



Board of Adjustment Staff Report

Meeting Date: May 2, 2019

Agenda Item: 8C

ADMINISTRATIVE CASE NUMBER: WADMIN19-0004 (Wilder Detached Accessory Structure)

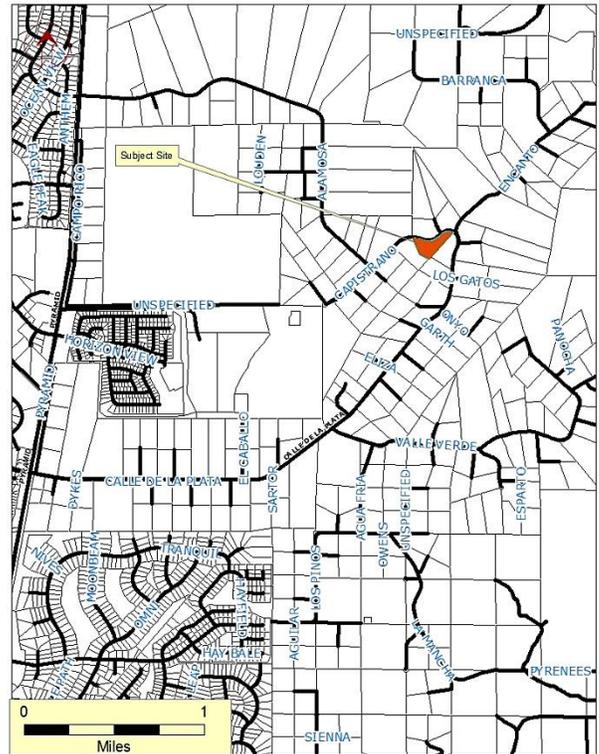
BRIEF SUMMARY OF REQUEST: Detached Accessory Structure 5000 square feet in size, which is larger than the main dwelling which is 3,107 square feet in size.

STAFF PLANNER: Roger Pelham, Senior Planner
775.328.3622
rpelham@washoecounty.us

CASE DESCRIPTION

For possible action, hearing, and discussion to approve an Administrative Permit to allow the construction of a 5,000 square foot Detached Accessory Structure, that is larger than the main dwelling, which is 3,107 square feet in size. The proposed structure is a rectangular metal building intended for storage. The structure is proposed to be located on the northeastern portion of the parcel, to the south of Capistrano Drive.

Applicant/Owner: Matthew S. Wilder
Location: 615 Capistrano Drive, immediately southwest of its intersection with Encanto Drive
APN: 076-361-47
Parcel Size: ± 8.59 Acres
Master Plan: Rural (R)
Regulatory Zone: General Rural (GR)
Area Plan: Spanish Springs
Citizen Advisory Board: Spanish Springs
Development Code: Authorized in Article 306, Accessory Uses and Structures
Commission District: 4 – Commissioner Hartung



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 Board of Adjustment approve, with conditions, Administrative Permit Case Number WADMIN19-0004 for Matthew S. Wilder, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

(Motion with Findings on Page 9)

General Summary

The applicant seeks to construct a garage, mainly for storage, that is larger than the dwelling on the parcel. The Development Code requires that such a garage be reviewed for architectural compatibility with the surrounding area. This Administrative Permit is the method of review for the required architectural compatibility.

