

Board of Adjustment Staff Report

Meeting Date: November 2, 2023 Agenda Item: 8D

SPECIAL USE PERMIT CASE NUMBER: WSUP23-0026 (Tahoe Golf)

BRIEF SUMMARY OF REQUEST: Special use permit for a golf instruction

studio.

STAFF PLANNER: Courtney Weiche, Senior Planner

Phone Number: 775.328.3608

E-mail: cweiche@washoecounty.gov

CASE DESCRIPTION

For hearing, discussion, and possible action to approve a special use permit for a golf instruction studio, Amusements and Recreation Services use type, within in an existing commercial space in the Country Club Center.

Applicant: Will Wolford & Ashley Wood

Property Owner: Scott & Mei Bowie

Location: 120 Country Club Drive,

Unit 15

APN: 130-180-15

Parcel Size: .1 acre

Master Plan: Tahoe - Incline Village

Tourist

Regulatory Zone: Tahoe - Incline Village

Tourist

Area Plan: Tahoe

Development Code: Authorized in Article 810,

Special Use Permits

Commission District: 1 - Commissioner Hill



Vicinity Map

STAFF RECOMMENDATION

APPROVE APPROVE WITH CONDITIONS DENY

POSSIBLE MOTION

I move that, after giving reasoned consideration to the information contained in the staff report and information received during the public hearing, the Washoe County Board of Adjustment approve with conditions Special Use Permit Case Number WSUP23-0026 for Will Wolford & Ashley Wood, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Code Section 110.810.30.

(Motion with Findings on Page 7)

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TRPA Permit No. 20070335 Exhibit E

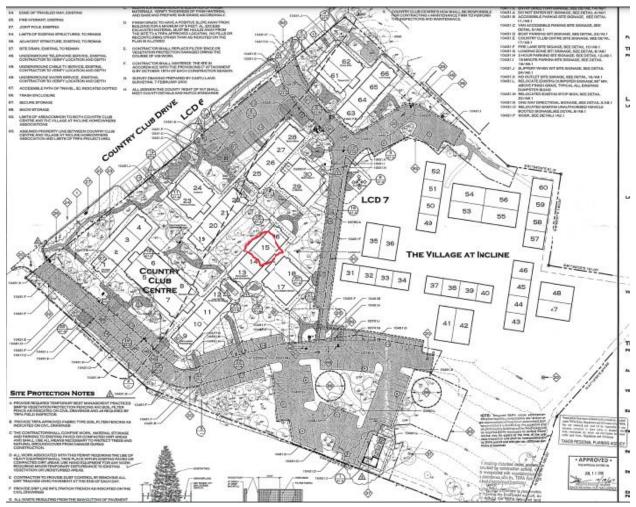
Special Use Permit

The purpose of a special use permit is to allow a method of review to identify any potential harmful impacts on adjacent properties or surrounding areas for uses that may be appropriate within a regulatory zone; and to provide for a procedure whereby such uses might be permitted by further restricting or conditioning them so as to mitigate or eliminate possible adverse impacts. If the Board of Adjustment grants an approval of the special use permit, that approval is subject to conditions of approval. Conditions of approval are requirements that need to be completed during different stages of the proposed project. Those stages are typically:

- Prior to permit issuance (i.e. a grading permit, a building permit, etc.)
- Prior to obtaining a final inspection and/or a certificate of occupancy on a structure
- 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 business or project.

The conditions of approval for Special Use Permit Case Number WSUP23-0026 are attached to this staff report and will be included with the action order.

The subject property is designated as Incline Village – Tourist (IV-T). The proposed use of a golf instruction studio is classified as "Amusements and Recreation Services" which is permitted in IV-T with a special use permit per WCC 110.220.155. Therefore, the applicant is seeking approval of this SUP from the Board of Adjustment.



Site Plan

Project Evaluation

The applicant is seeking approval of a special use permit to allow for the operation of a golf instruction studio in an existing commercial space, which is classified by the Washoe County Assessors Office as a mixed-use retail/commercial unit associated with the Country Club Center. The applicant indicates the intent of the golf studio is to provide a year-round alternative for golf instruction.

There are no proposed exterior modifications to the building, parking, landscaping or lighting. The necessary improvements will be limited to the interior 780 square foot commercial space, which will be subsequently reviewed as a tenant improvement building permit.

In 2007, a Tahoe Regional Planning Agency (TRPA) permit (No. 20070335) was issued for the Country Club Center HOA portion of the parcel to authorize parking re-striping, installation of permanent BMPs (Best Management Practices per TRPA), lighting improvements, and new landscaping features. See Exhibit E for approved TRPA permit and site plan. The property remains in compliance with the TRPA permit conditions of approval, satisfying the standards of the Tahoe Area Plan and Tahoe Area Design Standards 220.1 for the commercial use type. The proposed tenant improvement does not trigger the need for any additional improvements to the HOA portion of the parcel as previously approved.

