ADMINISTRATIVE CASE NUMBER: WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion)

BRIEF SUMMARY OF REQUEST: Expansion of an existing church by ±1,952 square feet.

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

CASE DESCRIPTION
Administrative Permit Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion) – For possible action, hearing, and discussion to approve an administrative permit to allow the expansion of an existing church building (Religious Assembly Use Type), by means of a two-story addition of approximately 976 square feet on each level for a total expansion of the building of approximately 1,952 square feet. The existing building is approximately 12,156 square feet in size.

Applicant: Saint Francis of Assisi Catholic Church
Location: 701 Mt. Rose Highway, on both north and south sides of its intersection with Kelly Drive, in the Incline Village area.
APN: 124-032-01 and 124-062-62
Parcel Size: ± 9.17 and ± 3.14 acres
Master Plan: Rural (R)
Regulatory Zone: Public and Semi-Public Facilities (PSP)
Area Plan: Tahoe
Citizen Advisory Board: Incline Village/Crystal Bay
Development Code: Authorized in Article 302
Commission District: 1 – Commissioner Berkbigler

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 Administrative Permit Case Number WADMIN20-0004 for Saint Francis of Assisi Catholic Church, having made all five findings in accordance with Washoe County Development Code Section 110.808.25.

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

The conditions of approval for Administrative Permit Case Number WADMIN20-0004 are attached to this staff report and will be included with the action order, if approval is granted.

The subject property has a regulatory zone of Public and Semi-Public Facilities. Churches (Religious Assembly Use Type) are permissible in the PSP zone, subject to the approval of an Administrative Permit. In this case, the existing church was established prior to the current code, but is proposing an expansion of greater than 10 % and is therefore subject to approval of an administrative permit for that expansion.
Site Plan

Project Evaluation

The applicant is seeking approval of a two-story addition to the existing church. The addition is proposed to be located at the southeast corner of the building, as shown following.
The expansion of the church is located interior to the parcel and is unlikely to create additional impacts upon the surrounding area. The expansion will match the existing building and will be substantially screened by existing trees and vegetation.
One neighboring property owner called staff and expressed concern regarding the intensity of exterior lighting at the church. To address this concern a condition of approval has been included in the recommendation to require the applicant to submit a photometric study and require that no light spills over beyond the property lines.

The applicant has also submitted a request to the Director of Planning and Building to eliminate the requirement to place trees within landscape islands in the parking area, as would typically be required. The Director will not act upon that request until after the BOA has acted upon this administrative permit request. Staff would ask that the BOA provide guidance on this request. Generally speaking the facility is substantially screened from adjoining areas by dense evergreen tree coverage.

With few impacts anticipated, staff recommends approval subject to standard conditions of approval.

**Incline Village/Crystal Bay Citizen Advisory Board (IV/CB CAB)**

This administrative permit was heard by the Incline Village/Crystal Bay Citizen Advisory Board at their regular meeting of March 2, 2020. The project was recommended for approval with very little discussion. It was noted that sufficient parking will remain after several parking spaces are removed to accommodate the proposed expansion.

**Reviewing Agencies**

The following agencies received a copy of the project application for review and evaluation.
• Washoe County Community Services Department
  o Engineering and Capital Projects Division
  o Parks and Open Spaces
  o Planning and Building Division
  o Utilities/Water Rights
• Washoe County Health District
  o Vector-Borne Diseases Program
  o Environmental Health Services Division
  o Air Quality Management Division
• Washoe County Regional Animal Services
• Washoe County Sheriff
• Regional Transportation Commission
• Washoe-Storey Conservation District
• Incline Village General Improvement District
• Nevada State Lands
• North Lake Tahoe Fire Protection
• Tahoe Regional Planning Agency
• Tahoe Transportation District
• US Forest Service - LTMBU

Three out of the seventeen 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, if approved.

• Washoe County Planning and Building Division addressed general standards such as lighting and landscaping and recommends conditions that will be in effect for the life of the project.
  
  Contact – Roger Pelham, 775.328.3622, rpelham@washoecounty.us

• Washoe County Engineering noted that Regional Road Impact fees will be imposed at the time of approval of a building permit for this project.
  
  Contact – Leo Vesely, 775.328.2041, lvesely@washoecounty.us

• Washoe County Water Rights Planner - Coordinator requires that a will-serve letter will be required from the water purveyor.
  
  Contact – Vahid Behmaram, 775.954.4647, vbehmaram@washoecounty.us

Staff Comment on Required Findings

WCC 110.808.25 requires that all the following findings be made to the satisfaction of the Washoe County Board of Adjustment 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 Tahoe Area Plan.
Staff Comment: There are no action programs, policies, standards and maps of the Master Plan and the Tahoe Area Plan, that prohibit the expansion of a church.

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 project proposed is a relatively small expansion to an existing church, therefore 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 expansion of an existing church, and for the intensity of such a development.

Staff Comment: The project proposed is a relatively small expansion to an existing church, therefore the site is physically suitable.

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: The project proposed is a relatively small expansion to an existing church, therefore 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 area required to be noticed for this permit.

Recommendation

After a thorough analysis and review, Administrative Permit Case Number WADMIN20-0004 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 WADMIN20-0004 for Saint Francis of Assisi Catholic Church, having made all five 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 Tahoe 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 expansion of an existing church, 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;

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.

