## SAFE EMBRACE SPECIAL USE PERMIT



Prepared by:



August 8, 2022 Revised June 8, 2023

## SAFE EMBRACE Special Use Permit

Prepared for:

Safe Embrace

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Reno, NV 89502

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August 8, 2022

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#### Introduction

This application includes the following request:

• A **Special Use Permit** to allow for the establishment of a 25-bed Group Care Facility (connected to city sewer) or 18-bed Group Care Facility (with existing septic system) use within the Low Density Suburban (LDS) zone.

#### **Project Location**

The project site (APN # 026-442-14) includes 1.0 $\pm$  acres located at 1995 Ponderosa Drive in Washoe County. Specifically, the subject property is located on the south side of Ponderosa Drive, west of the intersection with Sullivan Lane. Figure 1 (below) depicts the project location.

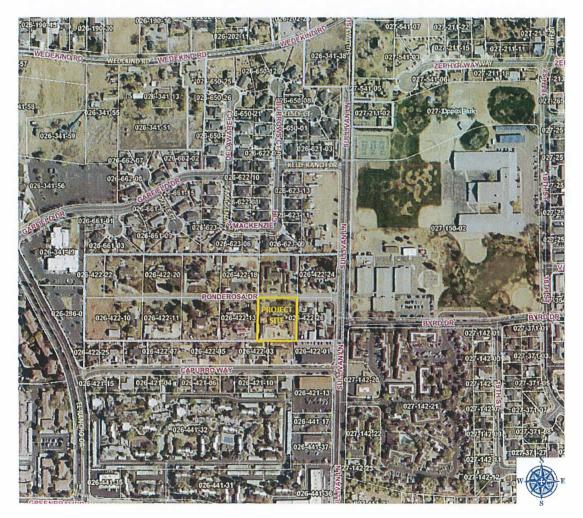


Figure 1 – Vicinity Map



#### **Existing Conditions**

The site was originally developed as a single-family residence and includes an existing garage, outbuilding/office space and a 4 bedroom and bath dwelling addition.

Figure 2 (below) provides an aerial view of the property and existing structures while Figure 3 (page 3) includes a detailed aerial view of the site/site plan with existing site features labeled. Figure 4 (page 4) includes photographs of the existing onsite conditions.



