administration Building (1001 E. 9<sup>th</sup> Street, Bldg. A); Washoe County Courthouse – Second Judicial District Court (75 Court Street); Washoe County – Reno Downtown Library (301 South Center Street); Sparks Justice Court (1675 East Prater Way); [https://www.washoecounty.us/csd/planning\\_and\\_development/board\\_commission/board\\_of\\_adjustment/index.php](https://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php); and <https://notice.nv.gov>.

**How to Get Copies of Agenda and Support Material:** Copies of this agenda and supporting materials may be obtained through the Planning and Building Division website ([http://www.washoecounty.us/csd/planning\\_and\\_development/board\\_commission/board\\_of\\_adjustment/index.php](http://www.washoecounty.us/csd/planning_and_development/board_commission/board_of_adjustment/index.php)) or at the Planning and Building Division Office (contact Donna Fagan, 1001 E. Ninth Street, Building A, Room A275, phone 775.328.3616 or e-mail [dfagan@washoecounty.us](mailto:dfagan@washoecounty.us)). If you make a request, we can provide you with a link to a website, send you the material by email or prepare paper copies for you at no charge. Support material is available to the public at the same time it is distributed to Board of Adjustment members. If material is distributed at a meeting, it is available within 24 hours after the meeting.

**Special Accommodations:** Facilities in which this meeting is being held are accessible to the disabled. Persons with disabilities who require special accommodations or assistance (e.g. sign language, interpreters, or assisted listening devices) at the meeting should notify the Planning and Building Division, at 775.328.6100, two working days prior to the meeting.

**Appeal Procedure:** Most decisions rendered by the Board of Adjustment are appealable to the Board of County Commissioners. If you disagree with the decision of the Board of Adjustment and you want to appeal its action, call the Planning staff immediately at 775.328.3600. You will be informed of the appeal procedure, and application fee. Appeals must be in writing and must be delivered to the Planning and Building Division within 10 calendar days from the date that the decision being appealed is signed by the Secretary of the Board of Adjustment, and mailed to the original applicant in the proceeding being appealed.

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## AGENDA

1:30 p.m.

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

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

6. Possible action to approve Agenda
7. Possible action to approve [February 1, 2018 Draft Minutes](#)
8. Consent Item
  - A. [Extension of Time – Variance Case Number VA16-001 \(Collins\)](#) – For possible action, hearing and discussion to approve a 12-month extension of time, until April 7, 2019, for Variance Case Number VA16-001. The variance was approved by the Board of Adjustment

April 7, 2016, reducing the rear yard setback from 20-feet to 2.5-feet for an addition to the existing residence, and reducing the same rear yard setback from 20-feet to 5-feet for an attached garage.

- Applicant: Susan and Rob Collins
- Property Owner: Susan M. Collins Trust
- Location: 506 McDonald Drive
- APN: 124-071-01
- Parcel Size: ±0.41-acre
- Master Plan : Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: Tahoe
- CAB: Incline Village/Crystal Bay
- Development Code: Authorized in Article 804, Variances
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV
- Staff: Kelly Mullin, AICP, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3608
- E-mail: [kmullin@washoecounty.us](mailto:kmullin@washoecounty.us)

## 9. Public Hearings

The Board of Adjustment may take action to approve (with or without conditions), modify and approve (with or without conditions), or deny a request. The Board of Adjustment may also take action to continue an item to a future agenda.

- A. **Variance Case Number WPVAR17-0007 (Izakaya Tahoe)** – For possible action, hearing, and discussion to approve a variance 1) to reduce the front yard setback along State Line Road from 20 feet to 0 feet; 2) to reduce the front yard setback along State Route 28 from 20 feet to 8 feet and 3) to reduce the side yard setback from 10 feet to 3 feet to allow for a commercial building on a ±2,000 square foot property.