The subject parcel and Country Club Center has access from Country Club Drive. No needed improvements for access are necessary for the proposed use.

No stand-alone monument signs are being proposed as part of the use. If, in the future, the applicant pursues signage, it will be reviewed at the time of building permit.

Area Plan Evaluation

The subject parcel is located within the Tahoe Area Plan. The following are the pertinent policies from the Area Plan:

Relevant Area Plan Policies Reviewed

Policy	Brief Policy Description	Complies	Condition of Approval
Policy LU2-6	Strengthen the regulatory zone's theme of major tourist accommodation, retail, and services. Encourage retail businesses that serve visitors and residents to locate in and near this regulatory zone.	Yes	N/A
Policy C2-1	Encourage all property owners to install and maintain best management practices (BMPs) on their property.	Yes, property has a BMP Certificate.	
Policy T6-4	Incline Village Tourist regulatory zones, parking lots shall include no more than the minimum number of parking spaces required.	Yes	

Reviewing Agencies

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

Agencies	Sent to Review	Responded	Provided Conditions	Contact
Washoe County Sewer	X			
Washoe County Traffic	X			
Washoe County Water Rights Manager (All Apps)	x	x		
Washoe County Engineering (Land Development) (All Apps)	x	x		
Washoe County Engineering & Capital Projects Director (All Apps)	х			
WCHD Environmental Health	x	x	x	Jim English, jenglish@washoecounty.gov
IVGID	Х	Х		
North Lake Tahoe FPD	Х	Х		
Tahoe Regional Planning Agency	х			

All affected agencies and departments reviewed the application and provided no comments of opposition or concern with the requested special use permit. All conditions required by the contacted agencies can be found in Exhibit A, Conditions of Approval.

Staff Comment on Required Findings

WCC Section 110.810.30, Article 810, *Special Use Permits*, requires that all of the following findings be made to the satisfaction of the Washoe County Board of Adjustment before granting approval of the request. Staff has completed an analysis of the special use permit application and has determined that the proposal is in compliance with the required findings as follows.

- (a) <u>Consistency.</u> That the proposed use is consistent with the action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan.
 - <u>Staff Comment:</u> The proposed golf instruction studio is consistent with the Master Plan and Tahoe Area Plan. Specifically, supporting Policy LU2-6 to expand tourist accommodation, retail, and service use types in the IV-T regulatory zone. Furthermore, the use is compatible with the other surrounding uses located in the existing commercial center.
- (b) <u>Improvements.</u> 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.
 - <u>Staff Comment:</u> The proposed use will only physically alter the interior of the existing 780 square foot commercial office space. No expansion or exterior improvements are necessary for the project. The Washoe County Engineering and Capital Projects Division reviewed the application and indicated no conditions of approval were required. The Washoe County Health District indicated no sanitation concerns. The Incline Village Improvement District indicated there will be no impact to IVGID services.

- (c) <u>Site Suitability.</u> That the site is physically suitable for a golf instruction studio, and for the intensity of such a development.
 - <u>Staff Comment</u>: The Washoe County Engineering and Capital Projects Division reviewed this application and stated no concerns regarding site suitability. Further the larger (Country Club Center HOA) project area received a TRPA permit in 2007 for conformance with site improvement standards and remains in good standing.
- (d) <u>Issuance Not Detrimental.</u> 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.

<u>Staff Comment</u>: The proposed golf instruction studio will not be detrimental to public health, safety, or welfare. It is a proposed tenant improvement to an existing commercial space that is generally surrounded by other similar commercial uses and is available to local residents. No public comments were received on the application.

Recommendation

After a thorough analysis and review, Special Use Permit Case Number WSUP23-0026 is being recommended for approval with conditions. Staff offers the following motion for the Board 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 Washoe County Board of Adjustment approve with conditions Special Use Permit Case Number WSUP23-0026 for Will Wolford & Ashley Wood, with the conditions included as Exhibit A to this matter, having made all five findings in accordance with Washoe County Code Section 110.810.30:

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

Appeal Process

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

Applicant: Will Wolford and Ashley Wood, <u>ashleywoodgolf@gmail.com</u>

Property Owner: Scott and Mei Bowie, PO Box 5546 Incline Village, NV 89450

Representatives: Smith Design Group, studio@smithdesigngroup.com

Tahoe Agencies: Tahoe Regional Planning Agency; North Lake Tahoe Fire Protection

District; Incline Village General Improvement District

The project approved under Special Use Permit Case Number WSUP23-0026 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on November 2, 2023. 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.

