Subject: Administrative Permit Case Number AP15-001
Applicant: Chris Burgarello
Agenda Item Number: 7D
Summary: Allow a detached accessory structure larger than the main dwelling on the parcel.
Recommendation: Approval with Conditions
Prepared by: Roger D. Pelham, Senior Planner
Washoe County Community Services Department
Division of Planning and Development
Phone: 775.328.3622
E-Mail: rpelham@washoecounty.us

Description

Administrative Permit Case Number AP15-001 (Chris Burgarello Detached Accessory Dwelling) – To allow the construction of a detached accessory structure that is larger than the main dwelling on the parcel.

- Applicant / Property Owner: Chris Burgarello
  17624 Northridge Ave.
  Reno, NV  89508
- Location: 17624 Northridge Ave, Reno; approximately 400 feet north of the intersection of Northridge Avenue and South Avenue
- Assessor’s Parcel Number: 081-191-05
- Parcel Size: ±1 acre
- Master Plan Category: Suburban Residential (SR)
- Regulatory Zone: Low Density Suburban (LDS)
- Area Plan: Cold Springs
- Citizen Advisory Board: North Valleys
- Development Code: Authorized in Article 808, Administrative Permits
- Commission District: 5 – Commissioner Herman
- Section/Township/Range: Section 29, T21N, R18E, MDM, Washoe County, NV
Staff Report Contents

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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 Number AP15-001 is attached to this staff report and will be included with the Action Order.
Project Evaluation

The applicant is requesting to construct a detached accessory structure that is larger than the main dwelling unit that currently exists on the subject parcel. In this suburban area, comprised in large part of parcels of land about one acre and greater in size, there are many detached accessory structures on many parcels that are larger than the main dwellings. This request is not out of character with the surrounding area. The structure, while slightly down-hill, will be visible from the adjacent roadway. The Washoe County Development Code, Section 110.306.10(d) requires that, “A proposal to establish a detached accessory structure that is larger (i.e. has more square footage or a larger building footprint) than the existing main structure shall require the approval of an Administrative Permit (pursuant to Article 808), to include review of building height and architectural compatibility with surrounding dwellings, prior to the issuance of a building permit.” Dwellings in the surrounding area are comprised largely of manufactured homes. The proposed structure is comprised of galvanized steel. Other detached structures in the area match the main dwellings in choices of paint color.

The proposed height of the detached metal structure is approximately the same as the existing dwelling, being one story. Conditions of Approval have been included to require that the colors of the proposed structure match those of the existing dwelling, or that the exterior of the proposed structure be stained to match the geology of the surrounding area. There is, however, little that can be done to make the overall appearance of the proposed structure match the surrounding architecture. For that reason a condition of approval to plant evergreen trees surrounding the proposed structure has been included.

North Valleys Citizen Advisory Board (NVCAB)

Administrative Permits are not required by Washoe County Code to be presented at a Citizen Advisory Board meeting.

Reviewing Agencies

The following agencies received a copy of the project application for review and evaluation:
Three out of the seven above listed agencies/departments provided comments and/or recommended Conditions of Approval in response to their evaluation of the project application. 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 exterior colors and landscaping.
  
  Contact: Roger Pelham, 775.328.3622, rpelham@washoecounty.us

- **Truckee Meadows Fire Protection District** addressed compliance with Chapter 60 of the Washoe County Code.
  
  Contact: Amy Ray, 775.326.6005, aray@tmfpd.us

- **Washoe County Health District** addressed requirements for the on-site septic system.
  
  Contact: Chris Anderson, 775.328.2632, canderson@wsahoeocunty.us

**Staff Comment on Required Findings**

Washoe County Development Code, Section 110.808.25 of Article 808, Administrative Permits, requires that all of the following findings be made to the satisfaction of the Washoe County Planning Commission 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 Cold Springs Area Plan.

   *Staff Comment: There are no policies or action programs in the Cold Springs Area Plan that are particularly applicable to the requested detached accessory structure.*

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:  Electricity is the only utility being proposed for the structure. Electrical connection is available on the subject site.

3. Site Suitability. That the site is physically suitable for a detached accessory dwelling, and for the intensity of such a development.

Staff Comment: All standard setbacks and applicable building requirements will be met prior to approval of the building permit for the proposed detached accessory structure.

