



Administrative Permit Staff Report

Meeting Date: April 3, 2014

Subject: Administrative Permit Case Number AP14-002
Applicant: Woodland Village North
Agenda Item Number: **8B**
Summary: To allow a recreational vehicle to be used as a temporary watchman's quarters
Recommendation: **Approval with Conditions**
Prepared by: Trevor Lloyd - Senior Planner
Washoe County Community Services Department
Planning and Development Division
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Description

Administrative Permit Case Number AP14-002 for Woodland Village Temporary Watchman's Quarters – To allow a recreational vehicle to be used as a temporary watchman's quarters within an existing construction yard that services the Woodland Village subdivision.

- Applicant/Owner: Woodland Village North
- Project Location: 300' past the end of pavement of New Forest Drive in the Woodland Village subdivision
- Assessor's Parcel Number: 556-290-19
- Total Parcel Size: ± 358 Acres
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Medium Density Suburban (MDS)
- Area Plan: North Valleys
- Citizen Advisory Board: North Valleys
- Development Code: Article 808, *Administrative Permits*
- Commission District: 5 – Commissioner Weber
- Section/Township/Range: Within Section 9, T21N, R18E, MDM, Washoe County, NV

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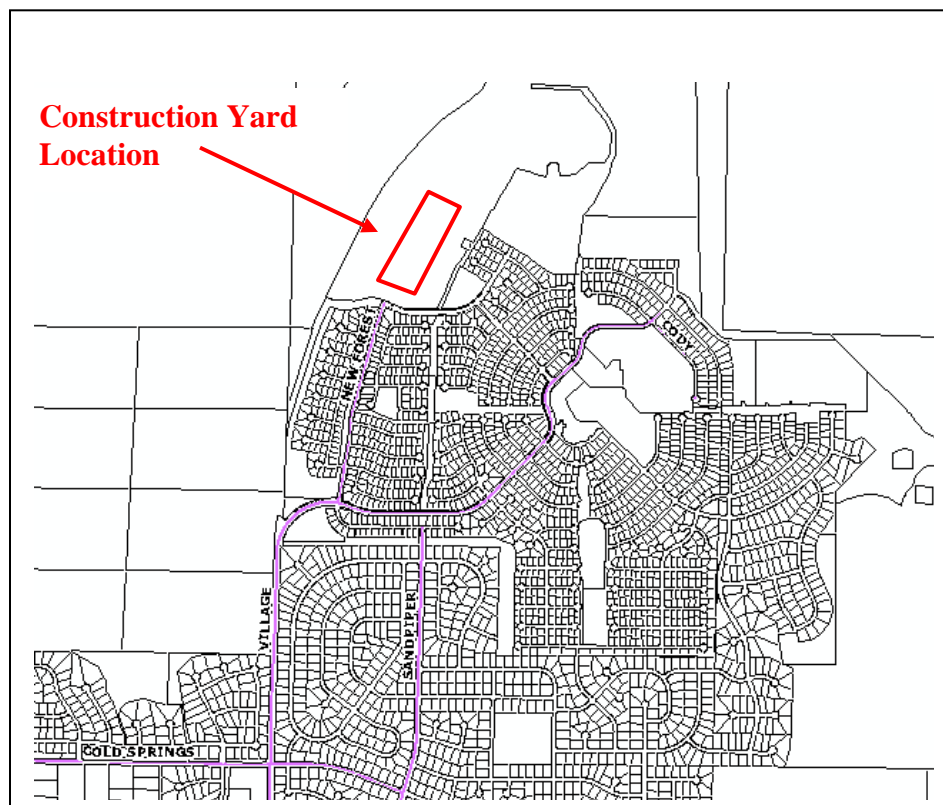
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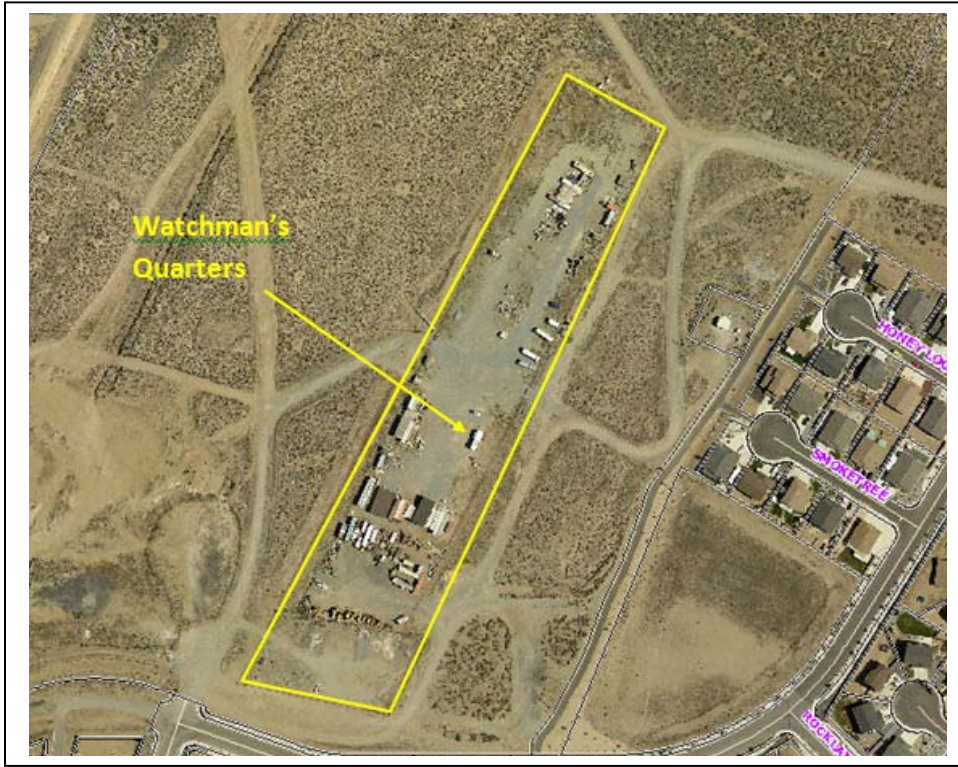
Administrative Permit Definition