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

Compliance with the conditions of approval related to this special use 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 special use permit may result in the institution of revocation procedures.

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

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

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

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

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

• The DISTRICT BOARD OF HEALTH, through the Washoe County Health District, has jurisdiction over all public health matters in the Health District. Any conditions set by the Health District must be appealed to the District Board of Health.

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

Washoe County Planning and Building Division

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

Contact Name – Courtney Weiche, Senior Planner, 775.328.3608, cweiche@washoecounty.gov

- a. The applicant shall attach a copy of the action order approving this project to all permits and applications (including building permits) applied for as part of this special use permit.
- b. The applicant shall demonstrate substantial conformance to the plans approved as part of this special use permit.
- c. A business license will be obtained for the new use within two years from approval of this special use permit from Washoe County.
- d. Construction activities shall be limited to the hours between 7am to 7pm, Monday through Saturday only. Any construction machinery activity or any noise associated with the construction activity are also limited to these hours.
- e. The applicant shall obtain any necessary approvals by the Tahoe Regional Planning Agency.
- f. The following **Operational Conditions** shall be required for the life of the business:
 - i. This special use permit shall remain in effect until or unless it is revoked or is inactive for one year.
 - ii. Failure to comply with any of the conditions of approval shall render this approval out of conformance and subject to revocation.
 - iii. The applicant and any successors shall direct any potential purchaser/operator of the site and/or the administrative permit to meet with Planning and Building 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 Planning and Building of the name, address, telephone number, and contact person of the new purchaser/operator within 30 days of the final sale.
 - iv. This special use permit shall remain in effect as long as the business is in operation and maintains a valid business license.

Washoe County Environmental Health Services

2. The following conditions are requirements of Environmental Health, which shall be responsible for determining compliance with the condition.

Contact Name – James English, EHS Supervisor, 775.328.2434, jenglish@nnph.org

a. If the application is approved, the future building plans and permits must be reviewed and approved by EHS.

*** End of Conditions ***

Date	9-18-23
Attention	Courtney Weiche
Re	Special Use Permit Case WSUP23-0026
APN	130-180-15
Service Address	120 Country Club Drive Unit 15
Owner	Scott & Mei Bowie

<u>Special Use Permit Case Number WSUP23-0026 (Tahoe Golf)</u> – For hearing, discussion, and possible action to approve a special use permit to allow for a golf instruction studio, Amusements and Recreation Services use type, within in an existing office space in the Country Club Center.

Applicant: Will Wolford & Ashley Wood

Property Owner: Scott & Mei Bowie

Location: 120 Country Club Drive, Unit 15

Assessor's Parcel Number(s): 130-180-15
 Parcel Size: .1 acre

Master Plan Category: Tahoe - Incline Village Tourist
 Regulatory Zone: Tahoe - Incline Village Tourist

Area Plan: Tahoe

Development Code: Authorized in Article 810, Special Use Permits

Commission District:
 1 – Commissioner Hill

Staff: Courtney Weiche, Senior Planner

Washoe County Community Services Department

Planning and Building Division

• Phone: 775-328-3608

E-mail: cweiche@washoecounty.gov

IVGID Comments: No impact to the Incline Village General Improvement District.



Engineering and Capital Projects

Date: September 25, 2023

To: Courtney Weiche, Senior Planner

From: Janelle K. Thomas, P.E., C.F.M., Senior Licensed Engineer

Robert Wimer, P.E., Licensed Engineer

Re: Special Use Permit for *Tahoe Wood Golf WSUP23-0026*

190 US Highway 395 S

APN 130-180-00 & 130-180-15

GENERAL PROJECT DISCUSSION

Washoe County Engineering staff has reviewed the above referenced application. The Special Use Permit is for a Tenant Improvement to the existing office space to create a golf instruction studio and is located on approximately 7.28 acres on Country Club Drive between Lakeshore Boulevard and Highway 28. The Engineering and Capital Projects Division recommends approval with the following comments and conditions of approval which supplement applicable County Code and are based upon our review of the site and the application prepared by Smith Design Group. The County Engineer shall determine compliance with the following conditions of approval.

For questions related to sections below, please see the contact name provided.

GENERAL CONDITIONS

Contact Information: Robert Wimer, P.E. (775) 328-2059

No General Engineering comments or conditions.

DRAINAGE (COUNTY CODE 110.416, 110.420, and 110.421)

Contact Information: Robert Wimer, P.E. (775) 328-2059

No Drainage comments or conditions.

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)

Contact Information: Mitchell Fink, P.E. (775) 328-2050

No traffic or roadway comments.