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: Detached accessory structures are common in the surrounding area.

5. Effect on a Military Installation. Issuance of the permit will not have a detrimental effect on the location, purpose or mission of any military installation.

Staff Comment: There is no military installation in the vicinity of the proposed detached accessory dwelling, so this finding is not required to be made by the BOA.

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 Number AP15-001 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 Administrative Permit Case Number AP15-001 for Chris Burgarello, having made all four 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 Cold Springs 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 detached accessory dwelling, 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


**Appeal Process**

Board of Adjustment action will be effective 15 days after the public hearing date, 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: Applicant/Property Owner: Chris Burgarello
Conditions of Approval
Administrative Permit Case Number AP15-001

The project approved under Administrative Permit Case Number AP15-001 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on February 5, 2015. 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 the Community Services Department.

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.

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 – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

   a. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit.

   b. The applicant shall submit complete construction plans and building permits shall be issued within two years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits.

   c. 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.

   d. The exterior of the detached accessory structure shall be painted the same color(s) as the main dwelling unit on the parcel or shall be stained to match the surrounding geology of the area.

   e. At least six evergreen trees shall be planted in the area surrounding the detached accessory structure to help to mitigate the visual impact of the structure. Permanent irrigation shall be provided to all trees.

   f. A note shall be placed on all construction drawings and grading plans stating:

      NOTE

      Should any prehistoric or historic remains/artifacts be discovered during site development, work shall temporarily be halted at the specific site and the State Historic Preservation Office of the Department of Museums, Library and Arts shall be notified to record and photograph the site. The period of temporary delay shall be limited to a maximum of two (2) working days from the date of notification.

   g. The following Operational Conditions shall be required for the life of the detached accessory structure:

      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.

Truckee Meadows Fire Protection District

2. 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, 775.326.6005, aray@tmfpd.us

   a. Defensible space and construction elements shall be required, dependent upon the fire hazard assessment rating, as designated by the International Wildland Urban Interface Code and the fire hazard map per NAC 472, shall be required.

   b. This structure shall meet the provisions of the WCC 60. Verification that lot has water for fire suppression or is within 5 road miles of a fire station shall be provided.

Washoe County District Health

3. The following conditions are requirements of the Washoe County Health District, which shall be responsible for determining compliance with these conditions.

   Contact Name – Chris Anderson, 775.328.2632, canderson@washoecounty.us

   a. The applicant must submit for a revision to the operating permit for the onsite sewage disposal system through the building permit process to address:

      i. Required setbacks per Sewage, Wastewater and Sanitation regulations (SWS)

      ii. Identify and dedicate a new area for a reserve disposal field

      iii. Confirm the location of the existing onsite sewage disposal system.

*** End of Conditions ***
AP15-001

Exhibit B

Agency Review Letters
January 6, 2015

Washoe County Community Services Department
1001 East Ninth Street
Reno, NV  89512

Re: Administrative Permit Case Number AP15-001 (Chris Burgarello Detached Accessory Dwelling)

The Truckee Meadows Fire Protection District (TMFPD) will approve permit with the following conditions:

- Defensible space and construction elements shall be required, dependent upon the fire hazard assessment rating, as designated by the *International Wildland Urban Interface Code* and the fire hazard map per NAC 472, shall be required.
- This structure shall meet the provisions of the WCC 60. Verification that lot has water for fire suppression or is within 5 road miles of a fire station shall be provided.

Please call me with questions at 775-326-6005.

Regards,

Amy Ray
Fire Marshal
From: Emerson, Kathy  
Sent: Tuesday, January 06, 2015 11:24 AM  
To: Wolf, Mike  
Cc: Pelham, Roger  
Subject: RE: Amended December Agency Review Memo

Thank you Mike

Kathy Emerson  
Administrative Secretary Supervisor | Community Services Department  
kemerson@washoe.ca.gov | 775-328-3734 | 1001 E. 9th St., Reno, NV 89512

Connect with us: www.washoe.ca.gov

From: Wolf, Mike  
Sent: Tuesday, January 06, 2015 11:21 AM  
To: Emerson, Kathy  
Subject: RE: Amended December Agency Review Memo

Kathy

AQMD has no issues with item 5.