Staff Report Contents

General Summary 2

Administrative Permit Definition 3

Vicinity Map 3

Site Plan 4

Project Evaluation 6

Spanish Springs Citizen Advisory Board (SSCAB) 7

Reviewing Agencies 7

Recommendation 9

Motion 9

Appeal Process 9

Exhibits Contents

Conditions of Approval Exhibit A

Agency Comments Exhibit B

Public Notice Exhibit C

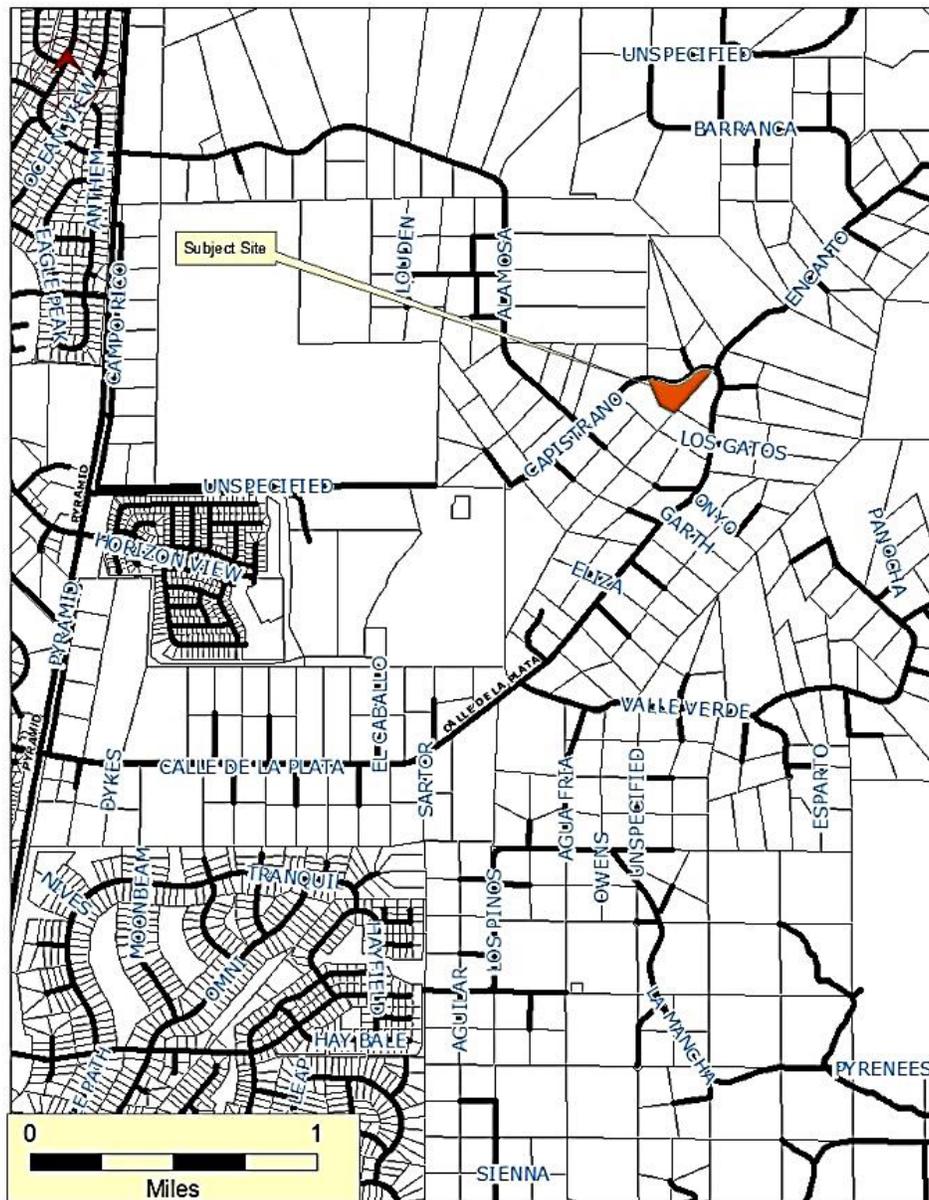
Project Application Exhibit D

Spanish Springs CAB Draft Minutes of April 3, 2019 Exhibit E

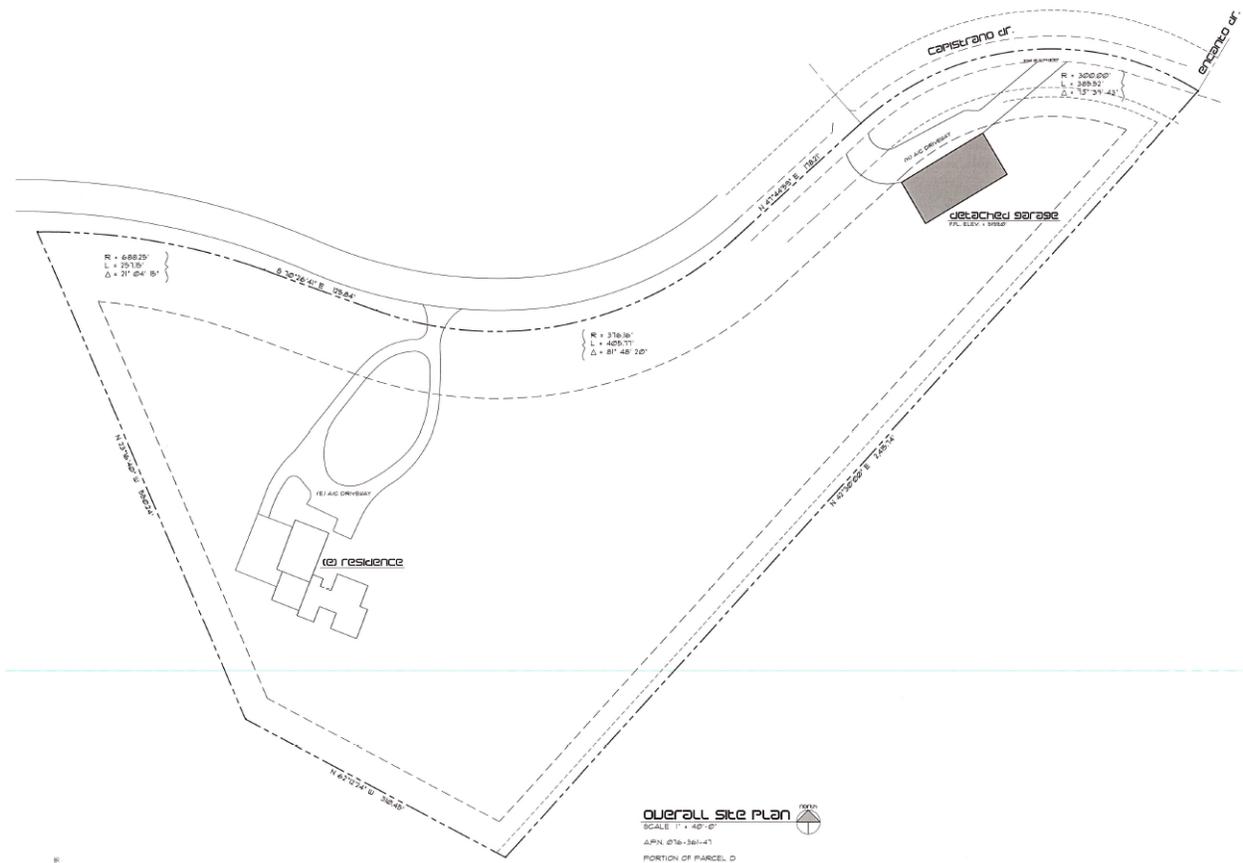
Administrative Permit Definition

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

The Conditions of Approval for Administrative Permit Case Number WADMIN19-0004 is attached to this staff report and will be included with the Action Order, if approved. The subject property is designated as General Rural (GR) in the Spanish Springs Plan Area. A detached accessory structure that is larger than the dwelling on the same parcel of land is permissible in the GR zone, subject to the approval of an Administrative Permit.



Vicinity Map



Site Plan



Existing Dwelling, looking south from Capistrano Drive



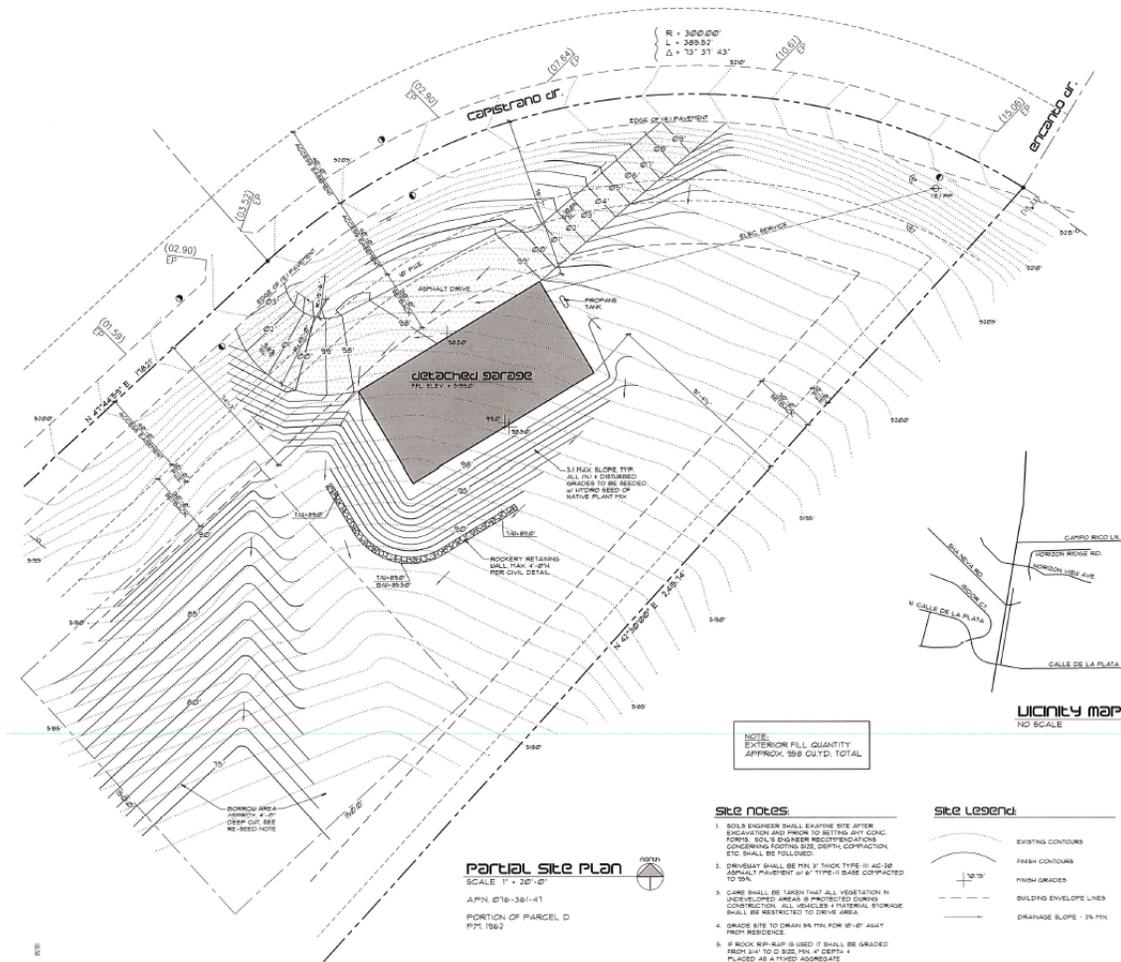
Approximate location of proposed garage, looking south from Capistrano Drive



Overhead Photo of Subject Site

Project Evaluation

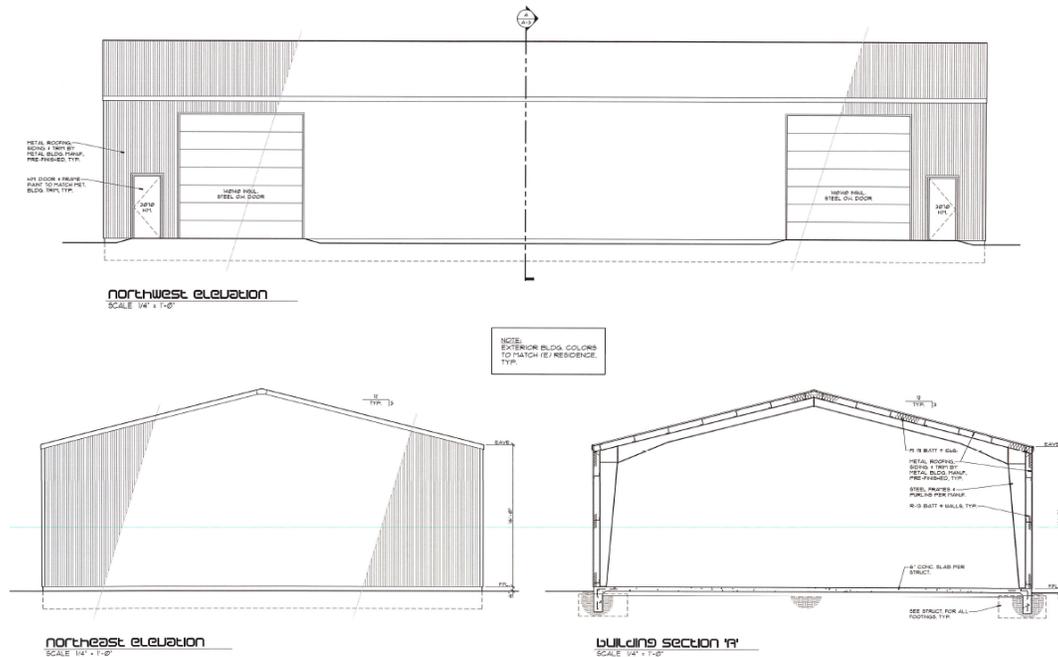
The applicant is requesting approval to construct a detached accessory structure that is larger than the dwelling on the same parcel of land, which is permissible in the GR zone, subject to the approval of an Administrative Permit. The subject site includes topographic constraints, including slopes of approximately 10 percent. Cut-and-fill of earthen material is required to facilitate development of a building pad for the structure. The area and volume of material does not exceed the thresholds for “Major Grading,” which would require the approval of a special use permit, however, substantial care must be taken to ensure that the grading is done in a manner that is consistent with the character of the surrounding area. The proposed grading plans follow:



A majority of both the area from which fill material is to be taken, and the area where the building is proposed to be located, is covered by vegetation and native trees. To ensure that the impacts associated with the proposed development are mitigated appropriately, conditions of approval have been included to require revegetation of all disturbed areas, including the installation of temporary irrigation, for a period of at least 3 years or until native vegetation is established at 50% of the density of the adjacent undisturbed land. Prior to approval of a building permit, the applicant will be required to provide a tree preservation plan, which must show the number of trees being removed. The applicant will be required to replace three trees for every two trees removed. The trees are required to be an evergreen, drought-tolerant species and to be provided with temporary irrigation for a period of at least 3 years.

The design of the proposed building is not particularly consistent with the existing dwelling, however, it is also located a significant distance from the dwelling. For this reason, conditions of

approval have been included to require that the proposed detached accessory structure be painted the same overall color, “dark red”, with some trim accents in the same color, “dark grey”, as is the main dwelling. Proposed building elevations follow:



With appropriate mitigation of the areas disturbed by grading and with colors that match the dwelling, staff is of the opinion that the Board can make the necessary findings for approval of the Administrative Permit.

Spanish Springs Citizen Advisory Board (SS CAB)

This application was considered by the Spanish Springs CAB on April 3, 2019. The CAB took action to recommend approval of the Administrative Permit. A copy of the memorandum from that meeting is attached as Exhibit E, to this report.