UTILITIES (County Code 422 & Sewer Ordinance)

Contact Information: Alexander Mayorga, P.E. (775) 328-2313

Conditions:

1. The applicant shall conform to all conditions imposed by intergovernmental agreements required to provide sewer service to the subject project, and, if required, be a party to any such agreements.

From: John James To: Weiche, Courtney

Subject: Item 5. Special Use Permit Case Number WSUP23-0026 (Tahoe Golf) -

Date: Tuesday, October 3, 2023 8:36:57 AM

[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Good Morning Courtney,

Item 5. Special Use Permit Case Number WSUP23-0026 (Tahoe Golf) -

The NLTFPD is aware of this project and will ensure it adheres to all relevant fire codes upon formal submission to Washoe County for permitting.



John James Fire Marshal

Office: 775.831.0351 x8131 | Cell: 775.413.9344

Email: <u>jjames@nltfpd.net</u>

866 Oriole Way | Incline Village | NV 89451











September 25, 2023

Washoe County Community Services Planning and Development Division

RE: Tahoe Golf; 130-180-15

Special Use Permit; WSUP23-0026

Dear Washoe County Staff:

The following conditions are requirements of Northern Nevada Public Health (NNPH), Environmental Health Division, (EHS) which shall be responsible for determining compliance with these conditions.

Contact Name - James English - jenglish@washoecounty.us

- a) Condition #1: EHS has reviewed the referenced application and notes the parcel is serviced by a community public water system and community sewerage system.
- b) Condition #2: EHS has no concerns related to the approval of this application as submitted.
- c) Condition #3: If the application is approved, the future building plans and permits must be reviewed and approved by EHS.

If you have any questions or would like clarification regarding the foregoing, please contact James English, EHS Supervisor at jenglish@washoecounty.us regarding all NNPH comments.

Sincerely,

James English, REHS, CF

ÆHS Super√lisor (

Environmental Health Services Northern Nevada Public Health





Engineering and Capital Projects

Date: September 26, 2023

To: Courtney Weiche, Senior Planner

From: Timber Weiss, P.E., Licensed Engineer

Re: Special Use Permit Case Number WSUP23-0026 (Tahoe Golf)

APN 130-180-15

GENERAL PROJECT DISCUSSION

For hearing, discussion, and possible action to approve a special use permit to allow for a golf instruction studio, Amusements and Recreation Services use type, within in an existing office space in the Country Club Center.

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

No water right comments for this permit.

 From:
 Steve Shell

 To:
 Weiche, Courtney

 Subject:
 WSUP23-0026

Date: Tuesday, September 19, 2023 3:09:12 PM

Attachments: image001.png

image002.png image003.png image006.png image008.png

[NOTICE: This message originated outside of Washoe County -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

The subject property lies within the Incline Village General Improvement District service area.

Municipal water service is subject to Incline Village General Improvement District rules and regulations and approval by the Office of the State Engineer regarding water quantity and availability.

A Will Serve from Incline Village General Improvement District and a mylar map of the proposed project must be presented to the State Engineer for approval and signed through his office prior to development.

Please note that Incline Village General Improvement District has previously allocated water to all of the parcels within it's service area, therefore there is no change in commitment.

The Nevada Division of Water Resources would like a will serve simply as confirmation.

As of June 1, 2021, the Office of the State Engineer is open to the public. Please call 684-2800 upon arrival and a representative will come down to escort you to our office.

Steve Shell
Water Rights Specialist II
Department of Conservation and Natural Resources
Nevada Division of Water Resources
901 S. Stewart St., Suite 2002
Carson City, NV 89701
sshell@water.nv.gov
(O) 775-684-2836 | (F) 775-684-2811

Public Notice

Washoe County Code requires that public notification for a special use permit must be mailed to a minimum of 30 separate property owners within a minimum 500-foot radius of the subject property a minimum of 10 days prior to the public hearing date. A notice setting forth the time, place, purpose of hearing, a description of the request and the land involved was sent within a 500-foot radius of the subject property. A total of 103 separate property owners were noticed a minimum of 10 days prior to the public hearing date.