Figure 2 – Aerial View of Property





Figure 3 – Existing Site Features/Site Plan



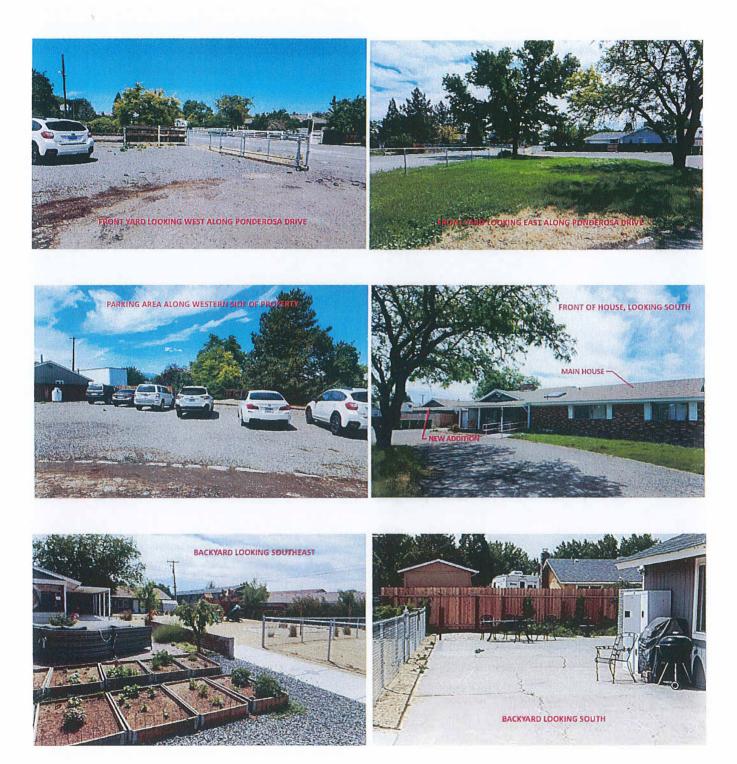


Figure 4 – Existing Conditions



Parcels that adjoin the site are single family residences similar to that of the project site. Property to the southwest has multi-family zoning with an office building along Sullivan Lane. With the exception of the properties adjacent to Ponderosa Drive within Washoe County, the surrounding properties (and those within the immediate vicinity) are located with the City of Sparks jurisdiction and are zoned Single Family 6, 9 and 15 (SF-6, SF-9 and SF-15), Multi-Family 4 and 5 (MF-4 and MF-5), Commercial (C2), Public Facilities (PF), and Professional Office (PO). General Rural (GR). Figures 5 (below) and 6 (page 6) provides the Washoe County and City of Sparks zoning maps.



Figure 5 – Washoe County Zoning Map



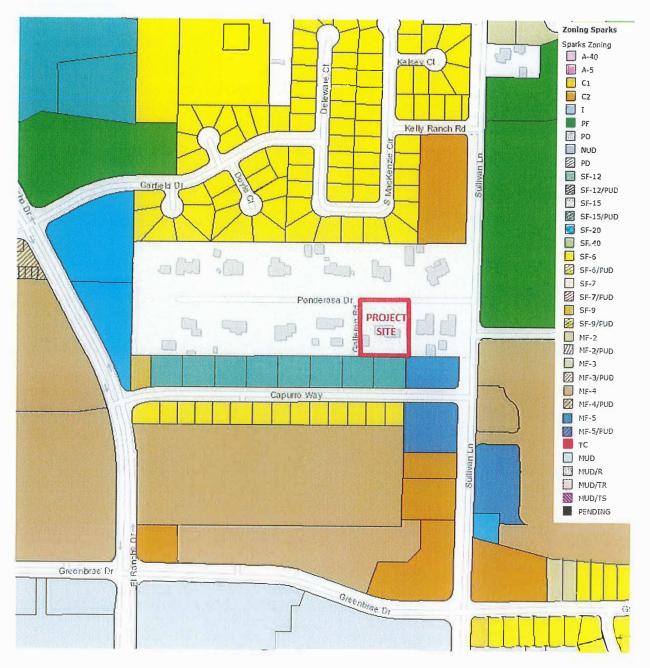


Figure 6 – City of Sparks Zoning Map



#### **Project Description/Request**

This application includes an Amended Special Use Permit (SUP) request to establish a 25-bed Group Care Facility (connected to city sewer) or 18-bed Group Care Facility (with existing septic system) use within the Low Density Suburban (LDS) zone. An SUP application was previously submitted on August 8, 2022. During the review process, additional information was required regarding the septic system and the sizing of improvements performed upon the system in 2018. As a result, the project was temporarily put on hold while the construction and state documents were obtained. The research revealed that the septic field was sized for an 18-bed facility.

Currently, the applicant is in talks with the City of Sparks to connect the project site to municipal sewer, thus allowing the increase in permittable beds to 25 beds overall. We request that the 25-bed capacity be conditioned upon the connection to the City of Sparks municipal sewer.

If the connection cannot be established, the applicant is requesting 18 beds be allowed. The existing septic on site is sized for 18 beds after the upgrades in 2018. The Onsite Sewage Disposal System (OSDS) application and approval letter from NDEP are attached as an Attachment to this report.

Further discussions with Washoe County Staff and the City of Sparks resulted in the amended application for either a 25-bed group care facility if the property is connected to the City of Sparks sewer system or an 18-bed facility if the property remains on the existing permitted septic system.

As defined by the Washoe County Development Code, the SUP will allow for the operation of a maximum 25-bed group care facility. This use is specifically allowed in the Low Density Suburban (LDS) zone with the approval of a SUP per section 110.304.20 of the Development Code. Group care facilities must also comply with the review standards and guidelines in section 110.322.10 of the Development Code.