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 Hearing Examiner or the Board of Adjustment must find that all of the required findings, if applicable, are true.

The Conditions of Approval for Administrative Permit Case No. AP14-002 is attached to this staff report and will be included with the Action Order.



Vicinity Map



Site Plan



Site Photo

Project Evaluation

In the Fall of 2013, the applicants were cited for allowing a watchman's quarters within the Woodland Village construction yard. In order to bring the use into conformance with the Washoe County Development Code the applicants are required to submit and receive approval of an Administrative Permit. The existing construction yard is contained within a 10 acre fenced area. The yard provides the storage of construction material within the grounds and other equipment and materials used for fabrication of single-family dwellings and supports the development of the Woodland Village Subdivision. Although the build-out of the remaining lots within the subdivision has been slow, the applicants currently have permits to construct eight single family homes. Additionally, the applicants are planning to pull up to 75 permits this coming year. A watchman's quarters is needed at this site to help prevent/deter theft and vandalism at the site, especially at night and on weekends.

The proposed use is allowed as a temporary use under Section 110.310.35(d) which states: *"A mobile home, manufactured home, travel trailer, commercial coach or recreational vehicle may be used for security purposes, including watchman's quarters, for a permitted mining operation or permitted earth products excavations/processing activity, public park, recreational area, or other commercial or industrial use which by its nature is temporary or is located in a remote area where security is necessary outside of normal business hours. Prior to the establishment of this use, the requirements of Article 808, Administrative Permits, must be satisfied."*

Impacts:

The impacts associated with this request will be minimal and the benefits of having enhanced security will outweigh any potential negative impacts. The watchman's quarters will be a newer, clean and rust free travel trailer. The applicants have planted a number of trees and a small grass area to help improve the aesthetics of the site.

North Valleys Citizen Advisory Board

Administrative permits are not required by Washoe County Code to be presented at a Citizen Advisory Board meeting. Additionally, there is no CAB meeting scheduled between the time of submittal and the Board of Adjustment hearing on April 3, 2014. However, the item was sent to the members of the CAB and there were no negative responses received from any of the CAB members.

Reviewing Agencies

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

- Washoe County Planning and Development
- Washoe County Engineering
- Washoe County Water Resources
- Washoe County Health District
 - Vector-Borne Diseases Division
 - Environmental Health Division
- Truckee Meadows Fire Protection District
- Regional Transportation Commission

Three out of the seven above listed agencies/departments provided responses relating to the proposed administrative permit request. There were no substantive comments from any of the reviewing agency with the exception of Planning and Development. A **summary** of each agency's comments and/or recommended conditions of approval and their contact information is provided. The Conditions of Approval document is attached to this staff report and will be included with the Action Order.