Regards

Michael Wolf C.E.M.  
Chief, Permitting and Enforcement Branch  
Air Quality Management Division  
Washoe County Health District  
1001 East Ninth Street, Suite B171  
Reno, NV 89512  
P.O. Box 11130  
Reno, Nevada 89520-0027  
(775) 784-7206  
(775) 784-7225 (fax)  
mwolf@washoe.ca.gov  
www.ourcleanair.com

??Please consider the environment before printing this e-mail.

From: Emerson, Kathy  
Sent: Tuesday, January 06, 2015 9:56 AM  
To: Rubio, Wesley S; Wolf, Mike  
Cc: Emerson, Kathy; Albee, Charlene  
Subject: FW: Amended December Agency Review Memo

Health

Please find the attached Amended Agency Review Memo with the cases received this month by  
CSD, Planning and Development.
INTEROFFICE MEMORANDUM

DATE: January 07, 2015
TO: Roger Pelham, Planning and Development Division
FROM: Leo R. Vesely, P.E., Engineering and Capitol Projects Division
SUBJECT: AP15-001
APN 081-191-05
BURGARALLO GARAGE

I have reviewed the referenced administrative permit case and have no conditions or comments.

LRV/lrv
January 6, 2015

Ms. Eva Krause, Planner
Ms. Grace Sannazzaro
Mr. Roger D. Pelham
Community Services Department
Washoe County
P.O. Box 11130
Reno, NV 89520

RE:  AB14-006 (Low Cost Tire and Recycling)
     SB14-017 (Sierra Nevada College)
     VA14-006 (Romiti Carport/Garage)
     AP15-001 (Chris Burgarello, Detached Accessory Dwelling)

Dear Eva, Grace and Roger,

We have reviewed the above applications and have no comments.

Thank you for the opportunity to comment on these applications. Please feel free to contact me at 335-1918 if you have any questions or comments.

Sincerely,

Debra Goodwin
Planning Administrator

DG/im

Copies: Bill Whitney, Washoe County Community Services Department
Marchon Miller, Regional Transportation Commission
Tina Wu, Regional Transportation Commission

/Washoe County no comment 010915
Administrative Permit Case No AP15-001
Chris Burgarello Detached Accessory Structure
38 Parcels selected at 600 feet.

Source: Planning and Development Division
Date: January 2015
# Washoe County Development Application

Your entire application is a public record. If you have a concern about releasing personal information, please contact Planning and Development staff at 775.328.3600.

## Project Information

<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Chris Burgarello Res. metal building. Owned free &amp; clear deed on hand</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Description:</td>
<td>Storage &amp; working garage. Metal building on a 6&quot; concrete slab with foundation and footings. A.C. Sub-panel powered from main metered A.C. breaker panel.</td>
</tr>
<tr>
<td>Project Address:</td>
<td></td>
</tr>
<tr>
<td>Project Area (acres or square feet):</td>
<td>One acre</td>
</tr>
<tr>
<td>Project Location (with point of reference to major cross streets AND area locator):</td>
<td>17624 Northridge Ave. Reno, NV 89508 Nearest cross streets North &amp; South St.</td>
</tr>
<tr>
<td>Assessor’s Parcel No.(s):</td>
<td>08119105</td>
</tr>
<tr>
<td>Parcel Acreage:</td>
<td>1</td>
</tr>
<tr>
<td>Assessor’s Parcel No(s):</td>
<td></td>
</tr>
<tr>
<td>Parcel Acreage:</td>
<td></td>
</tr>
</tbody>
</table>

## Section(s)/Township/Range:

### Indicate any previous Washoe County approvals associated with this application:

Case No.(s): |

## Applicant Information (attach additional sheets if necessary)

<table>
<thead>
<tr>
<th>Property Owner:</th>
<th>Name: Chris Burgarello</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>17624 Northridge Ave. Reno, NV Zip: 89508</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:cburgarello@sbcglobal.net">cburgarello@sbcglobal.net</a></td>
</tr>
<tr>
<td>Cell:</td>
<td>(775) 771-9717</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Chris Burgarello</td>
</tr>
<tr>
<td>Applicant/Developer:</td>
<td>Name:</td>
</tr>
<tr>
<td>Address:</td>
<td>17624 Northridge Ave. Reno, NV Zip: 89508</td>
</tr>
<tr>
<td>Phone:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:cburgarello@sbcglobal.net">cburgarello@sbcglobal.net</a></td>
</tr>
<tr>
<td>Cell:</td>
<td>(775) 771-9717</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Chris Burgarello</td>
</tr>
</tbody>
</table>