Public Notice Map
Case Number WSUP23-0026

Community Services Department Planning and Building SPECIAL USE PERMIT (see page 7) APPLICATION



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

Telephone: 775.328.6100

Washoe County Development Application

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

Project Information	S	taff Assigned Case No.:	
Project Name: Tahoe V	Vood Golf		
		pace to create a golf instruction str s located in the Incline Village Tou	
Project Address: 120 Country C	lub Drive, Unit 15. Incl	ine Village Nevada 89451	
Project Area (acres or square fee	et): 780 SF Office space	ce	
Project Location (with point of re	ference to major cross	streets AND area locator):	
Country Club Drive	between Lak	eshore Boulevard &	Highway 28
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
130-180-00	7.28		
130-180-15	4,356 SqFt		
Indicate any previous Washo Case No.(s). N/A	e County approval	s associated with this applica	tion:
Applicant Inf	ormation (attach	additional sheets if necess	sary)
Property Owner:		Professional Consultant:	
Name:Scott and Mei Bowie		Name: Smith Design Group	
Address: PO Box 5546		Address: 120 Country Club Driv	e, no.17
Incline Village, Nevada	Zip: 89450	Incline Village, Nevada	Zip: 89451
Phone: 650-218-9551	Fax:	Phone: 775-831-7158	Fax:
Email:		Email: Studio@SmithDesignGro	oup.com
Cell:	Other:	Cell:	Other:
Contact Person:		Contact Person: Dale E. Smith,	AIA
Applicant/Developer:		Other Persons to be Contacted:	
Name: Will Wolford & Ashley Wo	ood	Name:	
Address: 120 Country Club Drive	e, No.15	Address:	
Incline Village, Nevada	Zip: 89451		Zip:
Phone: 775-386-2788	Fax:	Phone:	Fax:
Email: ashleywoodgolf@gmail.c	om	Email:	
Cell:	Other:	Cell:	Other:
Contact Person: Will Wolford &	Ashley Wood	Contact Person:	
	For Office	Use Only	
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

Special Use Permit Application Supplemental Information

(All required information may be separately attached)

1. What is the project being requested?

Conversion of 780 SF of existing commercial office space (i.e. tenant improvement) in Country Club Mall to a Golf Instruction Studio. The studio will generate less than 80 weekday trips.

2. Provide a site plan with all existing and proposed structures (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.)

The existing site plan from the water quality improvement project for Country Club Center is attached. No changes the existing site are required or proposed.

3. What is the intended phasing schedule for the construction and completion of the project?

No phasing is required. Completion of the tenant improvement project is projected to be less than one year after agency approvals.

4. What physical characteristics of your location and/or premises are especially suited to deal with the impacts and the intensity of your proposed use?

Country Club Center is located on a major road, has ample parking, and complies with accessibility requirements including parking and public restrooms.

5. What are the anticipated beneficial aspects or affects your project will have on adjacent properties and the community?

The Golf Studio will provide a local year round alternative for Golf Instruction.

6. What are the anticipated negative impacts or affect your project will have on adjacent properties? How will you mitigate these impacts?

None		

7. Provide specific information on landscaping, parking, type of signs and lighting, and all other code requirements pertinent to the type of use being purposed. Show and indicate these requirements on submitted drawings with the application.

The Golf Studio will be located in an established mixed use facility, No changes are proposed to the existing parking, landscaping, lighting, etc.

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

|--|

9. Utilities:

a. Sewer Service	IVGID
b. Electrical Service	NV Energy
c. Telephone Service	ATT or Cell phone
d. LPG or Natural Gas Service	South West Gas
e. Solid Waste Disposal Service	Waste Management
f. Cable Television Service	Spectrum/Charter
g. Water Service	IVGID

For most uses, Washoe County Code, Chapter 110, Article 422, Water and Sewer Resource Requirements, requires the dedication of water rights to Washoe County. Please indicate the type and quantity of water rights you have available should dedication be required.

h. Permit #	NO change to existing	acre-feet per year	
i. Certificate #	NO change to existing	acre-feet per year	
j. Surface Claim #	NO change to existing	acre-feet per year	
k. Other #		acre-feet per year	

Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources).

NO change to existing

10. Community Services (provided and nearest facility):

a. Fire Station	NLTFPD Station 11 - 875 Tanager Street
b. Health Care Facility	Incline Village Community Hospital - 880 Alder Avenue
c. Elementary School	915 Northwood Boulevard
d. Middle School	931 Southwood Boulevard
e. High School	499 Village Boulevard
f. Parks	Multiple Parks in Incline Village
g. Library	845 Tahoe Boulevard
h. Citifare Bus Stop	TART - Corner of Country Club Drive and Lakeshore Boulevard