- Washoe County Planning and Development addressed the temporary nature of the request, the removal of the travel trailer and the bonding for its removal.
Contact: Trevor Lloyd, Senior Planner, 775.328.3620, tlloyd@washoecounty.us
- Washoe County District Health Department addressed water and sewer issues.
Contact: Wesley Rubio, MPH, REHS, 775.328.2635, wrubio@washoecounty.us
- Washoe County Planning and Development addressed the requirement for permanent power.
Contact: Trevor Lloyd, Senior Planner, 775.328.3620, tlloyd@washoecounty.us

Staff Comment on Required Findings

Section 110.808.25 of Article 808, *Administrative Permits*, within the Washoe County Development Code, 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.

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: The proposed request does not conflict with any of the goals or policies 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.

Staff Comment: The proposed travel trailer is completely self contained, additional utilities/improvements are not required.

3. Site Suitability. That the site is physically suitable for a temporary watchman's quarters and for the intensity of such a development.

Staff Comment: Due to the location and nature and need for security for the temporary construction yard, the site is suitable and appropriate for a temporary watchman's quarters.

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 travel trailer is clean and neat and will be self contained and screened from adjoining properties. This request will not result in a significant detriment to the public health, safety or welfare.

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 close proximity to this site.

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 No. AP14-002 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 with conditions Administrative Permit Case Number AP14-002 for Woodland Village North, *having made all five 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 temporary watchman's quarters 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
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.

Appeal Process

Board of Adjustment action will be effective 10 days after the public hearing, unless the action is appealed to the County Commission, in which case the outcome of the appeal shall be determined by the Washoe County Commission.

xc: Owner/Applicant: Woodland Village North, Attn: Peter Lissner, PO Box 7548, Reno, NV
89510



EXHIBIT A

Conditions of Approval

Administrative Permit Case Number AP14-002

The project approved under Administrative Permit Case Number AP14-002 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on April 3, 2014. 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.

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 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.

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 District Health Department must be appealed to the District Board of Health.**

- **The RENO-TAHOE AIRPORT AUTHORITY is directed and governed by its own Board. Therefore, any conditions set by the Reno-Tahoe Airport Authority must be appealed to their Board of Trustees.**
- **The REGIONAL TRANSPORTATION COMMISSION (RTC) is directed and governed by its own board. Therefore, any conditions set by the Regional Transportation Commission must be appealed to that Board.**

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 Name – Trevor Lloyd, 775.328.3620, tlloyd@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) applied for as part of this administrative permit.
- c. The applicant shall provide the Planning and Development division a financial assurance in the amount of \$2,000 to ensure that the travel trailer is removed upon completion of the project or if the number of active building permits within the Woodland Village subdivision falls below five (5) permits.
- d. The following **Operational Conditions** shall be required for the life of the development:
 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.
 4. The watchman's quarters shall be removed immediately from the property when the number of active building permits within the Woodland Village subdivision falls below five permits.

Washoe County District Health Department

2. The following conditions are requirements of the District Health Department, 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 District Health Department must be appealed to the District Board of Health.

Contact Name – [Wesley Rubio, 775.328.2635, wrubio@washoecounty.us](mailto:wrubio@washoecounty.us)

- a. Prior to any approval of this proposal the applicant must state how water and sewer will be provided to the proposed recreational/travel trailer.
- b. Any temporary residence must have a means to have potable water and sewer service available.

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 Name – [Amy Ray, 775.328.2635, aray@tmfpd.us](mailto:aray@tmfpd.us)

- a. The recreational vehicle shall be provided with permanent power. The recreational vehicle would have to be provided with permanent wiring, not used with an extension cord, to accommodate the proper power supply required for the vehicle. The *International Fire Code*, as adopted in Washoe County Code 60, Section 605, does not permit the use of extension cords as a substitute for permanent wiring, and extension cords are only approved for use with portable appliances. Any temporary wiring shall be allowed for a period not to exceed 90 days, shall be in accordance with the *International Electric Code* and a permit obtained from Washoe County Building Department to verify compliance and safety.

*** End of Conditions ***

OFFICIAL NOTICE OF PUBLIC HEARING

DATE: March 21, 2014

You are hereby notified that the **Washoe County Board of Adjustment** will conduct a public hearing at the following time and location:

1:30 p.m., Thursday, April 3, 2014

County Commission Chambers, 1001 East Ninth Street, Reno, NV 89512

RE: **Public Hearing: Administrative Permit Case Number AP14-002 (Woodland Village Watchman's Quarters)** – To allow a recreational vehicle to be used as a temporary watchman's quarters within an existing construction yard that services the Woodland Village subdivision.