The Group Care Facility will provide 18 or 25 beds for temporary residents of the Care Facility. Residents include women, men and children and is inclusive to all. The length of stay of any individual is capped at 90 days. There are generally 4 staff members on site daily. In order to address the community concerns regarding safety and security, Safe Embrace is willing to hire an additional advocate to reside at the site during the overnight hours.

Safe Embrace is also upgrading the cameras and security system to allow for monitoring of the exterior of the residence. Additionally, as required in the development code guidelines, Safe Embrace is preparing a Neighborhood Response Program. This will provide a procedure for immediate response to incidents and complaints arising out of activities on site. This will include contact numbers and emails for the Executive Director and Shelter Manager and an email address for neighborhood residents to report neighborhood problems, suggestions and improvements to the group care facility.



The site has 4,100 square feet of living space. 25 beds/users require interior space of 4,050 square feet (1,200 sf for first 6 users plus 19 users x 150 sf/user = 4,050 square feet). Outdoor recreation space of 2,025 square feet is required for 25 users (600 sf for first 6 users plus 75 sf x 19 users = 2,025 sf). The site provides a 3,300 square foot outdoor recreation space at the rear of the property. If the site is allowed a maximum of 18 beds based upon the existing septic system size, the interior space required would be reduced to 3,000 square feet and the required outdoor recreation space would reduce to 1,500 square feet.

There is a pet shelter that can house 3 dogs and 6 cats/small animals. The dog pens include 3 dog runs with an indoor and outdoor run area. There have been nuisance complaints in the past regarding dogs barking at night. Since May of 2022, no pets have been allowed at the facility and a new pet policy is being prepared that will layout all rules and regulations and allow for removal of residents with pets for allowing dogs to bark and any neglect or nuisance complaints. The maximum number of animals allowed on site will adhere to the current Washoe County Code. Additionally, the outdoor portion of the dog run will not operate at night.

The property is a single-story building. The garage located on the subject property was converted to a living space in 2007. The setbacks are met for the property with the exception of the converted existing detached garage on the west property boundary. This building was converted in 2006 into work and office space. Additionally, the facility is required to meet all HUD requirements, is ADA compliant and has fire sprinklers throughout.

Parking is provided in a graveled parking area along the north end of the western property boundary and along the paved circular drive. This parking provides for the 10 required parking spaces (4 for employees and 6 for users). At this time, it is requested that the paving standard be waived for the site.

The existing landscaping on site will be supplemented to meet standards. Existing trees will be retained and additional landscaping along the road frontage will include one (1) tree for every fifty (50) linear feet of street frontage with additional bushes added between the trees. The adjacent residential property boundaries to the front of the buildings, including the parking area will include one (1) tree for every twenty (20) linear feet of the parking area, planted in off-set rows or groupings. It is requested that the existing 6-foot wood fences be allowed to remain.

No additional lighting is proposed for the site beyond what is already present. The property is not open to the public and the lighting is comparable to other properties on the street. At this time, it is requested that lighting the parking lot standard be waived to keep in character with the neighborhood.



#### Special Use Permit Findings

In order to approve a Special Use Permit, the following findings must be made. Responses are provided in **bold face** type.

1. Consistency. The granting of the special use permit is consistent with the policies and maps of the Comprehensive Plan Elements and the Area Plan in which the property is located.

The requested SUP is consistent with Washoe County Development Code and does not conflict with policies contained within the North Valleys Area Plan. The project is an existing operation and is appropriate for the area.

2. Adequate Public Facilities. Adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities must exist or will be provided.

#### The site is an existing facility with adequate utilities located on a private road.

3. Site Suitability. The site must be physically suitable for the proposed use and for the intensity of development.

The care facility has been in existence for over 20 years. The site was previously approved and operated under the City of Sparks before it was determined that the permitting should have been completed under Washoe County. This permit is to correct that inadvertent oversite for an operating site.

4. Issuance Not Detrimental. Issuance of the permit may not be significantly detrimental to the public health, safety or welfare; have a detrimental impact on adjacent properties; or be detrimental to the character of the surrounding area.