Reviewing Agencies

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

- Washoe County Community Services Department
 - Engineering and Capital Projects Division
 - Parks and Open Spaces
 - Planning and Building Division
- Washoe County Sheriff
- Washoe County Health District
 - Vector-Borne Diseases Program
 - Environmental Health Services Division
 - Air Quality Management Division
- Washoe County Regional Animal Services
- Truckee Meadows Fire Protection District
- Regional Transportation Commission
- Washoe – Storey Conservation District

Two out of the eleven 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 Building Division addressed the colors of the structure and mitigation for the grading proposed.

Contact – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

Washoe County Engineering addressed the requirement to obtain building and grading permits.

Contact – Leo Vesely, 775.328.6100, lvesely@washoecounty.us

Truckee Meadows Fire Protection District (TMFPD) addressed several requirements of the Fire Code and the Wildland – Urban Interface Code.

Contact – Don Coon, 775.326.6077, Dcoon@tmfpd.us

Staff Comment on Required Findings

WCC 110.808.25 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 Spanish Springs Area Plan.

Staff Comment: There are no elements of the Master Plan or Spanish Springs Area Plan that prohibit a detached accessory structure that is larger than the dwelling on the same parcel of land.

2. Improvements. That adequate utilities, roadway improvements, sanitation, water supply, drainage, and other necessary facilities have been provided, the proposed improvements are properly related to existing and proposed roadways, and an adequate public facilities determination has been made in accordance with Division Seven.

Staff Comment: The proposed detached accessory structure that is larger than the dwelling on the same parcel of land will be served by existing roadways and utilities.

3. Site Suitability. That the site is physically suitable for a detached accessory structure that is larger than the dwelling on the same parcel of land, and for the intensity of such a development.

Staff Comment: With conditions of approval to ensure restoration of trees and native vegetation, the site is physically suitable for a detached accessory structure that is larger than the dwelling on the same parcel of land, 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.

Staff Comment: With conditions of approval to ensure restoration of trees and native vegetation, 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.

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

Staff Comment: There is no military installation within the required noticing area for this request. This finding is not applicable.

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 WADMIN19-0004 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 WADMIN18-0004 for Matthew Wilder, having made the 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 Spanish 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 structure that is larger than the dwelling on the same parcel of land, and for the intensity of such a development; and
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.

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 original 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 original applicant.

Applicant/Property Owner: Matthew S. Wilder
615 Capistrano Drive
Sparks, NV 89441

Representatives: Al Salzano
5935 Grass Valley Road
Reno, NV 89510

Stryker Construction

Attn: Wayne Dolan
94 Glen Carran Circle
Sparks, NV 89431



Conditions of Approval

Administrative Permit Case Number WADMIN19-0004

The project approved under Administrative Permit Case Number WADMIN19-0004 shall be carried out in accordance with the Conditions of Approval granted by the Board of Adjustment on May 2, 2019. 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 or to abide by all other generally applicable Codes, and neither these conditions nor the approval by the County of this project/use override or negate any other applicable restrictions on uses or development on the property.

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 Planning and Building Division.

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.

Operational Conditions are subject to review by the Planning and Building Division prior to the renewal of a business license each year. Failure to adhere to the Operational Conditions may result in the Planning and Building Division recommending that the business license not be renewed until conditions are complied with to the satisfaction of Washoe County.

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 Health District must be appealed to the District Board of Health.**
- **The RENO-TAHOE AIRPORT AUTHORITY is directed and governed by its own Board. Therefore, any conditions set by the Reno-Tahoe Airport Authority must be appealed to their Board of Trustees.**
- **The REGIONAL TRANSPORTATION COMMISSION (RTC) is directed and governed by its own Board. Conditions recommended by the RTC may be required, at the discretion of Washoe County.**

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 requirements of the Planning and Building Division, which shall be responsible for determining compliance with these conditions.

Contact: Roger Pelham, Senior Planner, 775.328.3622, rpelham@washoecounty.us

- a. 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.
- b. The applicant shall demonstrate substantial conformance to the plans approved as part of this administrative permit. Planning and Building shall determine compliance with this condition.
- c. The applicant shall submit complete construction plans and building permits shall be issued within two (2) years from the date of approval by Washoe County. The applicant shall complete construction within the time specified by the building permits. Compliance with this condition shall be determined by Planning and Building.
- d. A note shall be placed on all construction drawings and grading plans stating:

NOTE

Should any cairn or grave of a Native American be discovered during site development, work shall temporarily be halted at the specific site and the Sheriff's Office as well as the State Historic Preservation Office of the Department of Conservation and Natural Resources shall be immediately notified per NRS 383.170.

- e. The proposed detached accessory structure shall be painted the same overall color, "dark red" with some trim accents in the same color, "dark grey" as is the main dwelling. Construction plans shall include all necessary details to ensure compliance with this condition.
- f. Prior to any ground disturbing activity, the applicant shall install temporary construction fencing at the limits of grading and shall ensure that no disturbance of the natural state of the landform occurs outside of those limits. Construction plans shall include all necessary details to ensure compliance with this condition.

- g. Prior to any ground disturbing activity, the applicant shall submit a tree preservation plan. That plan must show the number of trees being removed. The applicant shall replace three trees for every two trees removed. Trees shall be planted in the vicinity of the proposed detached accessory structure. The trees are required to be a drought-tolerant, evergreen species and shall be provided with temporary irrigation for a period of at least 3 years. One-half of the required trees shall be at least 3 feet in height at the time of planting. One-half of the required trees shall be at least 4 feet in height at the time of planting.
- h. Revegetation of all disturbed areas, using a seed mix of native plants and grasses is required. The applicant shall install temporary irrigation, to all disturbed areas for a period of at least 3 years or longer, if necessary, until native vegetation is established at 50% of the density of the adjacent, undisturbed land. Construction plans shall include all necessary details to ensure compliance with this condition.
- i. The following **Operational Conditions** shall be required for the life of the project:
 - i. This administrative 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 null and void.
 - 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 administrative permit shall remain in effect as long as the business is in operation and maintains a valid business license.

Washoe County Engineering and Capital Projects

- 2. The following conditions are requirements of the Engineering Division, which shall be responsible for determining compliance with these conditions.

Contact: Leo Vesely, 775.328.3600, lvesely@washoecounty.us

- a. The applicant/developer shall obtain from CSD – Planning and Building, a building/grading permit for construction of this project.
- b. A complete set of construction improvement drawings, including an on-site grading /site plan, shall be submitted when applying for a building/grading permit. Grading shall comply with Best Management Practices (BMP's) and shall include detailed plans for grading, site drainage, erosion control (including BMP locations and installation details), and slope stabilization. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed onto adjacent property.

Truckee Meadows Fire Protection District (TMFPD)

- 3. The following conditions are requirements of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions. Unless otherwise stated, these conditions shall be met prior to the issuance of any building or grading permit or on an ongoing basis as determined by TMFPD.

Contact: Don Coon, 775.326.6077, dcoon@tmfpd.us

- a. Fire protection of the new structures shall be as required by the current adopted International Fire Code, (*IFC*) International Wildland Urban Interface Code (*IWUIC*) 2012 *Ed*, with amendments and the requirements of the NFPA standard(s).
(<https://codes.iccsafe.org/content/IWUIC2012>
<https://codes.iccsafe.org/content/IFC2012>)
- b. The Fire Hazard designation for your project is available on the provided Washoe Regional Mapping System link. (<https://gis.washoecounty.us/wrms/firehazard>) After you have found your property using the address search feature, the color of the background area will indicate your wildland fire risk.
- c. When you have determined your Fire Risk Rating use the link provided, to determine the *IWUIC* construction and defensible space requirements.
(https://www.washoecounty.us/building/Files/Files/2012%20WUI%20CODE%20GUIDE_rev%2011-25-13.pdf)
- d. Provide a Vegetation Installation, Management and Defensible Space Plan as required for the project in accordance with the requirements of the *IWUIC*.
- e. All projects equal to or greater than 5000 sf. would require a fire sprinkler system per the amendments to the IFC Table 903.2.1

*** End of Conditions ***



WASHOE COUNTY
COMMUNITY SERVICES DEPARTMENT
Engineering and Capital Projects

1001 EAST 9TH STREET
RENO, NEVADA 89512
PHONE (775) 328-3600
FAX (775) 328.3699

INTEROFFICE MEMORANDUM

DATE: March 27, 2019

TO: Roger Pelham, Senior Planner, Planning and Building Division

FROM: Leo R. Vesely, P.E., Engineering and Capital Projects Division

SUBJECT: **WADMIN19-0004**
APN 076-361-47
WILDER DETACHED ACCESSORY STRUCTURE

Washoe County Engineering and Capital Projects staff has reviewed the referenced detached accessory dwelling case and has the following conditions with respect to Drainage (County Code 110.420), Grading (County Code 110.438), Traffic and Roadway (County Code 110.436) or Utilities (County Code 110.422 & Sewer Ordinance).

1. A complete set of construction improvement drawings, including an on-site grading plan, shall be submitted when applying for a building/grading permit. Grading shall comply with Article 438 Grading and best management practices (BMP's) and shall include proposed grading and site drainage. Placement or removal of any excavated materials shall be indicated on the grading plan. Silts shall be controlled on-site and not allowed to exit the property.

LRV/lrv

From: [Dayton, Brittany](#)
To: [Pelham, Roger](#)
Cc: [Lawson, Jacqueline](#)
Subject: March Agency Review Memo IV
Date: Monday, March 25, 2019 9:24:00 AM

Good morning Roger,

The EMS Program does not currently have any comments regarding the Administrative Permit Case Number WADMIN19-0004 (Wilder Detached Accessory Structure) included in the March Application Review Memo IV. Please contact me if you have any questions.