G**R: O ** U ** 20 COUNTRY OLUB DRIVE, NO NCLINEVILLAGE, NEVADA 894 Tel. 775,831,7158 PROJECT NO.: 69.739 SF 152.531 SF 222.270 SF 20,922 SF 45,759 SF 66,681 SF N/A N/A 142,701.SF 152,531 SF 45,759 SF N/A 4513SF 45,577 SF 97,124 SF 142,701 SF 46,533 SF 5,882 SF 22,574 8F 17,220 SF 972 SF 93,131 SF 97,124 SF 93,131 SF 3,993 SF LAND CAPABILITY DISTRICT DATA REMAINING COVERA GE! COUNTRY CLUB CENTRE!
REMAINS LCD 7 COVERAGE
INCRESED LCD 6 COVERAGE
TOTAL REMAINING COVERAGE TO BE BANKED TOTAL LCD TRENSING CONNECT
TOTAL LCD TRENSING CO AC PAVING BUILDINGS SOFT COVERAGE PARKING SOFT COVERAGE WALLS WALWAYS FRET MINING WALLS TOTAL LED 7 EVEN ING CONFENSE (639) PROPERTY DESCRIPTION 120 COUNTRY CLUB DRIVE, INCLINE VILLAGE WASHOR COUNTY, APN 130-18001-66 TRPA PARCEL DATA TRPA PROJECT DATA SUMMARY THE VILLAGE AT INCLINE 931 TAHOE BOLLEVARD, BUTE3A INCLIKEVILLAGE, NEVADA 8945 I WASHOE COUNTY, APN 130-18031 TRPA PARCEL DATA ALLOWABLE BASE COVERAGE
LAND CAPABILITY DESTRICT 6/
LAND CAPABILITY DESTRICT 7/
TOTAL ALLOWABLE BASE ARE LAND CAPABILITY DISTRICT 7 A PPROVED .

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TAHOE REGIONAL PLANNING AGENCY

128 Market Street Stateline, Nevada www.trpa.org P.O. Box 5310 Stateline, Nevada 89449 (775) 588-4547 Fax (775) 588-4527 Email: trpa@trpa.org

July 11, 2007

Dale Smith Smith Design Group 120 Country Club Drive, No. 17 Incline Village, Nevada 89451 RECEIVED
JUL 17 2007

Smith Design Group

COMMERCIAL/RESIDENTIAL MIXED USE DEVELOPMENT MODIFICATION, 120 COUNTRY CLUB DRIVE, WASHOE COUNTY, NEVADA; ASSESSOR'S PARCEL NUMBER (APN) 130-180-01 TRPA FILE NUMBER 20070335.

Dear Mr. Smith:

Enclosed please find a Tahoe Regional Planning Agency (TRPA) permit and attachments for the project referenced above. **TRPA will acknowledge the permit only after all standard and special conditions of approval have been satisfied.** Failure to satisfy these conditions of approval will cause unnecessary time delays. TRPA acknowledgement is required prior to application to other reviewing agencies and commencement of construction.

Please schedule an appointment with me to finalize your project. **Due to time demands, TRPA** cannot accept drop-in or unannounced arrivals to finalize plans.

Pursuant to Rule 11.2 of the TRPA Rules of Procedure, this permit may be appealed within twenty-one (21) days of the date of this correspondence.

Please note that combined security and mitigation fee payments can be accepted. Acceptable ways to post a security are listed in the enclosed handout entitled "Attachment J."

Please feel free to call me if you have any questions regarding this letter or your permit in general.

Sincerely,

David L. Landry Senior Planner

Environmental Review Services

Enclosures

cc: Country Club HOA c/o Stephen Scheerer, P.O. Box 5040, Incline Village, NV 89450

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-CONDITIONAL-PERMIT

PROJECT DESCRIPTION: Commercial/Mixed Use Modification

APN 130-180-01

PERMITTEE(S):

Country Club HOA c/o Stephen Scheerer

FILE # 20070335

COUNTY/LOCATION:

Washoe/120 Country Club Drive

Having made the findings required by Agency ordinances and rules, the TRPA Governing Board approved the project on **July 11**, **2007**, subject to the standard conditions of approval attached hereto (Attachment R) and the special conditions found in this permit.

This permit shall expire on **July 11**, **2010** without further notice unless the construction has commenced prior to this date and diligently pursued thereafter. Commencement of construction consists of pouring concrete for a foundation and does not include grading, installation of utilities or landscaping. Diligent pursuit is defined as completion of the project within the approved construction schedule. The expiration date shall not be extended unless the project is determined by TRPA to be the subject of legal action which delayed or rendered impossible the diligent pursuit of the permit.

CONSTRUCTION OR GRADING SHALL COMMENCE UNTIL:

- (1) TRPA RECEIVES A COPY OF THIS PERMIT UPON WHICH THE PERMITTEE(S) HAS ACKNOWLEDGED RECEIPT OF THE PERMIT AND ACCEPTANCE OF THE CONTENTS OF THE PERMIT;
- (2) ALL PRE-CONSTRUCTION CONDITIONS OF APPROVAL ARE SATISFIED AS EVIDENCED BY TRPA'S ACKNOWLEDGEMENT OF THIS PERMIT;
- (3) THE PERMITTEE OBTAINS A COUNTY/CITY BUILDING PERMIT. TRPA'S ACKNOWLEDGEMENT MAY BE NECESSARY TO OBTAIN A COUNTY/CITY BUILDING PERMIT. THE COUNTY/CITY PERMIT AND THE TRPA PERMIT ARE INDEPENDENT OF EACH OTHER AND MAY HAVE DIFFERENT EXPIRATION DATES AND RULES REGARDING EXTENSIONS; AND

(4) A TRPA PRE-GRADING INSPECTION HAS BEEN CONDUCTED WITH THE PROPERTY

OWNER AND/OR THE CONTRACTOR.