Safe Embrace provides a vital community service to those escaping domestic violence. The site location provides a discreet, safe, and appropriate location for Safe Embrace's services. The operational parameters described herein can be conditioned with the SUP ensuring that any and all potential impacts are properly mitigated. Concerns raised by surrounding neighbors at the two community meetings have been addressed with this SUP request and will be ongoing to ensure that negative impacts do not occur.

# APPENDICES

#### 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		Staff Assigned Case No.:	
Project Name: Safe Embrace SUP			
Project A Special Use Permit to allow for the establishment of a 25-bed Group Care Facility Description: (connected to city sewer) or 18-bed Group Care Facility (with existing septic system) use within the Low Density Suburban (LDS) zone.			
Project Address: 1995 Ponde	rosa Drive, Sparks, I	NV 89431	
Project Area (acres or square fe	et): 1 acre		
Project Location (with point of re	eference to major cross	s streets AND area locator):	
3 lots to the west from intersection	of Ponderosa Drive an	d Sullivan Lane, on the south side c	f Ponderosa Drive.
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
026-422-14	1.000		
Indicate any previous Washo Case No.(s).	be County approval	s associated with this applica	tion:
	ormation (attach	additional sheets if neces	sary)
Property Owner:	· · · · · · · · · · · · · · · · · · ·	Professional Consultant:	
Name:Safe Embrace		Name:Christy Corporation, LTD	
Address: 220 S Rock Blvd Ste	7	Address: 1000 Kiley Parkway	
Reno, NV	Zip: 89502	Sparks, NV	Zip: 89436
Phone: (775) 342-3766 Fax:		Phone: (775) 502-8552	Fax:
Email:afshan@safeembrace.org		Email: Lisa@christynv.com	
Cell: (775) 376-3457	Other:	Cell: (908) 763-6576	Other:
Contact Person: Afshan West		Contact Person: Lisa Nash	
Applicant/Developer:		Other Persons to be Contacted:	
Name: Same		Name:	
Address:		Address:	
	Zip:		Zip:
Phone:	Fax:	Phone:	Fax:
Email:		Email:	:
Cell:	Other:	Cell:	Other:
Contact Person:		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?

A Special Use Permit to allow for the establishment of a 25-bed Group Care Facility (connected to city sewer) or 18-bed Group Care Facility (with existing septic system) use within the Low Density Suburban (LDS) zone.

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.)

See attached report.

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

No phasing.

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?

This use has been in existence for over 20 years and the site is appropriate to the use.

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

The project is a very necessary and vital service to the community.

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

The installation of additional landscaping and appropriate screening materials for the property will occur to ensure applicable codes are met. The is detailed in the attached report.

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.

### Refer to the attached report for this information.

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.)

🗅 Yes	No No
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9. Utilities:

a. Sewer Service	Septic or Future City Sewer Connection
b. Electrical Service	NV Energy
c. Telephone Service	Various Providers
d. LPG or Natural Gas Service	NV Energy
e. Solid Waste Disposal Service	Waste Management
f. Cable Television Service	Various Providers
g. Water Service	TMWA

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 #	acre-feet per year	
i. Certificate #	acre-feet per year	
j. Surface Claim #	acre-feet per year	
k. Other #	acre-feet per year	