Thank you,
Brittany

Brittany Dayton, MPA

EMS Coordinator | Division of Epidemiology & Public Health Preparedness | [Washoe County Health District](#)
bdayton@washoecounty.us | O: (775) 326-6043 | C: (775) 544-4847 | F: (775) 325-8131 | 1001 E. Ninth St., Bldg. B,
Reno, NV 89512



From: [Wines-Jennings, Tammy L](#)
To: [Fagan, Donna](#); [Pelham, Roger](#)
Cc: [Schull, Shyanne](#)
Subject: RE: March Agency Review Memo IV
Date: Wednesday, March 27, 2019 1:45:35 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

From WCRAS perspective, we do not see any concerns.

Thanks,
Tammy Jennings

From: Wolf, Mike
Sent: Tuesday, March 26, 2019 9:02 AM
To: Fagan, Donna
Subject: RE: March Agency Review Memo IV

AQMD has no input for construction that will disturb less than an acre.

Michael Wolf, CEM

Permitting and Enforcement Branch Chief | Air Quality Management Division | Washoe County Health District
mwolf@washoecounty.us | O: (775) 784-7206 | 1001 E. Ninth St., Bldg. B, Reno, NV 89512

OurCleanAir.com



From: [Gil, Donald](#)
To: [Pelham, Roger](#)
Subject: FW: March Agency Review Memo IV
Date: Tuesday, April 02, 2019 9:49:49 AM
Attachments: [March Agency Review Memo IV.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
Importance: High

Roger,

I have reviewed #2 involving the detached garage. The Washoe County Sheriff's Office Patrol Division has no issues or concerns with this project.

Thank you,

Don

Don Gil

Captain – Patrol Division

911 Parr Blvd. Reno, NV 89512

Desk: 775-328-3354

Email: dgil@washoecounty.us

Web: www.WashoeSheriff.com



WASHOE COUNTY
COMMUNITY SERVICES
INTEGRITY COMMUNICATION SERVICE

P.O. Box 11130
Reno, Nevada 89520-0027
Phone: (775) 328-3600
Fax: (775) 328-3699

March 25, 2019

TO: Roger Pelham, Senior Planner, CSD, Planning & Development Division

FROM: Vahid Behmaram, Water Management Planner Coordinator, CSD

SUBJECT: Administrative Permit Case Number WADMIN19-0004 (Wilder Detached Accessory Structure)

Project description:

The applicant is proposing to approve an Administrative Permit to allow the construction of a detached accessory structure (garage) that is larger than the dwelling on the same parcel of land. The existing dwelling is approximately 3,107 square-feet in size, the detached accessory structure (garage) is proposed to be approximately 5,000 square-feet in size. Project located at 615 Capistrano Drive, immediately southwest of its intersection with Encanto Drive, Assessor's Parcel Number: 076-361-47.

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

No conditions of approval.



MEMORANDUM

DEPARTMENT OF REGIONAL PARKS AND OPEN SPACE

PLANNING DIVISION



TO: Roger Pelham, Senior Planner

FROM: Sophia Kirschenman, Park Planner

DATE: April 3, 2019

SUBJECT: Administrative Permit Case Number WADMIN19-0004 (Wilder Detached Accessory Structure)

The Washoe County Department of Regional Parks and Open Space has reviewed and prepared the following comments related to Administrative Permit Case Number WADMIN19-0004.

General Comments:

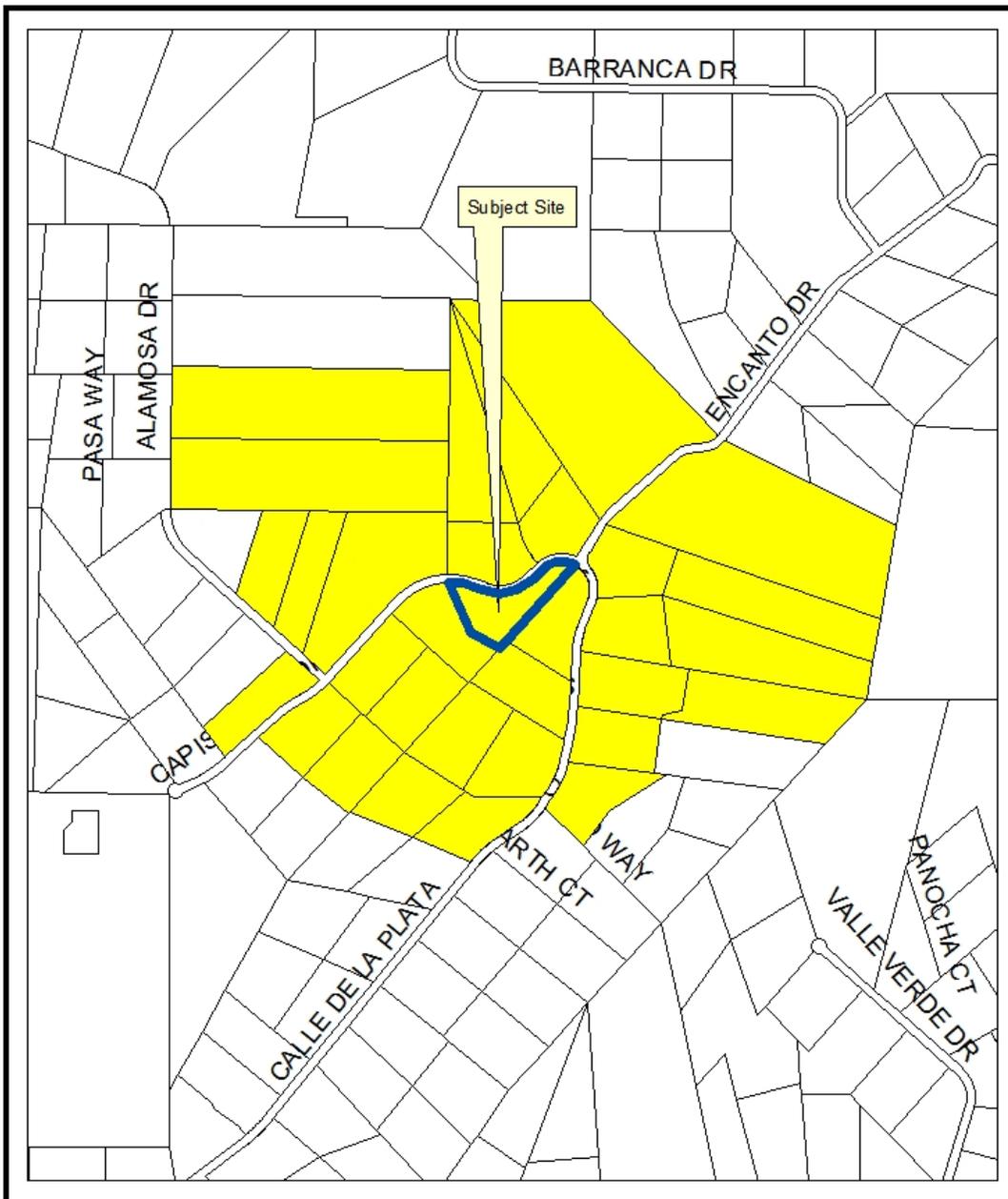
The property (APN 076-361-47) on which the detached accessory structure is proposed to be located is in Washoe County Park District 2C and is part of the Spanish Springs Planning Area identified in the draft Parks Master Plan (PAP). Additionally, development in this area must conform to the policies included in Washoe County's Spanish Springs Area Plan (SSAP). The draft PAP, the SSAP, and the Park District 2C Master Plan identify preferred locations for future trails, trail connections, and other recreational amenities. The draft PAP does suggest that a new regional park is desirable in this area. However, due to utility and site constraints, any potential regional park will likely be sited further to the west. No other future recreational opportunities are currently identified. Furthermore, the proposed development would have no foreseeable impacts on existing recreation or public access. Thus, *the Regional Parks and Open Space Department recommends approval of Administrative Permit WADMIN19-0004.*

Truckee Meadows Fire Protection District (TMFPD)

1. The following conditions are requirements of the Truckee Meadows Fire Protection District, which shall be responsible for determining compliance with these conditions. Unless otherwise stated, these conditions shall be met prior to the issuance of any building or grading permit or on an ongoing basis as determined by TMFPD.

Contact Name – Don Coon, 775.326.6077, Dcoon@tmfpd.us

- a. Fire protection of the new structures shall be as required by the current adopted International Fire Code, (*IFC*) International Wildland Urban Interface Code (*IWUIC*) 2012 *Ed*, with amendments and the requirements of the NFPA standard(s). (<https://codes.iccsafe.org/content/IWUIC2012> <https://codes.iccsafe.org/content/IFC2012>)
- b. The Fire Hazard designation for your project is available on the provided Washoe Regional Mapping System link. (<https://gis.washoecounty.us/wrms/firehazard>) After you have found your property using the address search feature, the color of the background area will indicate your wildland fire risk.
- c. When you have determined your Fire Risk Rating use the link provided, to determine the *IWUIC* construction and defensible space requirements. (https://www.washoecounty.us/building/Files/Files/2012%20WUI%20CODE%20GUIDE_rev%2011-25-13.pdf)
- d. Provide a Vegetation Installation, Management and Defensible Space Plan as required for the project in accordance with the requirements of the *IWUIC*.
- e. All projects equal to or greater than 5000 sf. would require a fire sprinkler system per the amendments to the IFC Table 903.2.1



Mailing Label Map

Administrative Permit Case Number WADMIN19-0004
Wilder Detached Accessory Structure

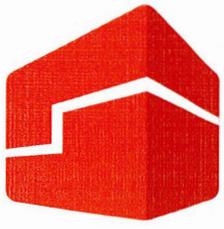
32 Parcels selected at 1500 feet.