### Other Persons to be Contacted:

| Name: | |
| Address: | |
| Phone: | |
| Email: | |
| Cell: | Other: |
| Contact Person: | |

## For Office Use Only

<table>
<thead>
<tr>
<th>Date Received:</th>
<th>Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Area:</td>
<td></td>
</tr>
<tr>
<td>County Commission District:</td>
<td>Master Plan Designation(s):</td>
</tr>
<tr>
<td>CAB(s):</td>
<td>Regulatory Zoning(s):</td>
</tr>
</tbody>
</table>

February 2014
Administrative Permit Application
Supplemental Information

(All required information may be separately attached)

Chapter 110 of the Washoe County Code is commonly known as the Development Code. Specific references to administrative permits may be found in Article 808, Administrative Permits.

1. What is the type of project or use being requested?

   Storage and working garage.

2. What currently developed portions of the property or existing structures are going to be used with this permit?

   None
   Owner builder

3. What improvements (e.g. new structures, roadway improvements, utilities, sanitation, water supply, drainage, parking, signs, etc.) will have to be constructed or installed and what is the projected time frame for the completion of each?

   To the rear of the property where the proposed metal building is going. Improved draining landscaped pathways with lighting on the perimeter of the building. Right now it's unfinished weeds. Projected time frame for completion is 60 days weather permitting.
4. **What is the intended phasing schedule for the construction and completion of the project?**

   60 days weather permitting. Also addressed in question #3

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

   None. No additional foot or vehicle traffic will happen. Private use only.

6. **What are the anticipated beneficial aspects or effects your project will have on adjacent properties and the community?**

   Adds to what my neighbors already have in place. We all have the same common hobby interests. The lot landscape wise is being upgraded from unfinished dirt & weeds. My neighbors are all for what I am doing.

7. **What will you do to minimize the anticipated negative impacts or effects your project will have on adjacent properties?**

   Consulted with my neighbors all around the are and they like what I am doing. The previous owner of my 1 acre lot was not friendly to any of the neighbors.
11 added parking spaces

Manufactured home
8. Please describe operational parameters and/or voluntary conditions of approval to be imposed on the administrative permit to address community impacts.

   I limited to what can be done cost wise. I am in line with my neighbors use. I.E. Storage of personal goods, went from a larger house to a smaller one, divorce forced. Hobby wise old car and motorcycle owner.

9. How many improved parking spaces, both on-site and off-site, are available or will be provided? (Please indicate on site plan.)

   11 improved parking spaces as shown in green on site map.

10. What types of landscaping (e.g. shrubs, trees, fencing, painting scheme, etc.) are proposed? (Please indicate location on site plan.)

   None. Landscaping already installed with front and rear grass area's and tree's planted. Side boundary fences are existin and in place.

11. What type of signs and lighting will be provided? On a separate sheet, show a depiction (height, width, construction materials, colors, illumination methods, lighting intensity, base landscaping, etc.) of each sign and the typical lighting standards. (Please indicate location of signs and lights on site plan.)

   Residential application, no signs will be installed. Security motion detection lighting to be installed on the outside of the metal building.
12. Are there any restrictive covenants, recorded conditions, or deed restrictions (CC&Rs) that apply to the area subject to the administrative permit request? (If so, please attach a copy.)

☐ Yes ☑ No

13. Utilities:

<table>
<thead>
<tr>
<th>a. Sewer Service</th>
<th>SEPTIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>b. Water Service</td>
<td>CITY</td>
</tr>
</tbody>
</table>

For most uses, the 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:

<table>
<thead>
<tr>
<th>c. Permit #</th>
<th>acre-feet per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>d. Certificate #</td>
<td>acre-feet per year</td>
</tr>
<tr>
<td>e. Surface Claim #</td>
<td>acre-feet per year</td>
</tr>
<tr>
<td>f. Other, #</td>
<td>acre-feet per year</td>
</tr>
</tbody>
</table>

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