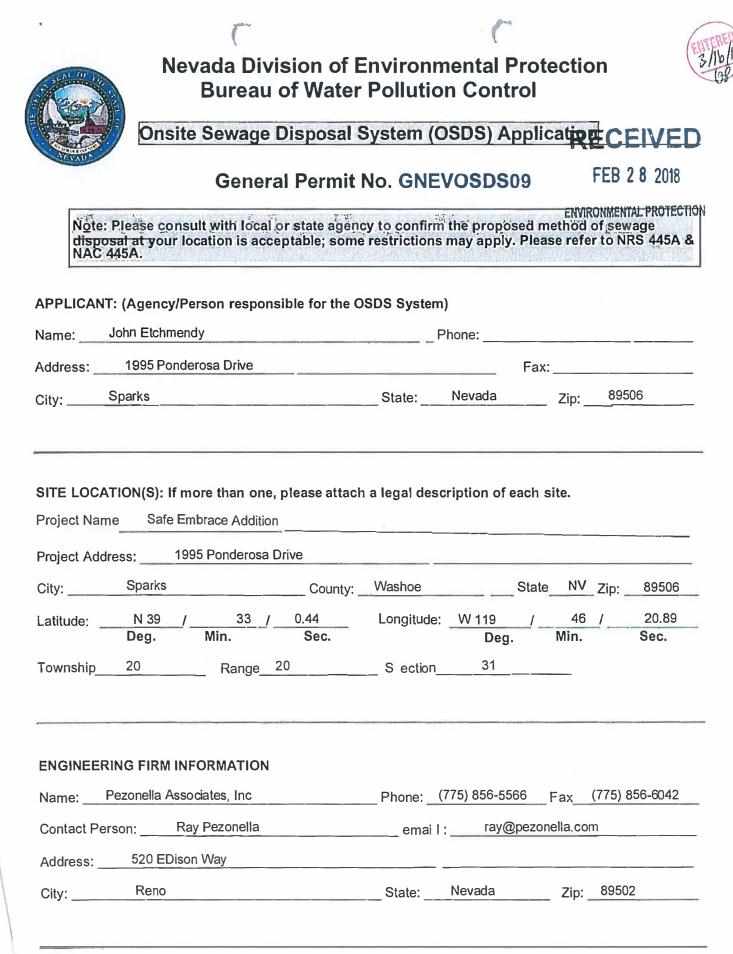
Title of those rights (as filed with the State Engineer in the Division of Water Resources of the Department of Conservation and Natural Resources).

10. Community Services (provided and nearest facility):

a. Fire Station	TMFPD
b. Health Care Facility	Renown
c. Elementary School	Risley
d. Middle School	Sparks Middle School
e. High School	Hug High School
f. Parks	Washoe County Parks
g. Library	Sparks Library
h. Citifare Bus Stop	Greenbrae and Sullivan

# ATTACHMENTS

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#### THE FOLLOWING INFORMATION MUST BE INCLUDED WITH THE APPLICATION:

#### **GENERAL SITE INFORMATION:**

\*

x	Business Description (church, school etc.): Group Home Care Facility
X	Assessor's Parcel Number (APN):026-422-14
x	Property Area (in acres):1.006
X	Distance to Public Sewer (if any):Over 200 feet
X	Water Supply (city or well): <u>City</u> Well: Depth: (ft) Seal (if any)(ft)
x_	Is proposed location within 100 year or 50 year flood zone?: <u>No</u>
OSDS IN	FORMATION:
x	Number of proposed OSDS Tanks:1
x	Size of Proposed OSDS System(s):(gallons)
x	Tank Model(s):Jensen Ty 4000 Distribution Box Model(s):Jensen D30
X	Is this a denitrifying, mechanical or aerobic OSDS System <u>No</u>
X	Existing OSDS Systems (if any): Total Tanks 1 Total Volume: 1,500(gallons)
X	NDEP Permit (if any) :WCDHD
x	Total volume of OSDS systems in this property : 4,000 (gal lons)
SITE PLA	AN:
X	Site plan drawn to scale – 2 sets needed
X	Setbacks shown and in accordance with NAC 445A
X	Location of test pits within proposed absorption area
X	Please verify that OSDS system will only treat Domestic sewage.
OSDS C	ALCULATIONS:
x	Calculations Submitted

X OSDS Size based on Occupational Flow: \_\_\_\_\_18 person Group home & 8 Fixture Unit Computor Lab
OSDS Size based on Fixture Unit Count: \_\_\_\_\_\_

	(	Ŷ	
X	Percolation rate/absorption rate: (min/in	) – Design rate/absorption rate:	15 (min/in)
x	Depth to S easonal High Groundwater: <u>Na</u>	(ft)	
X	Type of absorption system (trenches, chambers m	ound etc):Absorption b ed	
X	Total OSDS Absorption area: 4,896	( ft <sup>2</sup> )	
X	Total Absorption trench length:n/a	(ft)	
X	Number and length of trenches:n/a	Tr ench Separation	
X	Dosing Tank information ~ (if required):	412 gallons per dose	