TRPA Executive Director/Designee

Date

PERMITTEE'S ACCEPTANCE: I have read the permit and the conditions of approval and understand and accept them. I also understand that I am responsible for compliance with all the conditions of the permit and am responsible for my agents' and employees' compliance with the permit conditions. I also understand that if the property is sold, I remain liable for the permit conditions until or unless the new owner acknowledges the transfer of the permit and notifies TRPA in writing of such acceptance. I also understand that certain mitigation fees associated with this permit are non-refundable once paid to TRPA. I understand that it is my sole responsibility to obtain any and all required approvals from any other state, local or federal agencies that may have jurisdiction over this project whether or not they are listed in this permit.

Signature of Permittee(s)

Date / Thirty I'm

PERMIT CONTINUED ON NEXT PAGE

Page 2 of 6

APN 130-180-01 FILE NO. 20070335

	FILE NO. 20070335
Excess Coverage Mitigation Fee	(1) Amount \$ <u>6,970.31</u> Paid 1969 Receipt No. <u>98977</u>
Off Site Coverage Mitigation Fee	e (2) Amount <u>\$16.080.00</u> Paid 7/1967 Receipt No. 18096
Security Posted (3):	Amount \$ 5,000 Type check Paid 7/1967 Receipt No. 7 8-97
Security Administrative Fee (4):	Amount \$ 144.00 Paid 7/967 Receipt No. 98677
` '	

Required plans determined to be in conformance with approval: Date: 7/19/07

TRPA ACKNOWLED GEMENT: The permittee has complied with all pre-construction conditions of approval as of this date and is eligible for a county building permit:

TRPA Executive Director/Designee

Date

SPECIAL CONDITIONS

- 1. This permit specifically authorizes the reconfiguration and re-grading of the existing parking areas and driveways of which the majority with take place within the Country Club Center HOA portion of the Country Club Mall project site, in addition to a smaller portion of work (+/-4,395 square foot area), to take place within the Village at Incline HOA. Other work authorized by this permit consists of the installation of new rolled concrete curbs, parking re-striping, pavers within walkways, and the installation of permanent BMPs. Also included in this work will be the installation of pole mounted luminaries with service equipment located below ground, a new concrete masonry dumpster enclosure with grease interceptor, new sign directory kiosk, new directional signage and new landscape features. The project will result in a total proposed on-site land coverage amount of 139,075 square feet a reduction of 3,726 square feet and a total of 9,298 square feet of offsite land coverage, an increase of 2,041, both subject to the appropriate mitigation fees.
- The Standard Conditions of Approval listed in Attachment Q shall apply to this permit.
- 3. Prior to permit acknowledgement, the following conditions of approval must be satisfied.
 - A. The Site Plan shall be revised to include:
 - (1) Identification of construction equipment staging, material storage, and employee parking areas. These areas shall be restricted to paved surfaces and previously disturbed areas and shall be fitted with temporary BMPs, including construction limit fencing. Temporary staging and

Page 3 of 6

storage areas not located on paved surfaces shall be identified on the site through use of vegetation protection fencing and erosion control fencing where appropriate.

- (2) Removed triple asterisks indicating TRPA verification of the total site area of 222,270 square feet from sheet A 1.2.
- (3) A note stating that all vegetation shall be consistent with the requirements of Chapter 30 of the TRPA Code of Ordinances, including the specification for sizing and species type.

Note: Although not a condition of approval for this permit, the permittee should revise the project description land coverage numbers to reflect TRPA verified land coverage numbers dated September 19, 2001, TRPA File #20010240.

