



Incline Village Crystal Bay Citizens Advisory Board

DRAFT: Approval of these draft minutes, or any changes to the draft minutes, will be reflected in writing in the next meeting minutes and/or in the minutes of any future meeting where changes to these minutes are approved by the CAB.

Minutes of the Incline Village Crystal Bay Citizens Advisory Board meeting held at Incline Village General Improvement District, 893 Southwood Blvd, Incline Village, NV 89451 on February 3, 2020

1. ***CALL TO ORDER/ PLEDGE OF ALLEGIANCE** – Pete Todoroff called the meeting to order at 5:30 P.M.

2. ***ROLL CALL/DETERMINATION OF A QUORUM** - Pete Todoroff, Judy Miller, Michael LeFrancois, Mike Sullivan, Sara Schmitz (alternate for vacant seat). A quorum was determined.

Absent: Kevin Lyons (not present, not excused).

3. ***PUBLIC COMMENT** –

Doug Graham, Incline Village Resident on Freels Peak, stated he was concerned with Tim Carson's proposal. Pete Todoroff noted Tim has an agreement with the Hyatt.

With no further requests for public, Chair Todoroff closed the public comment period.

4. **APPROVAL OF AGENDA FOR THE MEETING OF February 3, 2020** – Judy Miller moved to approve the agenda of **February 3, 2020**. Mike Sullivan seconded the motion to approve the agenda for **February 3, 2020**. Motion carried unanimously.

5. **APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 6, 2020** – Sara Schmitz noted the sentence should include 'he said' before the sentence 'this application is not ready.' Sara Schmitz moved to approve the minutes of **JANUARY 6, 2020** as amended. Judy Miller seconded the motion to approve the agenda for **JANUARY 6, 2020** as amended. Motion carried unanimously.

6. **DEVELOPMENT PROJECTS**- The project description is provided below with links to the application or you may visit the Planning and Building Division website and select the Application Submittals page: www.washoecounty.us/comdev

6.A. **Administrative Permit Case Number WADMIN20-0001 (Mays Building Residential Conversion)** – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board members comments to Washoe County staff on a request to allow the conversion of the first floor of an existing commercial office building into two residential apartments. There are six existing residential apartments on the second and third floors of the building. The first floor of the building is 3662 square feet in size. **(for Possible Action)**

- **Applicant\Property Owner:** Tim Carlson
- **Location:** 795 Mays Blvd., Incline Village, NV
- **Assessor's Parcel Number:** 127-090-04
- **Staff:** Roger Pelham, Senior Planner; 775-328-3622; rpelham@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of Adjustment on March 5, 2020

Roger Pelham, Washoe County planner, noted this is the 3rd time Mr. Carlson is making this request after the first permit had expired. Mr. Pelham noted the updated configuration is drastically different; Mr. Carlson is getting rid of all the commercial where there was an office previously. There will be two larger apartments where as there were four apartments proposed before. Mr. Pelham said the plans submitted appear to be in compliance, but we won't know until get gets a building permit. Mr. Pelham stated that Mr. Carlson is requesting two of the garages that are considered tandem to count them as two enclosed parking spaces rather than one. Mr. Pelham said the problem with that is the front one couldn't be used unless they got to it from the back. Mr. Pelham said he sees that as a substantial problem. He added Mr. Carlson will have to build at least one additional covered parking space, but Mr. Carlson is requesting

approval as is. In response to a Board member's question, Mr. Pelham said Mr. Carlson isn't necessarily requesting a variance, he is requesting an acceptance of interpretation.

The Board and Staff discussed the bedrooms, garage unit, and dwelling unit configuration. Mr. Pelham said there are 8 units with 7 garages. In response to Ms. Schmitz's question, Mr. Pelham stated if the tandem will be accepted by Board of Adjustments as two, he will be in compliance. Mr. Pelham said he didn't agree with that interpretation. Mike Sullivan asked how many bedrooms in each unit. Mr. Pelham said 3 in one unit, and 6 in the other.

Mike Lefrancois asked if there was a hard line or ceiling on the number of bedrooms. He said 6 bedrooms in one unit is substantial. Mr. Pelham said it depends on the definition of a dwelling units; facilities for eating, sleeping, and sanitation. He said there are some large dwelling units that have more than 6, but it's unusual in an apartment. There will be 3 bathrooms in that dwelling unit.