- Owner/Applicant: Evo Real Estate, Inc.
- Location: 2 N. Lake Avenue  
Crystal Bay, NV 89402
- Assessor's Parcel Number: 123-043-01
- Parcel Size: ±0.04 Acres (±2,000 square feet)
- Master Plan Category: Commercial (C)
- Regulatory Zone: Tourist Commercial (TC)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorize in Article 804, Variances
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 30, T16N, R18E, MDM, Washoe County, NV
- Staff: Trevor Lloyd, Planning Manager  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775.328.3617
- E-mail: [tlloyd@washoecounty.us](mailto:tlloyd@washoecounty.us)

**B. Administrative Permit Case Number WADMIN18-0002 (Incline Village Fine Arts Festival)** – For possible action, hearing, and discussion to approve an administrative permit under WCC Section 110.310.20 for the Incline Village Fine Arts Festival, an Outdoor Community Event. The event will be held on August 10 through August 12, 2018, from 10:00 a.m. until 5:00 p.m. at Preston Field, 700 Tahoe Boulevard, Incline Village, NV. Event set-up is proposed to begin at 6:00 a.m. on August 10, 2018, and event takedown and dismantle to be completed by 8:00 p.m. on August 12, 2018. The event organizer estimates the maximum number of attendees at the event will not exceed 500 persons on any one day of the event. If approved, authorize the Director of Planning and Building Division to issue the outdoor community event business license when all pre-event conditions have been completed.

- Applicant: CWB Events, LLC, Curtis Beck
- Property Owner: Incline Village General Improvement District
- Location: 700 Tahoe Blvd., Incline Village (Preston Field)
- APN: 124-032-33
- Parcel Size: 5.09 Acres
- Master Plan: Rural (R)
- Regulatory Zone: Parks and Recreations (PR)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village / Crystal Bay
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 16, T16N, R18E, MDM, Washoe County, NV
- Staff: Chris Bronczyk, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3612
- E-mail: [cbronczyk@washoecounty.us](mailto:cbronczyk@washoecounty.us)

**C. Administrative Permit Case Number WADMIN18-0004 (Valvoline)** – For possible action, hearing, and discussion to approve an administrative permit for an auto repair use in the General Commercial (GC) regulatory zone. The proposed auto repair use is a 2,097 square foot Valvoline Instant Oil Change facility on a property within the Reno-Stead Corridor Joint Plan.

- Applicant: NovaSource Enterprises, LLC  
32 West Fireclay Ave  
Murray, UT, 84107
- Property Owner: Stephen T. Glenn  
Michael E. Killian
- Location: Address not assigned – property fronts Buck Dr. and is located to the East of Lemmon Dr. adjacent to 300 Lemmon Drive (Jacksons Food Stores)
- APN: 552-190-12
- Parcel Size: 0.78 Acre
- Master Plan: Commercial
- Regulatory Zone: General Commercial (GC)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 808, Administrative Permit

- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 9, T20N, R19E, MDM  
Washoe County, NV
- Staff: Chris Bronczyk, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3612
- E-mail: [cbronczyk@washoecounty.us](mailto:cbronczyk@washoecounty.us)

D. **Administrative Permit Case Number WADMIN18-0001 (Christensen)** – For possible action, hearing, and discussion to approve an administrative permit for the enlargement of an accessory structure used as a garage and shop, resulting in an accessory structure of ±1700 sq. ft. which has a building foot print larger than the primary residence.

- Applicant/Owner: Paul and Cynthia Christensen
- Location: 716 Encanto Drive
- APN: 076-300-78
- Parcel Size: ±9.34 acre
- Master Plan: Rural (R)
- Regulatory Zone: General Rural (GR)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Spanish Springs
- Development Code: Authorized in Article 306 Accessory Uses and Structures
- Commission District: 4 – Commissioner Hartung
- Section/Township/Range: Section 8, T21N, R21E, MDM,  
Washoe County, NV
- Staff: Eva Krause, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3628
- E-mail: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

E. **Special Use Permit Case Number WSUP18-0001 (Ax Handle Canyon Cell)** – For possible action, hearing, and discussion to approve a special use permit for the installation and operation of a 104-foot tall monopole telecommunication facility with all necessary appurtenances/supporting equipment and facilities, for major grading (cut and fill of more than 1,000 cubic yards of material) to extend the utility access road an additional ±500 feet from the existing 1,700 foot driveway terminus at the residence on the property to the facility's leased area, and to vary development code requirements for landscaping and parking for a commercial use by waiving them for this project.