Source: Planning and Development Division



Community Services
 Department
 Planning and
 Development Division
**WASHOE COUNTY
 NEVADA**
Post Office Box 11120
 Reno, Nevada 89502
 (775) 325-2600

Date: March 2019



STRYKER
C O N S T R U C T I O N

84 Glen Carran Circle • Sparks, NV 89431

EXHIBIT D
WADMIN19-0004

ADMINISTRATIVE PERMIT APPLICATION

615 Capistrano Dr
Sparks, NV 89441

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		Staff Assigned Case No.: _____	
Project Name: 615 Capistrano Drive			
Project Description: Detached Garage			
Project Address: 615 Capistrano Dr Sparks, NV 89441			
Project Area (acres or square feet): 5,000 Sq. Ft.			
Project Location (with point of reference to major cross streets AND area locator): 615 Capistrano Dr, cross street Calle De La Plata North Spanish Springs			
Assessor's Parcel No.(s):	Parcel Acreage:	Assessor's Parcel No.(s):	Parcel Acreage:
076-361-47	8.59		
Indicate any previous Washoe County approvals associated with this application: Case No.(s).			
Applicant Information (attach additional sheets if necessary)			
Property Owner:		Professional Consultant:	
Name: Matthew S. Wilder		Name: Al Salzano	
Address: 615 Capistrano Dr Sparks, NV		Address: 5935 Grass Valley Rd. Reno, NV	
Zip: 89441		Zip: 89510	
Phone:	Fax:	Phone:	Fax:
Email:		Email: ajsalzano@aol.com	
Cell: 775-225-1159 Other:		Cell: 775-233-1984 Other:	
Contact Person: Matthew Wilder		Contact Person: Al Salzano	
Applicant/Developer:		Other Persons to be Contacted:	
Name:		Name: STRYKER Construction	
Address:		Address: 84 Glen Carran Circle Sparks, NV	
Zip:		Zip: 89431	
Phone:	Fax:	Phone: 775-359-1631	Fax:
Email:		Email: wdolan@stryker-construction.com	
Cell: Other:		Cell: 776-722-1333 Other:	
Contact Person:		Contact Person: Wayne Dolan	
For Office Use Only			
Date Received:	Initial:	Planning Area:	
County Commission District:		Master Plan Designation(s):	
CAB(s):		Regulatory Zoning(s):	

**Administrative Permit Application
Supplemental Information**
(All required information may be separately attached)

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

Detached Garage

2. What section of the Washoe County code requires the Administrative permit required?

110.306.25

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

None

4. 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?

5,000 Sq. Ft. Garage & Driveway - 3 months

5. Is there a phasing schedule for the construction and completion of the project?

No

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

8.5 Acre Open Parcel With One House

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

Inside Storage Rather Than Outside

8. What will you do to minimize the anticipated negative impacts or effect your project will have on adjacent properties?

No Negative Impacts

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

None

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

None

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

Native Trees & Grasses

12. 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.)

No Signage, Wall Mounted Lights At Doors

13. 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

14. Utilities:

a. Sewer Service	No
b. Water Service	No

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:

c. Permit #		acre-feet per year	
d. Certificate #		acre-feet per year	
e. Surface Claim #		acre-feet per year	
f. 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):

Property Owner Affidavit

Applicant Name: Matt Wilder

The receipt of this application at the time of submittal does not guarantee the application complies with all requirements of the Washoe County Development Code, the Washoe County Master Plan or the applicable area plan, the applicable regulatory zoning, or that the application is deemed complete and will be processed.

STATE OF NEVADA)
COUNTY OF WASHOE)

I, Matt Wilder
(please print name)

being duly sworn, depose and say that I am the owner* of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

(A separate Affidavit must be provided by each property owner named in the title report.)

Assessor Parcel Number(s): 076-361-47

Printed Name Matt Wilder

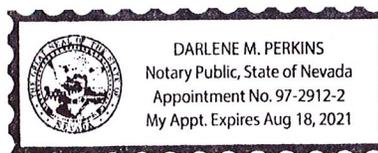
Signed [Signature]

Address 615 Capistrano Dr.
SPARKS, NV 89441

Subscribed and sworn to before me this 6th day of March, 2019.

(Notary Stamp)

Darlene Perkins
Notary Public in and for said county and state
My commission expires: Aug. 18, 2021



*Owner refers to the following: (Please mark appropriate box.)

- Owner
- Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- Power of Attorney (Provide copy of Power of Attorney.)
- Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- Property Agent (Provide copy of record document indicating authority to sign.)
- Letter from Government Agency with Stewardship

GENERAL NOTES:

1. ALL CONSTRUCTION SHALL MEET THE CURRENT REQUIREMENTS OF THE IRC, WASHOE COUNTY ORDINANCES AND ANY APPLICABLE DEFERRED APPLICABLE CCAR'S WITHIN THIS DEVELOPMENT.
2. FIELD VERIFY EXISTING SITE GRADES AND CONDITIONS.
3. FIELD VERIFY ALL UTILITY LOCATIONS. CONNECTIONS SHALL BE MADE IN ACCORDANCE WITH ALL APPLICABLE CODES & REQUIREMENTS.
4. ALL PREFABRICATED PRODUCTS SHALL BE INSTALLED PER MANUF. SPECIFICATIONS. SEE "HERITAGE BUILDING SYSTEMS" DRAWINGS & ENGINEERING FOR PRE-FABRICATED METAL BUILDING.



- 3-14-19**
- REVISE
- 1
 - 2
 - 3
 - 4

DETACHED GARAGE
 MATCHEW WILDER
 675 CAPISTRANO DRIVE
 WASHOE COUNTY, NEVADA

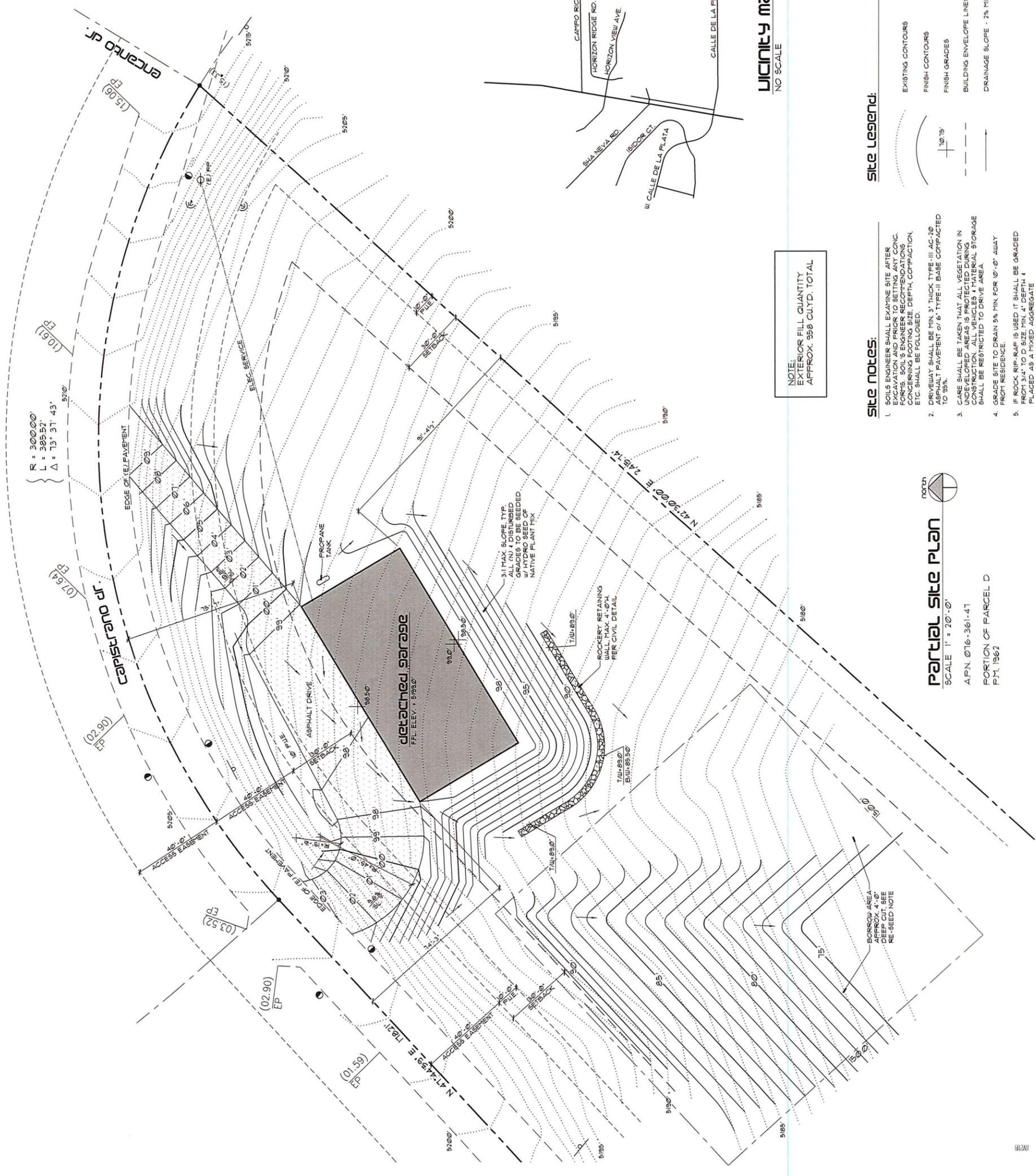
FOR:

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DATE: 03/14/19

PARTIAL SITE PLAN, DRAWING INDEX

JOB NO. 1908



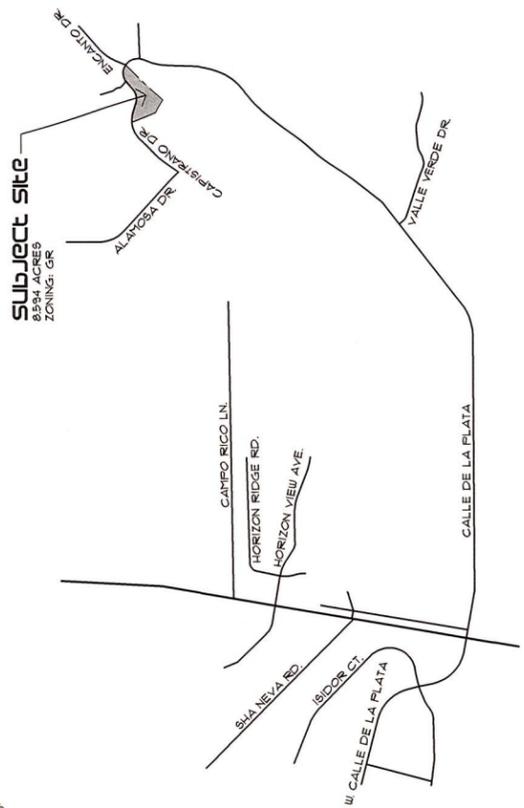
NOTE:
 EXTERIOR FILL QUANTITY APPROX. 358 CU.YD. TOTAL

SITE NOTES:

1. SOILS ENGINEER SHALL EXAMINE SITE AFTER EXCAVATION AND PRIOR TO SETTING ANY CONC. FORMS. SOIL'S ENGINEER RECOMMENDATIONS CONCERNING FOOTING SIZE, DEPTH, COMPACTON, ETC. SHALL BE FOLLOWED.
2. DRIVEWAY SHALL BE MIN. 3" THICK TYPE III AC 10 ASPHALT PAVEMENT ON 6" TYPE II BASE COMPACTED TO 95%.
3. CARE SHALL BE TAKEN THAT ALL VEGETATION IN UNDEVELOPED AREAS IS PROTECTED DURING CONSTRUCTION. ALL VEHICLES & MATERIAL STORAGE SHALL BE RESTRICTED TO DRIVE AREA.
4. GRADE SITE TO DRAIN 5% MIN. FOR 10'-0" AWAY FROM RESIDENCE.
5. IF ROCK RIP-RAP IS USED IT SHALL BE GRADED FROM 3/4" TO 2" SIZE MIN. 4" DEPTH & PLACED AS A MIXED AGGREGATE

PARTIAL SITE PLAN
 SCALE 1" = 20'-0"

APN. 0716-361-41
 PORTION OF PARCEL D
 P.M. 1962



vicinity map
 NO SCALE

SITE LEGEND:

- EXISTING CONTOURS
- FINISH CONTOURS
- FINISH GRADES
- BUILDING ENVELOPE LINES
- DRAINAGE SLOPE - 2% MIN.

drawing index	
A-1	PARTIAL SITE PLAN, DRAWING INDEX
A-11	OVERALL SITE PLAN
CD-1	CIVIL GRADING DETAILS
A-2	FLOOR PLAN
A-3	EXTERIOR ELEV. & BLDG. SECTION
A-4	EXTERIOR ELEVATIONS
S-1	FOUNDATION PLAN
S-D1	STRUCTURAL NOTES & DETAILS



2-8-19

REVISE

- 1
- 2
- 3
- 4

DETACHED GARAGE
 MATCHEW WILDER
 675 CAPSTRAND DRIVE
 WASHOE COUNTY, NEVADA

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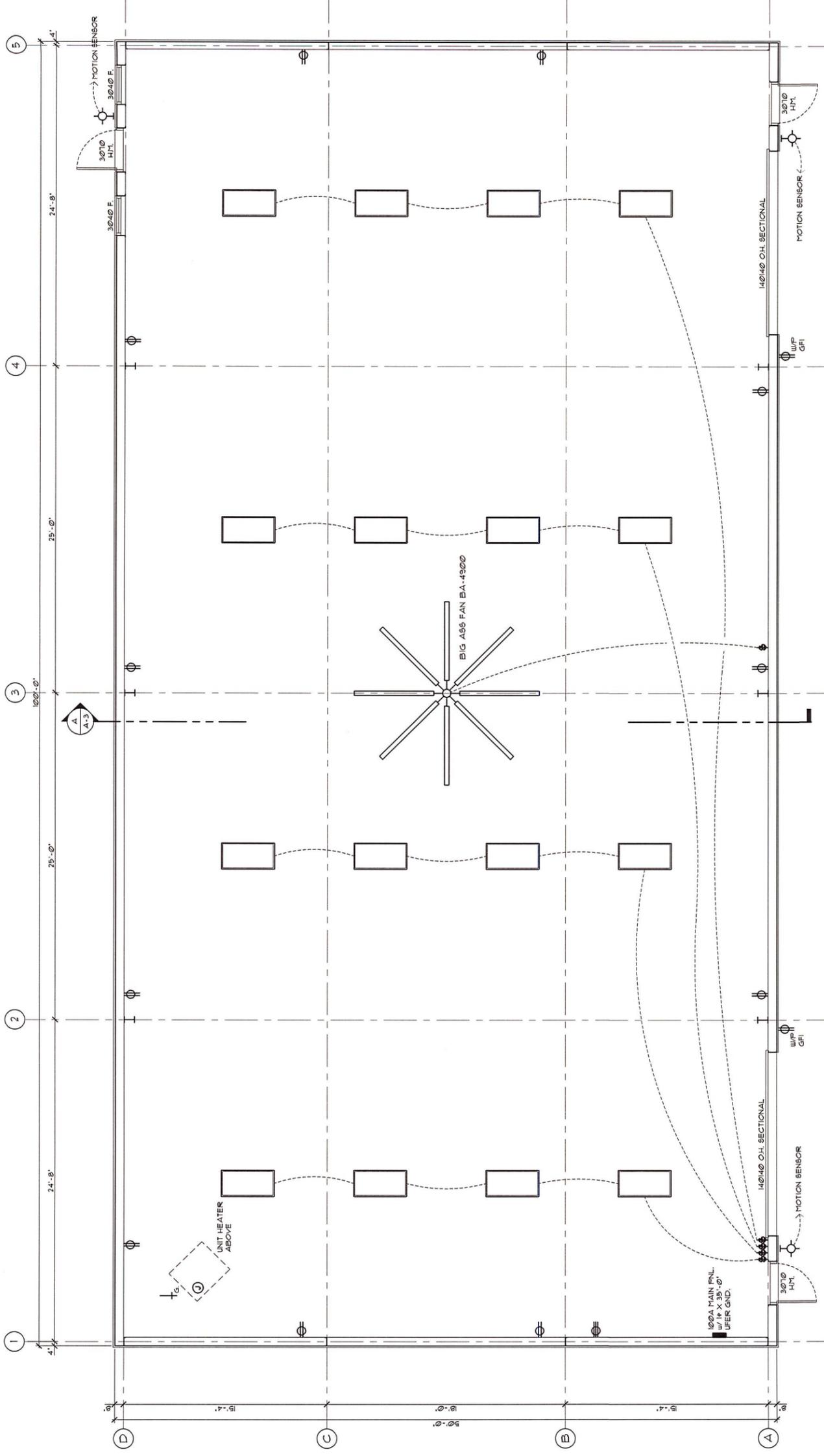
DRAWING CODE:

FLOOR PLAN

JOB NO.

1908

A-2



FLOOR PLAN
 SCALE 1/4" = 1'-0"

NEW METAL BLDG. APPROX. 5,000 SQFT.

MECH/ELEC. LEGEND:

- 110 V. DUPLEX OUTLET - ALL GFI
 - 110 V. 'J' BOX
 - 220 V. OUTLET
 - SWITCH
 - LED LIGHT FIXTURE
 - CUT-OFF TYPE WALL PACK w/ MOTION SENSOR
 - GAS STUB
- NOTES:**
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE NEC & I.R.C. AS AMENDED BY THE LOCAL GOVERNING AUTHORITY.
 2. ALL SWITCHES SHALL BE LOCATED CLEAR OF DOOR SWINGS.
 3. ALL EXTERIOR OUTLETS & FIXTURES SHALL BE WATERPROOF.
 4. ALL GARAGE OUTLETS SHALL BE GFI & NFD. @ 18" AFF. MIN.