#### **CERTIFICATION:**

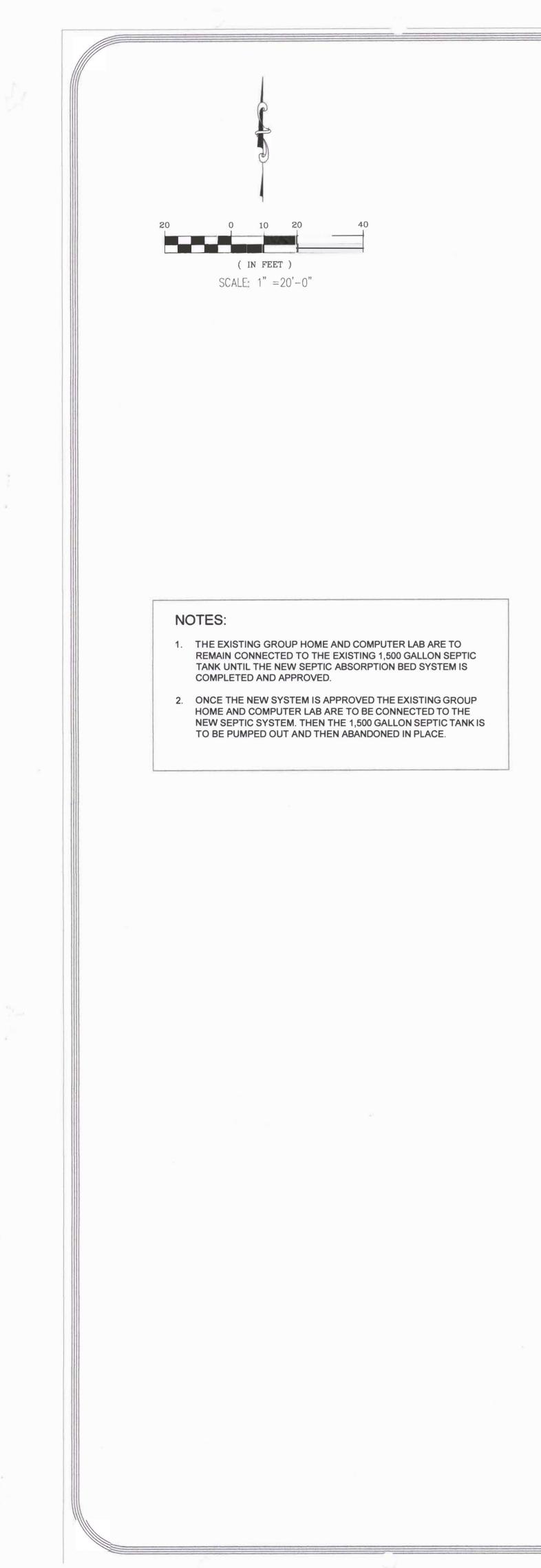
"I certify under penalty of law that this docum ent and all attachments were prepared under my direction or supervision in accordance with a holding tank designed to assure that it complies with Nevada Division of Environmental Protection regulations. I also confirm that records will be maintained at the project site from the start of activities, and that the site will be compliant. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines for knowing violations."

Printed Name of Applicant (Owner/Operator):	R ay Pezonella	
Signature: 1/20,00-	Date: _	2/2.5/15

A copy of the permit will be mailed to you along with your discharge authorization.

Send completed form to:

OSDS Program Coordinator Nevada Division of Environmental Protection Bureau of Water Pollution Control 901 S. Stewart Street, Suite 4001 Carson City, Nevada 89701-5249



EXISTING LEACH FIELD PER-WCDHD PERMIT S1288 (12-29-71)

### A.P.N. 026-422-12

EXISTING 1,500--GALLON SEPTIC TANK

4" SOLID PVC SDR35 SLOPE 2% MIN.

A.P.N. 026-422-03