- Applicant: Sacramento Valley LP d/b/a Verizon Wireless
- Property Owner: 14855 Pyramid Way Land Trust
- Location: 14855 Pyramid Way
- APN: 076-272-03
- Parcel Size: 79.82 acres
- Master Plan: Rural (R)
- Regulatory Zone: General Rural Agriculture (GRA)
- Area Plan: Warm Springs
- Citizen Advisory Board: Warm Springs/Rural

- Development Code: Authorized in Article 810, Special Use Permits, Article 438 Grading Standards, Article 324 Communication Facilities
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 24, T22N, R20E, MDM, Washoe County, NV
- Staff: Eva Krause, Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3628
- E-mail: [ekrause@washoecounty.us](mailto:ekrause@washoecounty.us)

**F. Administrative Permit Case Number WADMIN18-0003 (Cold Springs Valley Church) –**

For possible action, hearing, and discussion to approve an administrative permit for the construction and operation of a church (Religious Assembly Use Type). The church building is proposed to be approximately 8,400 square feet in size, with a parking area on site consisting of approximately 88 general spaces and 6 spaces for disabled persons (approximately 94 total).

- Applicant: Tom Thomas
- Location: North side of White Lake Parkway, approximately 300 feet west of its intersection with Sandpiper Drive.
- Parcel Size: ± 1.43 acres (± 62,290 square feet)
- Assessor’s Parcel Number: 087-031-24
- Master Plan: Commercial
- Regulatory Zone: Neighborhood Commercial (NC)
- Area Plan: Cold Springs
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Table 110.302.05.2
- Commission District: 5 - Commissioner Herman
- Section/Township/Range: Section 21, T21N, R18E, MDM, Washoe County, NV
- Staff: Roger Pelham, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3622
- E-mail: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

**G. Special Use Permit Case Number WSUP18-0002 (Rutz Residence Grading) –**

For possible action, hearing, and discussion to approve a special use permit for Major Grading, totaling approximately 188 cubic yards of excavation, to facilitate construction of a driveway to access one dwelling, that traverses a natural slope of 30% or greater. Grading for any driveway or road that traverses a slope of 30% or greater is Major Grading in accordance with the Washoe County Development Code at 110.438.35(a)(3).

- Applicant: Brandon Mitchell
- Property Owner: David and Tammy Rutz
- Location: 786 Randall Ave, at the northwest corner of Randall and Gerladine
- APN: 125-251-08
- Parcel Size: ± 0.32 acres (± 13, 925 square feet)
- Master Plan: Suburban

- Regulatory Zone: High Density Suburban
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village / Crystal Bay
- Development Code: Authorized in Article 438
- Commission District: 1 – Commissioner Berkbigler
- Section/Township/Range: Section 9, T16N, R18E, MDM, Washoe County, NV
- Staff: Roger Pelham, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division
- Phone: 775-328-3622
- E-mail: [rpelham@washoecounty.us](mailto:rpelham@washoecounty.us)

**10. Chair and Board Items**

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

**11. Director’s and Legal Counsel’s Items**

- \*A. Report on Previous Board of Adjustment Items
- \*B. Legal Information and Updates

**12. \*General Public Comment**

Any person is invited to speak on any item on or off the agenda during this period. Action may not be taken on any matter raised during this public comment period until the matter is specifically listed on an agenda as an action item.

**13. Adjournment**