- Applicant/Owner: Woodland Village North
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- Development Code: Article 808, *Administrative Permits*
- Commission District: 5 – Commissioner Weber
- Section/Township/Range: Within Section 9, T21N, R18E, MDM
Washoe County, NV
- Staff: Trevor Lloyd, Senior Planner
Washoe County Community Services Department Planning and Development Division
- Phone: 775.328.3620
- E-mail: tlloyd@washoecounty.us

As an owner of property in the vicinity, you are invited to present testimony relative to these matters.

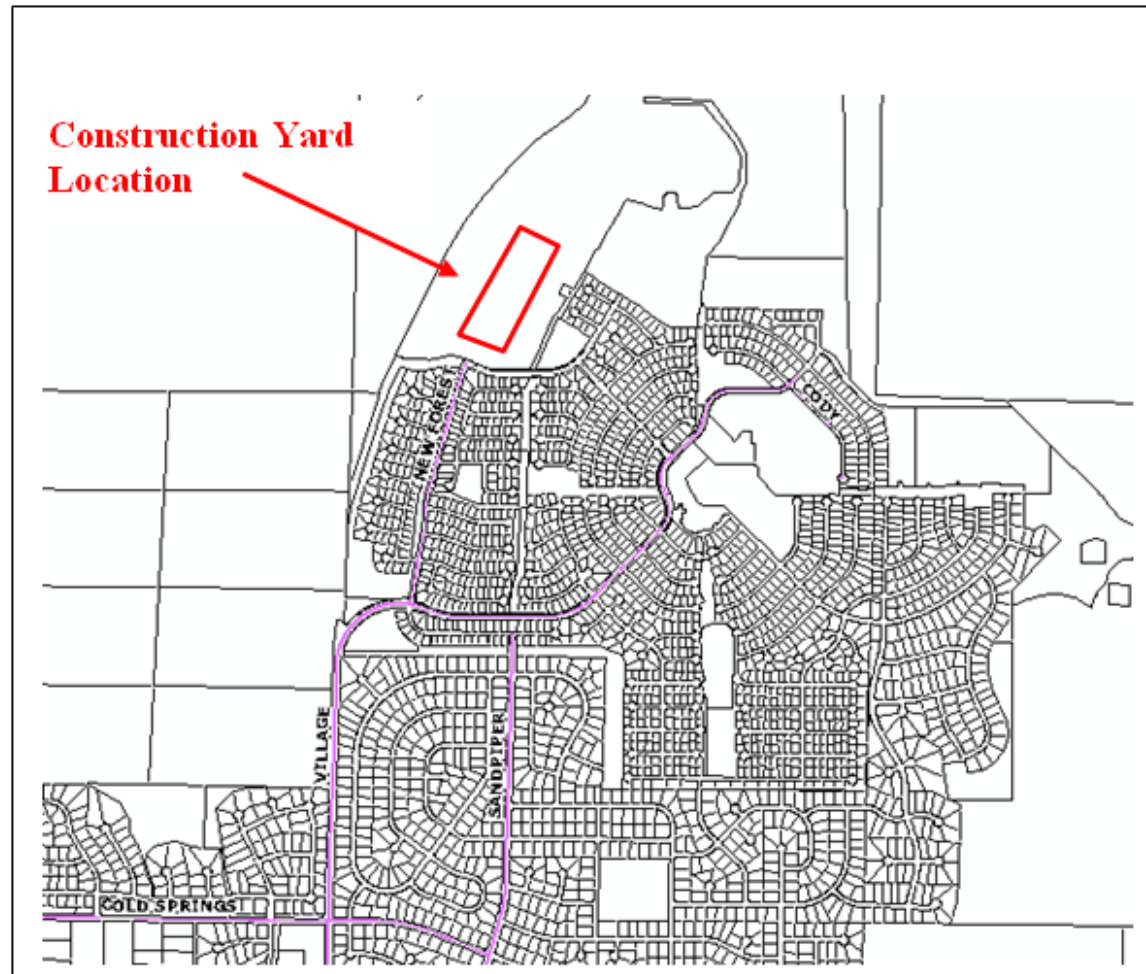
To access additional information about this item, please visit our website at www.washoecounty.us/comdev/, choose **Boards and Commissions**, then **Board of Adjustment Agendas, Staff Reports, Minutes and Roster**. A staff report related to this public hearing will be posted on Friday, six days prior to the meeting.