- B. The Photometric Site Plan shall be revised to include a recognizable map scale, north arrow, Assessor's Parcel Number (APN) and property address, and property owner's address and name.
- C. The permittee shall revise sheet A9.1, sign details 8 and 9 demonstrating the allowable and proposed maximum heights of each of the free standing and building mounted directional signs measured from ground surface to top of sign.
 All illuminated signs shall be illuminated using indirect or diffuse light. No sign shall contain copy which consists of illuminated bulbs or individual lights or light source.
- D. The permittee shall revise sheet A2.1 elevations to include building dimensions of the proposed kiosk and proposed sign dimensions, specifically sign height from ground level to top of sign. No signs are allowed on the north or west face of the kiosk.
- E. The permittee shall submit a separate landscape features plan to include all rock elements and vegetative planting which is subject to field verification for placement. All vegetation shall be consistent with the requirements of Chapter 30 of the TRPA Code of Ordinances, including the specification for sizing and species of plants.
- F. The affected project area has 72,300 square feet of excess land coverage. The permittee shall mitigate a portion or all of the excess land coverage on this property by removing coverage within Hydrologic Transfer Area 9 or by submitting an excess coverage mitigation fee.

To calculate the amount of excess coverage to be removed, use the following formula:

Estimated project construction cost multiplied by the fee percentage of 3.75% (as identified in Table A of Subsection 20.5.A. (3), Chapter 20 of the TRPA Code of Ordinances) divided by the mitigation factor of 8. If you choose this option, please revise your final site plans and land coverage calculations to account for the permanent coverage removal.

An excess land coverage mitigation fee may be paid in lieu of permanently retiring land coverage. The excess coverage mitigation fee shall be calculated as follows:

Coverage reduction square footage (as determined by formula above) multiplied by the coverage mitigation cost fee of \$20.00 for projects within Hydrologic Transfer Area 9. <u>Please provide a construction cost estimate by your licensed contractor, architect or engineer. In no case shall the mitigation fee be less than \$200.00.</u>

Previously Mitigated Coverage

8/31/87	63 SF	Receipt 8645
5/2/88	31 SF	Receipt 218

Total 94 SF – 72,394 (from previous projects) = 72,300 SF of excess land coverage to be mitigated

- G. The permittee shall pay an offsite coverage mitigation fee of \$16,080.00 assessed at \$12.00 per square feet for the creation of 1,340 square feet of impervious coverage in the public right-of-way in Hydrologic Transfer Area 1 Incline.
- H. The security required under Standard Condition A.3 of Attachment C shall be equal to 110 percent of all required Best Management Practices required for the project, but not less than \$5,000. Please see Attachment J, Security Procedures, for appropriate methods of posting the security and for calculation of the required security administration fee.
- I. The permittee shall submit a BMP maintenance and monitoring plan detailing the annual maintenance for all BMPs installed on the property.
- J. The permittee shall submit three (3) sets of final construction drawings and site plans to TRPA.
- 4. All employee vehicles shall be parked on existing paved surfaces or <u>existing compacted</u> road shoulders.
- 5. All work associated with this permit requiring the use of heavy equipment or vehicles shall take place within existing paved areas or along existing compacted dirt shoulders. Any work requiring minor temporary disturbance to existing vegetation or undisturbed areas shall be accomplished using hand equipment.
- 6. Dust control in the way of sweeping of dirt tracked onto pavement at the end of each day is required.
- 7. The permittee shall submit a projected construction completion schedule to TRPA prior to commencement of construction. Said schedule shall include completion dates for each item of construction, as well as BMP installation for the entire project area.

- All waste resulting from the saw-cutting of pavement shall be removed using a vacuum (or other TRPA approved method) during the cutting process or immediately thereafter. Discharge of waste material to surface drainage features is prohibited and constitutes a violation of this permit.
- 10. All excavated material must be hauled away from the site to a TRPA approved location and no fills or re-contouring, (other than backfill or as shown on the approved grading plan) shall be allowed.
- 11. Any stockpiles of soil needed for construction purposes shall be stabilized on the site per TRPA Best Management Practices.
- 12. All design standards for off-street parking facilities shall be in conformance per Guidelines for the Incline Village Tourist Community Plan, Parking Standards. This shall include but be limited to proper identification of ADA accessible parking spaces and correct dimensioning for all parking stalls, and driveway widths.
- 13. All exterior lighting shall be consistent with Incline Village Tourist Community Plan and TRPA Code of Ordinances, Chapter 30, Section 30.8, Exterior Lighting Standards.
- 14. This approval is based on the permittee's representation that all plans and information contained in the subject application are true and correct. Should any information or representation submitted in connection with the project application be incorrect or untrue, TRPA may rescind this approval, or take other appropriate action.
- 15. The permittee is responsible for insuring that the project meets all federal, state, and county regulations and design specifications.
- 16. Temporary erosion control structures must be maintained until disturbed areas are stabilized or sufficiently re-vegetated. Temporary erosion control structures shall be removed once the site has been stabilized or re-vegetated.
- 17. This site shall be winterized in accordance with the provisions of Attachment Q by October 15th of each construction season. All disturbed areas shall be stabilized with a 3-inch layer of mulch or covered with an erosion control blanket.

End of Permit

