



WASHOE COUNTY BOARD OF ADJUSTMENT Notice of Meeting and Agenda

Board of Adjustment Members

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

Thursday, December 6, 2018

1:30 p.m.

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

PUBLIC HEARING ITEMS

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

- **Variance Case Number WPVAR18-0007 (SYGO – Yount Elevator)**
- **Administrative Permit Case Number WADMIN18-0005 (Nay Accessory Structure)**
- **Special Use Permit Case Number WSUP18-0018 (Crossbow Corners)**
- **Code Enforcement Appeal Case Number WVIO-PLA18-0283 (Ruiz Appeal)**

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. 9th 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; 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) 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). 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.

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 [October 4, 2018](#) Draft Minutes**
- 8. Public Hearings**

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

*Continued from October 4, 2018

- A. **Variance Case Number WPVAR18-0007 (SYGO – Yount Elevator)** – For possible action, hearing, and discussion to approve a variance to reduce the side yard setback from 5 feet to ± 2 inches to allow for the construction of an elevator within a residence along the north side property line.

- Applicant/Property Owner: G. Stuart and Geraldine M. Yount Family Trust
- Location: 400 State Route 28, Crystal Bay
- APN: 123-144-12
- Parcel Size: $\pm 8,712$ square feet
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: High Density Suburban (HDS)
- Area Plan: Tahoe
- Citizen Advisory Board: Incline Village/Crystal Bay
- Development Code: Authorized in Article 804, Variances
- Commission District: 1 – Commissioner Berkgigler
- Staff: Roger Pelham, Senior Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3622
- E-mail: rpelham@washoecounty.us

- B. **Administrative Permit Case Number WADMIN18-0005 (Nay Accessory Structure)** – For possible action, hearing, and discussion to approve an Administrative Permit to allow the construction of a 4,000 sq. ft. detached accessory structure (approx. 16 ft. high hobby shop and RV/boat storage with electrical connection but no plumbing fixtures) that has a larger building footprint than the main dwelling (1,725 sq. ft.) on the same parcel of land.

- Applicant/Property Owner: Charles & Nicole Nay
- Location: 10205 Silver Knolls Blvd.
- APN: 086-212-11
- Parcel Size: ± 1.15
- Master Plan: Suburban Rural (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 306, Accessory Uses and Structures; Article 808, Administrative Permits
- Commission District: 5 – Commissioner Herman
- Staff: Julee Olander, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775-328-3627
- E-mail: jolander@washoecounty.us

- C. **Special Use Permit Case Number WSUP18-0018 (Crossbow Corners)** – For possible action, hearing, and discussion to approve a Special Use Permit for the construction of a 12,000 square foot Neighborhood Center comprised of two separate 6,000 square foot buildings on two adjacent parcels, to be located at the northeast corner of Crossbow Court and Arrowcreek Parkway. A Neighborhood Center is one type of the Commercial Centers commercial use type, which is defined as a group of unified commercial establishments built on a site which is planned, developed, owned, and managed as an operating unit. Neighborhood Centers refer to sales of convenience goods (foods, drugs and sundries) and

personal services, those which meet the daily needs of an immediate neighborhood trade area. A neighborhood center typically includes convenience retail and services a population of 2,500 to 40,000 people, typically has a service area radius of one-half to one-and-one-half miles, and has a typical range of 15,000 to 50,000 square feet of gross leasable area. The applicant anticipates up to 4-5 commercial tenants per building, who will provide immediate neighborhood retail and light commercial services for nearby residents.

- Applicant/Property Owner: Helvetica CTV Crossbow, LLC
Attn: Chad Mestler
- Location: 2500 and 2540 Crossbow Court, Reno, NV 89511
- APN: 152-921-01; 152-921-02
- Parcel Size: 0.74 acres and 1.08 acres
- Master Plan: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Southwest Truckee Meadows
- Citizen Advisory Board: South Truckee Meadows/ Washoe Valley
- Development Code: Authorized in Article 304.25, Commercial Use Types; and Article 810, Special Use Permits
- Commission District: 2 – Commissioner Lucey
- Staff: Chris Bronczyk, Planner
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3612
- E-mail: cbronczyk@washoecounty.us

D. **Code Enforcement Appeal Case Number WVIO-PLA18-0283 (Ruiz Appeal)** – For possible action, hearing, and discussion to affirm, modify, reverse, or remand an administrative hearing officer’s determination that a violation of WCC Section 110.306.35(c), Outdoor storage of commercial vehicle(s) on a residentially zoned property, occurred due to a commercial vehicle being stored on the subject property.

- Appellant: John “Ricky” and Cheryl Ruiz
- Property Owner: Same as appellant
- Location: 115 Virgil Drive
- APN: 534-081-13
- Parcel Size: 1 acre
- Master Plan: Suburban Residential
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Spanish Springs
- Citizen Advisory Board: Not Applicable
- Development Code: Authorized in Articles 306, 910, and 912
- Commission District: 4 – Commissioner Hartung
- Staff: Chad Giesinger, Planning Manager
Washoe County Community Services Department
Planning and Building Division
- Phone: 775.328.3626
- E-mail: cgiesinger@washoecounty.us

9. Chair and Board Items

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

10. Director's and Legal Counsel's Items

*A. Report on Previous Board of Adjustment Items

*B. Legal Information and Updates

11. *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.

12. Adjournment