FLOOR PLAN NOTES:

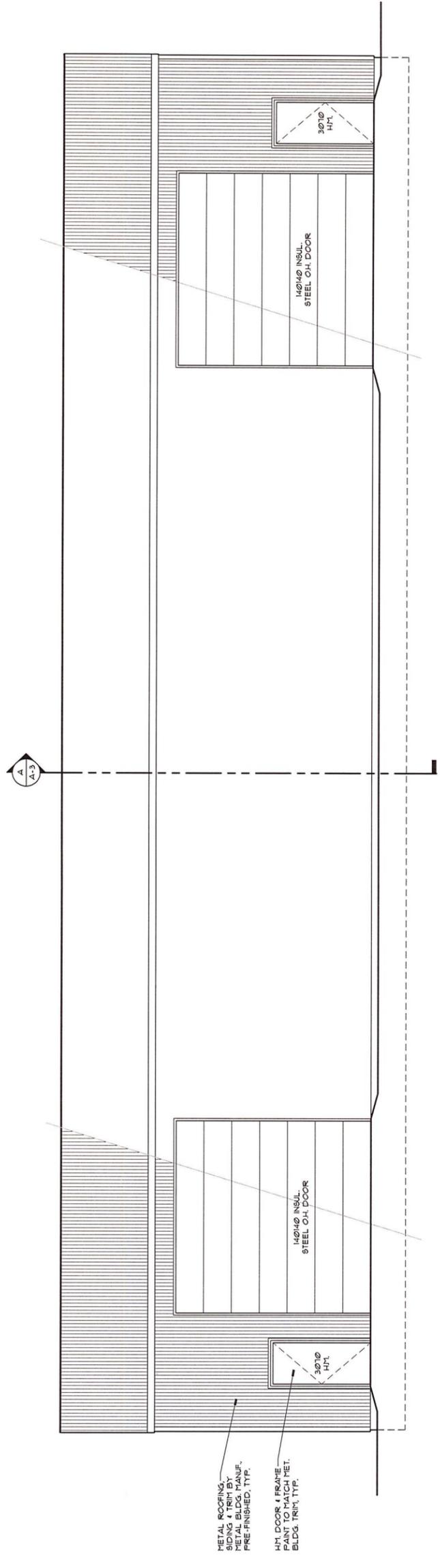
1. STRUCTURE IS A PRE-ENGINEERED METAL BUILDING. SEE SEPARATE METAL BUILDING DRAWINGS & ENGINEERING FOR SHELL STRUCTURE. SEE THESE DRAWINGS FOR SITE IMPROVEMENTS & FOUNDATION.
2. ALL PREFABRICATED PRODUCTS SHALL BE INSTALLED PER PRODUCT MANUF. SPECIFICATIONS.



3-14-19

REVISE

1	
2	
3	
4	



northwest elevation
 SCALE 1/4" = 1'-0"

NOTE:
 EXTERIOR BLDG. COLORS
 TO MATCH (E) RESIDENCE,
 TYP.

DETACHED GARAGE
 MATHEW WILDER
 675 CAPSTRAND DRIVE
 WASHOE COUNTY, NEVADA

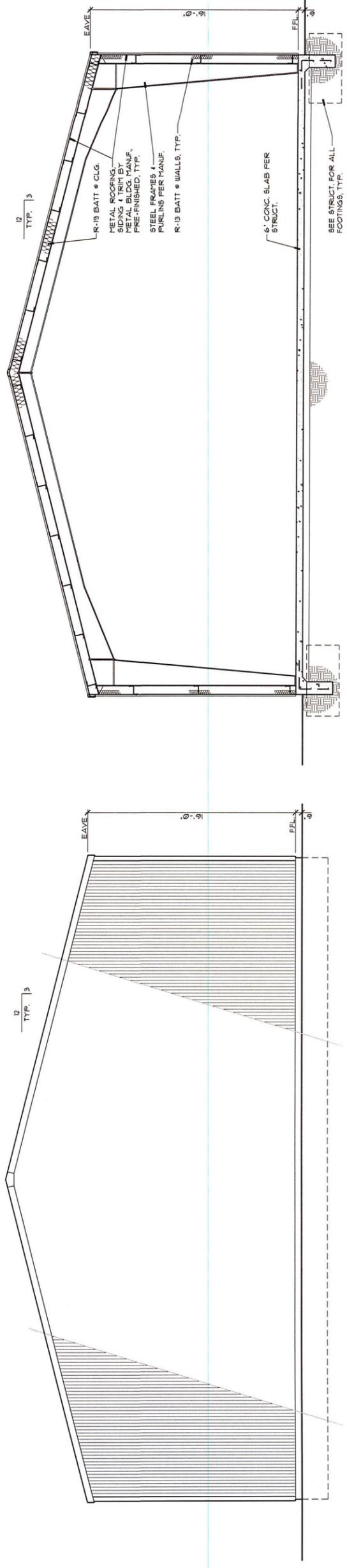
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 DRAWINGS IS PROHIBITED.

DATE: 02/19/2019

EXTERIOR
 ELEVATIONS
 & BLDG. SECTION

DATE: 02/19/2019



building section 'A'
 SCALE 1/4" = 1'-0"

northeast elevation
 SCALE 1/4" = 1'-0"



3-14-19

PROJECT

- 1
- 2
- 3
- 4

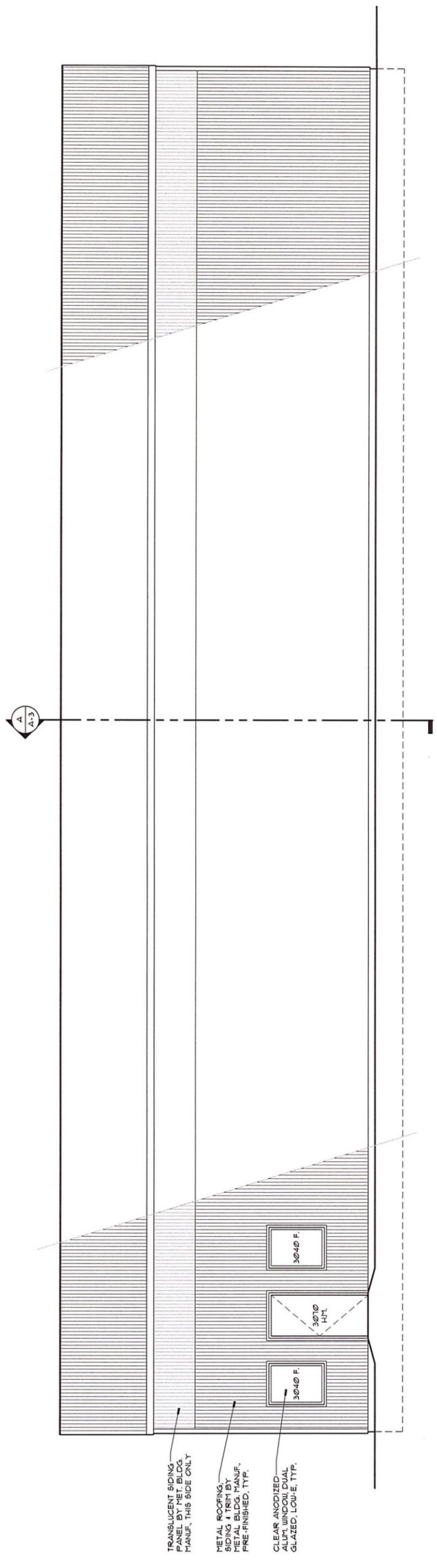
DETACHED GARAGE
 MATCHEW WILDER
 675 CAPSTRAND DRIVE
 WASHOE COUNTY, NEVADA
 PO:

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 DISTRIBUTION OF DRAWINGS IS PROHIBITED.

DATE: 02/18/19
**EXTERIOR
 ELEVATIONS**

DATE: 1/30/19

A-4



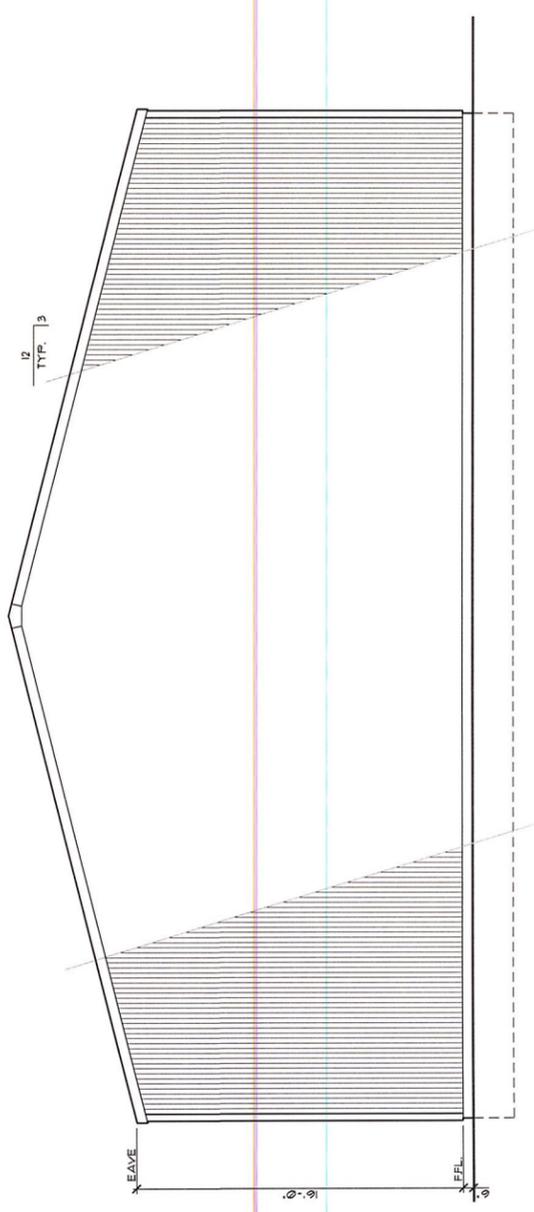
TRANSLUCENT SIDING
 METAL BLDG. MANUF.
 THIS SIDE ONLY

METAL ROOFING
 SIDING & TRIM BY
 METAL BLDG. MANUF.
 PRE-FINISHED, TYP.

CLEAR ANCHORED
 ALUM. WINDOW DUAL
 GLAZED, LOW-E, TYP.

Southeast elevation
 SCALE 1/4" = 1'-0"

NOTE:
 EXTERIOR BLDG. COLORS
 TO MATCH (E) RESIDENCE,
 TYP.