Administrative Permit AP14-002

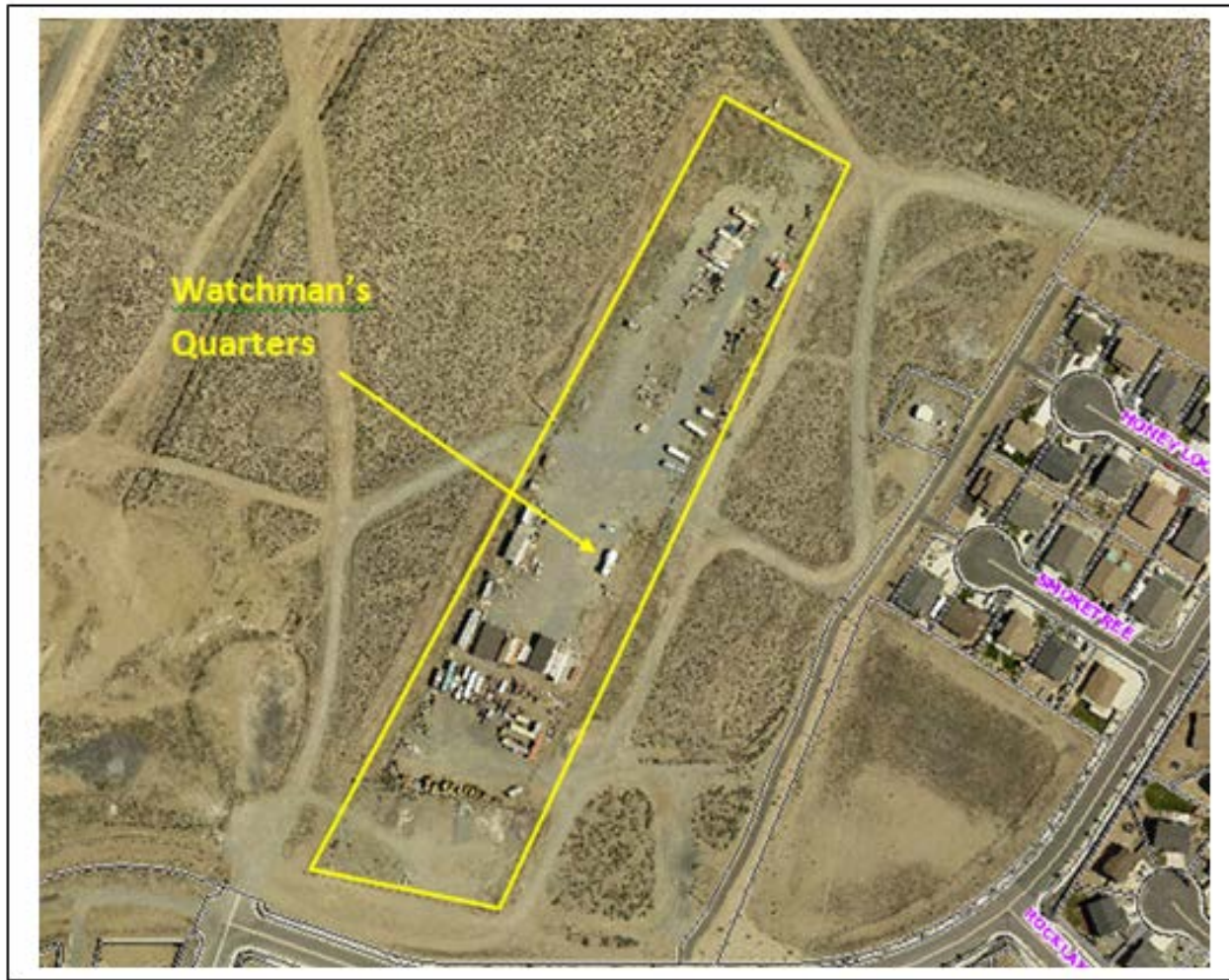
**Washoe County Board
of Adjustment
April 3, 2014**



Vicinity Map



Site Plan



Site Photo



Background

- **Located within existing 10 acre construction yard**
- **Zoned Medium Density Suburban (MDS)**
- **Existing travel trailer**
- **Clean/Neat/Rust Free – Trees and Landscaping**
- **Construction Yard is fenced and screened**
- **Travel Trailer to be immediately removed following completion of subdivision.**



Citizen Advisory Board

- **No CAB Meeting**
- **Staff received CAB member worksheets from several CAB members.**



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 with conditions Administrative Permit Case No. AP14-002 for Woodland Village North, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