Mr. Lefrancois asked if there is an approved parking layout for the site. Mr. Pelham said they received a director's modification as they had to remove some landscaping to accommodate the width for a fire truck. Mr. Pelham stated essentially it meets code.

Brad Johnson, Mays resident, immediate neighbor to the south of the subject project. He said the project has gone through multiple approvals. He said parking and landscape is in compliance with code. To call a signal lane garage that are two cars deep does not make a lot of sense. His primary concern is 6-bedroom, 3 bath apartments. He asked who will be renting an apartment of that size. He said that will either be a short-term rental on Air BnB with high density and high turnover. Or it will be a dormitory with a bunch of J-1s or college students. It will be an intensification of the parking. Code requires 2.1 parking spaces per unit that assumes it's a 3:2 or 2-bedroom apartment. If you have six-bedrooms for college students or professionals, that is 6 vehicles. The question is do you have enough parking on site, and factor in covered requirements, surface requirements, and snow storage in the winter. The space is tight. He said his concern is pushing more parking into the right-of-way. It's already a dense corridor. He said he is supportive of increase of housing provided the parking requirements are met.

Pete Todoroff said he needs to address the six-bedroom won't be used for short term rentals.

Ms. Schmitz said based on County Code ordinance that are being updated, there cannot be restrictions on property rights. She agreed with Mr. Johnson. Workforce housing could have 12 vehicles associated with it. The parking is a concern when you have an apartment with 6-bedrooms. Mike Sullivan asked if the implication that Mr. Carlson made a deal with the Hyatt. Mr. Sullivan spoke about issues with Hyatt housing and damages made by J-1s.

Mr. Sullivan said an apartment for 6 rooms for J-1s is not financially feasible. They only stay for 6 months. He said they can guarantee there will be 12 people. That will blow the parking issue. There will be a saturation of people in that little area. There are already units up top.

Judy Miller said we don't know who will occupy it; she said she doesn't believe it matters. The overriding issue is parking. She added the development code has requirements for garages. She stated may not want to give our blessing. Ms. Miller said we have to submit individual comment cards.

Mike Lefrancois said this is a dense area. He said the parking doesn't work, and they should meet the requirements. He asked if the variance is granted, what is the impact. He said he doesn't believe he has all the information to give input.

The board members stated they will provide their individual comment cards.

6.A. Powabunga 2020 - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board members comments to Washoe County staff on request an outdoor community festival for the Powabunga 2020, a music and arts festival, from March 20 to 22, 2020 at the Tahoe Biltmore Lodge and Casino parking lot. **(for Possible Action)**

• **Applicant\Property Owner:** Austin Gavlak

- **Location:** 5 State Route 28
- **Staff:** Julee Olander, Planner; 775-328-3627; jolander@washoecounty.us
- **Reviewing Body:** Tentatively scheduled for the Board of County Commissioners on February 25, 2020

Eric Pilcher, representative, introduced this item. He said they are requesting a Special Use Permit for the music festival to include music, art, and ski scene held at the Biltmore parking lot. Parking will be at Crystal Bay Club with shuttles from Kings Beach, Hyatt. He noted Lyft and Uber will be part of the event. He said the goal is to have 1,500-2,000 attendees. He said they had 3,000 in attendance in Vail, CO. The event would end at 10 p.m. There will be restrooms and port-a-potties. Mr. Pilcher said they have been working with NDOT. He said they are sending a letter to the surrounding homeowners. He said they have communicated with neighbors.

Julee Olander, Washoe County Planner, said events with more than 1,000 people are required to get an outdoor festival license permit similar to 4th of July.

Ms. Miller asked for the number of parking spaces are you expecting. Mr. Pilcher said NDOT said 1 parking spots per every two people. He added Crystal Bay Club parking lot has 500 spots, rideshare equates 650, and California Parks parking lot in Kings Beach, and possible other parking lots are being explored. Ms. Miller asked if they have been in touch with SNC for their outdoor events. Mr. Pilcher said yes, but the infrastructure is there at Biltmore.

Mr. Pilcher spoke about partnership with Diamond Peak Ski Resort. He spoke about 1- or 2-day coupons for skiing. He said they will provide a daytime party at Snowflake Lodge. Mike Sullivan said he is a resident and doesn't appreciate Diamond Peak giving discount tickets.