Southwest elevation
 SCALE 1/4" = 1'-0"



NOTICE OF TAXES WASHOE COUNTY, NEVADA

TAMMI DAVIS TREASURER
tax@washoecounty.us
Annual - Real

2018165206
www.washoecounty.us/treas
PHONE 775-328-2510
FAX 775-328-2500
03/04/2019 2:47 pm

OFFICE LOCATION:
1001 E NINTH ST-BLDG D RM140
RENO, NV

TAX YEAR	PIN	NAME	PROPERTY LOCATION AND DESCRIPTION
2018	07636147	WILDER, MATTHEW S	615 CAPISTRANO DR BLOCK RANGE 21 SECTION 18 LOT FR D SUBDIVISIONNAME_UNSPECIFIED TOWNSHIP 21
AREA	TAX RATE		
4000	3.2402000000		
ASSESSED VALUATION			EXEMPTION VALUES
LAND		26,250	EXEMPTION 0.00
IMPROVEMENT		108,531	
TOTAL ASSESSED VALUE			134,781

2018 ACCOUNT SUMMARY

GROSS AD VALOREM TAX	4,367.18
ABATEMENT AMOUNT	-506.43
<small>*ABATEMENT APPLIED LIMITS INCREASE TO 3.0%*</small>	
RECAPTURE TAX	0.00
NET AD VALOREM TAX	3,860.75
EXEMPTION AMOUNT	0.00
SPECIAL ASSESSMENTS	0.15
PENALTIES	0.00
FEES	0.00
INTEREST	0.00
TOTAL AMOUNT BILLED	3,860.90
LESS PAYMENTS APPLIED	3,860.90
BALANCE REMAINING	0.00
PRIOR YEAR DELINQUENCIES	0.00
TOTAL BALANCE OWING	\$0.00
<small>Amount good through 03/04/2019</small>	

2018 BILLING DETAIL

TAXING AGENCY	RATE	AMOUNT	SPEC. ASSESSMENTS	RATE	AMOUNT
STATE OF NEVADA	0.170000000	203.93	SPANISH SPRINGS WATER BASIN		0.15
TRUCKEE MEADOWS FIRE	0.540000000	621.65			
SCHOOL DEBT	0.388500000	466.03			
SCHOOL GENERAL	0.750000000	899.68			
COUNTY GENERAL	1.340700000	1,608.29			
COUNTY DEBT	0.021000000	25.19			
ANIMAL SHELTER	0.030000000	35.98			

IF PROPERTY IS PROTECTED BY BANKRUPTCY, THIS IS FOR YOUR INFORMATION. DO NOT CONSIDER THIS AS AN ATTEMPT TO COLLECT.

PAYMENTS RECEIVED WILL BE APPLIED TO THE OLDEST CHARGES FIRST.
TO AVOID LATE CHARGES, PAYMENTS MUST BE POSTMARKED BY THE DUE DATE.
ALL DELINQUENT AMOUNTS ARE DUE IMMEDIATELY.

PLEASE INCLUDE APPROPRIATE STUBS
WITH PAYMENT TO ASSURE PROPER
CREDIT.

07636147
MATTHEW S WILDER
615 CAPISTRANO DR
SPARKS NV 89441

MAKE REMITTANCES PAYABLE TO:
WASHOE COUNTY TREASURER
P O BOX 30039
RENO NV 89520-3039

SEE REVERSE FOR INFORMATION.

**WADMIN19-0004
EXHIBIT D**



Spanish Springs Citizen Advisory Board

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 regular meeting of the Spanish Springs Citizen Advisory Board held April 3, 2019, 6:00 p.m. at the Spanish Springs Library at (7100A Pyramid Lake Highway).

1. *CALL TO ORDER/ DETERMINATION OF QUORUM – The meeting was called to order at 6:00 PM.

MEMBERS PRESENT: Abram Woodward, Donald Christensen, Stan Smith (alternate filling in for Joseph Healy).

MEMBERS ABSENT: James Scivally (not excused), Ken Theiss (excused), Matt Lee (excused).

2. *PLEDGE OF ALLEGIANCE – The pledge was recited.

3. *PUBLIC COMMENT –

Janna McMillian, new Branch Manager of Spanish Springs Library, introduced herself and handed out calendar of events. She spoke about the Food for Fines program, kid programs such as STEAM with silly puddy. The AARP tax help is 1-4 on Thursdays – it's tax help for low income families. She spoke about a roses care class hosted by Moana Nursery. The park next door in partnership with the Food Bank hosts a low cost meal program \$2 for lunch T-F. You have to get in your meal choice by the morning. Older American Month is May. Sheriff Baalam will be out here. She said they have lots of reading programs with scientist themed topics. Please check the website. Library Cards are free. The website has a lot of resources for card holders.

4. APPROVAL OF AGENDA FOR THE REGULAR MEETING OF APRIL 3, 2019:

Abram Woodward moved to approve the agenda for the meeting of **APRIL 3, 2019**. Donald Christensen seconded the motion to approve the agenda of **APRIL 3, 2019**. Motion passed unanimously

5. APPROVAL OF THE MINUTES FOR THE MEETING OF NOVEMBER 7, 2018: Donald Christensen moved to approve the minutes of **NOVEMBER 7, 2018**. Abram Woodward seconded the motion to approve the minutes of **NOVEMBER 7, 2018**. Motion passed 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 WAC19-0002 Blackstone Estates (TM15-001) - Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an amendment of one condition of approval for Tentative Subdivision Map TM15-001. The request specifically seeks to amend condition 1(y), which required a neighborhood park to be constructed prior to recordation of the 80th lot in the subdivision. The amendment would change the timing for construction of the park to occur prior to recordation of the 107th lot, or issuance of the Certificate of Occupancy for the 80th home, whichever comes first. (for Possible Action) • Applicant/Property Owner: JC Blackstone, LLC

- Location: 350 Calle de la Plata
- Assessor's Parcel Number: 534-571-01

- Staff: Kelly Mullin, Senior Planner, (775) 328-3608; kmullin@washoecounty.us
- Reviewing Body: Tentatively scheduled for Planning Commission, May 7, 2019

Karl Matzoll, KDH representative, provided a project presentation:

This project has been approved; it's North of Calle De La Plata

He said they are working on residential park tax agreement and maintenance agreement. We are asking for an amendment to the condition. He said currently, the developer is to build the park on the 80th lot in the second phase. He said they are requesting instead of the 80th, want to amend the condition to be 107th unit in the third phase.

Abram Woodward asked if the reason to allow more time to get agreement together. Karl said it will give us 7 more months. He said we are still tied to 80th lot now. It's an extension of 7 months.

Colleen Barnum, Washoe County Parks, said we had turn over in the Parks Department, and we haven't had the timing or staff. It's a reasonable request because the Parks Department has held up the plans. There are other examples throughout the County with residential tax used on the park. We need to work with developers on maintenance agreement because our staff is small.

Donald Christensen, it's not financial, nor is it the developers fault. Colleen said that's correct. It's private developer land. It's not a County parcel.

Stan asked how long the contract for maintenance will be. Colleen said until the HOA is created. She said there are two agreements – one for the park to be built and another for the park to be maintained.

MOTION: Abram Woodward moved to recommend approval of WAC19-0002 Blackstone Estates (TM15-001). Stan Smith seconded the motion to recommend approval. Motion carried unanimously.

6.B. Administrative Permit Case Number WADMIN19-0004 (Wilder Detached Accessory Structure) – Request for community feedback, discussion and possible action to forward community and Citizen Advisory Board comments to Washoe County staff on a request for an Administrative Permit to allow the construction of a detached accessory structure (garage) that is larger than the dwelling on the same parcel of land. The existing dwelling is approximately 3,107 square-feet in size, the detached accessory structure (garage) is proposed to be approximately 5,000 square-feet in size. (for Possible Action)

- Applicant/Property Owner: Matthew Wilder
- Location: 615 Capistrano Drive
- Assessor's Parcel Number: 076-361-47
- Staff: Roger Pelham, Senior Planner, (775) 328-3622; rpelham@washoecounty.us
- Reviewing Body: Tentatively scheduled for Board of Adjustment, May 2, 2019

Roger Pelham, Washoe County Planner, provided an overview of the detached accessory dwelling. He said this is additional review for compatibility for surrounding area. He said there will be a fair amount of grading and slope.

Abram Woodward asked about the notice to the neighbors. Roger said courtesy notice was sent and then a required noticed prior to hearing. Roger said he received an Agency Review comment from Engineering regarding BMPs, and Planning has conditions regarding tree preservation and stabilization of disturbed area.

A public member asked the size of the lot. Applicant said 9 acres. The accessory dwelling is proposed to 5,000 square feet.

MOTION: Stan Smith moved to recommend approval of Administrative Permit Case Number WADMIN19-0004 (Wilder Detached Accessory Structure) to allow the construction of the detached accessory structure. Donald Christensen seconded the motion to recommend approval. Motion carried unanimously.

7. *WASHOE COUNTY COMMISSIONER UPDATE- Commissioner Hartung was not present. He can be reached at (775)328-2007 or via email at vhartung@washoecounty.us

8. *CHAIRMAN/BOARD MEMBER ITEMS- This item is limited to announcements by CAB members. (This item is for information only and no action will be taken by the CAB).

9. *GENERAL PUBLIC COMMENT AND DISCUSSION THEREOF –

There were no requests for public comment. Abram Woodward closed the public comment item.

ADJOURNMENT

Meeting adjourned at 6:20 p.m.

Number of CAB members present: 3

Number of Public Present: 10

Presence of Elected Officials: 0

Number of staff present: 1