Mr. Todoroff spoke about liability insurance. All the entities need proof of insurance. Ms. Olander said they still have to have the same requirements as the other events. They have to meet all the pre-event conditions one week prior to the event. They have conditions before, during, and after event. They have hosted this event in another mountain town. They know how to do larger events. This is the same requirements as any other events.

Ms. Schmitz asked if he intended to use Diamond Peak shuttle. Mr. Pilcher said they have been speaking with Northstar about shuttles. Ms. Schmitz asked if there is an event planned at Snowflake Lodge. Mr. Pilcher said a DJ will perform as another option for attendees to go to a smaller mountain. Ms. Schmitz asked if they will limit the number of passes. Mr. Pilcher said he has been working with Paul to determine the number of passes based on the passed numbers.

Ms. Schmitz asked if there are limit number of attendees to the Biltmore event per day. Mr. Pilcher said yes, it will be first come first serve basis, and there will be a cap on the attendees. There is a maximum limit. She asked if someone will manage the road, and the Ubers, and an emergency route because that is a major thoroughfare. Mr. Pilcher said there will be signage in the area. NDOT provided specific instructions and information for traffic and parking. There will be a crew managing traffic. The lower parking lot will be designated 3-lanes for buses, drop-off.

Mr. Sullivan asked if they have a contract with Crystal Bay Club for the use of their parking lot. Mr. Pilcher said they have permission from Bill Wood. Mr. Pilcher said Crystal Bay Club staff will park in the back courtyard during this event. He will look into acquiring a contract.

Mike Lefrancois said it sound thorough and looks forward to more events at Diamond Peak. Mr. Pilcher noted Winter Wonder Grass is the following weekend at Squaw. Mr. Pilcher said that event receives very little negative comments. He said their goal is to reduce the number of individual drivers. He said we will have people from Truckee, Incline, Kings Beach. He said lodging will be up. He said they received grant money to host events. It's a professional crew who have been working together to produce all sorts of events for 12 years. He spoke about the Monterey Jazz fest, Winter Wonder Grass, and Snow Globe.

Ms. Schmitz said she is concerns with no limit on the amount of tickets. Mr. Pilcher said they will cap it. He said the goal is 1,500 to 3,000. He said he cannot foresee they go over that. Ms. Schmitz said she recommends in the definition in the application. She noted the application talks about 1000 people per day, but further down, it says 3,000 with 9,000 for

festival. Ms. Olander said that is part of the license. The County is allowing that at this time. Parking and fire limits the amounts.

Ms. Miller said she hopes all the other agencies who review application understand Biltmore provides parking to Northstar. Mr. Pilcher said limited parking will be blocked off for those staying at the hotel.

Mr. Todoroff requested an update prior to the Board of County Commissioner's meeting. Ms. Olander said these licenses are handled the same way for each event with pre, during, and post event conditions. All pre-event conditions have to be resolved before the event to start. All the conditions are determined by all the reviewing agencies including traffic, fire. Those have to be resolved. The conditions will be defined, but not necessarily met by February 25th meeting.

Ms. Schmitz asked if this will require permits and port-a-potty at Snowflake Lodge. She asked if this puts additional requirements on IVGID. Ms. Olander said they have maximum capacity. Ms. Miller said they exceed carrying capacity every weekend. Mr. Pilcher said we only expect maybe 200 people. It will be great for photos and publications for future events. He said these small mountains are more special. Ms. Olander reminded the board that this request is just for Biltmore event. Ms. Olander said the event will need to reapply for a license again next year if the event returns to the Biltmore.

Mr. Sullivan asked once they get their license, event goes forward, and post-event requirements will be addressed after. Ms. Olander confirmed, and added it will be assessed after the event including each agencies' review. Mr. Pilcher said all of these requirements aren't surprises; he said they are confident they can meet these requirements. Ms. Olander said they are aware of the concerns with community about parking.

Mr. Pilcher said they plan the Caliroots Festival in Monterey. He spoke about successful events. Ms. Schmitz said she is surprised with Sunday events. Mr. Pilcher said that is anticipated to be a slower day. Mr. Todoroff said next year he hopes we have more advanced notice.

Public Comment:

Andy Chapman, President/CEO of the Incline Village/Crystal Bay Visitors Bureau, said Eric and Austin came to them after they realized Homewood wasn't going to work for them. He said we looked at several different areas. Keeping it focused in Crystal Bay made sense for the infrastructure. We need to be part of this game so South Lake doesn't take all these events. He said Visitor Bureau will work with the team for transit. He said specific for this event, we will make sure there is transit. He addressed concerns about Northstar parking at Biltmore, which won't happen during this event weekend. He said time of year, it will be an increase in visitor room nights, Crystal Bay Club and Biltmore will sell room nights to attendees. He said we are supportive of it. Not all the requirements have been met, but it will be met before the event just like the other events in our area.

Ms. Miller said it sounds like a good event but wished it was a smaller scale. Mr. Sullivan said Monterey has 10,000 attendees at their festival, so this is small scale. The Board members said they will submit individual worksheets.

7. *WASHOE COUNTY COMMISSIONER UPDATE- Commissioner Berkbigler was not available. She can be reached at (775) 328-2005 or via email at mberkbigler@washoecounty.us.

8. *CHAIRMAN/BOARD MEMBER ITEMS-

Judy Miller read for a prepared statement which have been included below:

1) Development Project Agenda Items: "possible action to forward community and Citizens Advisory Board members comments to Washoe County staff ... " I have asked the Commissioners to consider a revision to the current language for agenda items under Development Projects because this action is unnecessary and interferes with our ability to take action as a Board as described in our by-laws. The 2015 Amended Citizens Advisory Board Bylaws state that the CAB "may decide to provide a recommendation of approval or denial". According to Alice McQuone, the CAB program coordinator, the only action we can take under these items is to forward the public's and our individual comments, not make any other recommendations as a Board. Until the matter is resolved, pursuant to NRS 241.035, I(e) I ask that the recording secretary include in the minutes of meetings all written comments received by the CAB at the meeting, as well

as all CAB members' worksheets/ written comments related to agenda items that are submitted to staff. This will eliminate the need for a vote. The agenda items say "Possible action" and in my opinion the possible action, as currently worded, is unnecessary. Citizen's and board members' comments, written and oral, will be included in the minutes staff receives.

2) Expanded CAB Role at the January 21, 2020 Board of County Commissioners meeting, the Commissioners all expressed a desire to expand the scope of agenda items that could be presented at CAB meetings. I would like to request an agenda item for possible action at our next meeting to discuss recommendations to the Board of County Commissioners on the types of matters or topics we would like to include on our agenda in the future.

3) Web Page I would like to request an item on the next agenda to discuss the web page for the Incline Village Crystal Bay Citizens Advisory Board for possible action to recommend changes to the content.

4) Election. Our Vice Chair position is currently vacant. By-laws call for an election when this position is vacant. I would like to request an agenda item for our next meeting to elect a ViceChair.

The board members requested an item for election of officer – vice chair.

Mr. Todoroff requested an item for Marsha to discuss the Southwood/old elementary school site.

Mr. Lefrancois stated he would like an update regarding parking in Incline Village.

9. * GENERAL PUBLIC COMMENT AND DISCUSSION THEREOF –

Wayne Ford spoke about the old elementary school site. He read a statement made by Berkbigler. He said they are looking at making it a transportation hub for Sand Harbor. He said it won't go before the County Commissioners because it will go through the School District. He said we won't hear about it. The community needs input to the School District for highest best use for that property. That might not be the best location. This needs to be a community decision. That is not part of the plan area statement. The School District needs to reach out to the community. That property has challenges. There are many issues that need to be agenda items. Let's hold Marsha to it. He said it would be great if the CABs had more of a voice and had a vote. Mr. Todoroff said Darrin Middletown, TRPA transportation, came to the community forum and mention it. Mr. Todoroff said it needs to be discussed further. Mr. Todoroff said the old elementary school site was not his recommendation. He said the best place is the old Stanley's and chevron. He said Southwood is a problem area year-round.

Sara Schmitz stated she supports Wayne and Judy Miller; as a cab we should be forwarding a vote to show support as an advisory committee or not. The message gets lost. She said she brought that issue up at her first meeting. She said she discussed this with Alice. The agenda item says 'possible action' to forward community comments. It's not in alignment with open meeting law. She would like to see 'possible action' with the ability for the board to vote.

With no further requests for public comment, Pete Todoroff closed the public comment period.

ADJOURNMENT – meeting adjourned at 7:04 p.m.

Number of CAB members present: 5

Number of Public Present: 8

Presence of Elected Officials: 0

Number of staff present: 2

Submitted By: Misty Moga