**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:** Saint Francis of Assisi Catholic Church  
Attn: John Keehan  
290 S. Arlington Avenue, Suite 200  
Reno, NV  89501

**Representatives:** Kristina Hill  
PO Box 6139  
Incline Village, NV  89450

**Representatives:** Collaborative Design Studio  
Attn: Kevin Merkling  
9444 Double R Boulevard  
Reno, NV  89521
Conditions of Approval
Administrative Permit Case Number WADMIN20-0004

The project approved under Administrative Permit Case Number WADMIN20-0004 shall be carried out in accordance with the conditions of approval granted by the Board of Adjustment on April 16, 2020. 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 permits and 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 construction plans, with all information necessary for comprehensive review by Washoe County, and initial 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. Compliance with this condition shall be determined by the Planning and Building Division.

   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. Prior to any ground disturbing activity, the applicant shall submit a landscaping design plan to the Planning and Building Division for review and approval. Said plan shall address parking, parking lot circulation and striping, signage, exterior lighting, trash enclosures, landscaping and plant material, type and size of plants, maturation size at full growth, landscaping location, and landscaping irrigation system.

   f. All landscaping, irrigation and screening shall be completely installed and shall satisfy the requirements as set forth in the Washoe County Development Code prior to issuance of a Certificate of Occupancy.
g. The applicant shall provide a photometric plan for the entire subject site. The plan shall include all exterior lighting fixtures on the entire site. Manufacturers cut-sheets shall be provided for each type of exterior lighting fixtures. The plan shall be wet-stamped by a professional engineer, licensed in the State of Nevada.

h. Light spill-over at any property line is prohibited.

i. All exterior lights shall emit light earthward only. No light may be emitted horizontally.

j. Applicant shall provide a will serve letter in support of the proposed project, or an acknowledgment letter from IVGID, the water supplier, indicating that sufficient water rights are available to the proposed project.

k. The following Operational Conditions shall be required for the life of the business:
   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. All landscaping and irrigation systems shall be maintained at all times to conform with the Landscaping Section of the Washoe County Development Code for the life of the business, including the replacement of dead plants, trees, shrubs and all ground cover.
   iv. 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.
   v. 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, 775.328.2313, Ivesely@washoecounty.us

a. Regional Road Impact Fees will be assessed for the project with the issuance of a building permit.

*** End of Conditions ***
Roger,

I have reviewed items #3, #4, and #6 and the Washoe County Sheriff’s Office Patrol Division has no issues with those projects.

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

Hello,

We do not see any concerns from a WCRAS perspective.

Thank you,

Tammy

Tammy Wines-Jennings
Assistant Director | Washoe County Regional Animal Services
twines-jennings@washoeCounty.us | Office: 775-353-8945 | Dispatch 775-322-3647
2825 Longley Lane, Suite A, Reno, NV 89502
Good Morning Roger: This project has already been submitted under permit WBLD20-100329. I have reviewed the plans and provided the applicant with corrections. I have no additional concerns at this time. Thank You.

Greetings, Senior Planner Pelham.
NLTFPD has no comment on the above identified case review.

Regards,

Jennifer Donohue
Interim Fire Marshal
Office: 775.831.0351 x8127 | Cell: 775.434.4555
Email: jdonohue@nlftpd.net
866 Oriole Way | Incline Village | NV 89451
Date: March 3, 2020
To: Roger Felham, Senior Planner, Planning and Building Division
From: Leo Vesely, P.E., Engineering and Capitol Projects Division
Re: Administrative Permit Case WADMIN20-0004 – Saint Francis of Assisi Catholic Church Expansion
   APN 124-032-41 and 124-065-62

GENERAL PROJECT DISCUSSION

Washoe County Engineering and Capital Project staff has reviewed the above referenced application. The Administrative Permit is to approve the expansion of an existing church building, by means of a two-story addition of approximately 976 square feet on each level for a total expansion of the building of approximately 1,952 square feet. The Engineering and Capital Projects Division recommends approval with the following comments and conditions of approval which supplement applicable County Code and are based upon our review of the application prepared by Collaborative Design Studio. The County Engineer shall determine compliance with all the following conditions of approval.

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

GENERAL CONDITIONS
Contact Information: Leo Vesely, P.E. (775) 328-2041

There are no general engineering related comments.

DRAINAGE (COUNTY CODE 110.416, 110.420, and 110.421)
Contact Information: Walter West, P.E. (775) 328-2310

There are no Drainage related comments.

TRAFFIC AND ROADWAY (COUNTY CODE 110.436)
Contact Information: Mitchell Fink, (775) 328-2050

Regional Road Impact Fees will be assessed for the project with the issuance of a building permit.

UTILITIES (County Code 422 & Sewer Ordinance)
Contact Information: Tim Simpson, P.E. (775) 954-4648

There are no utility related conditions of approval.
Hi Roger – the Forest Service has no objection to the item #3 project.

Thanks – Karen Kuentz

Karen Kuentz  
Realty Specialist

Forest Service
Lake Tahoe Basin Management Unit

p: 530-543-2774  
f: 530-543-2693

karen.kuentz@usda.gov

35 College Drive  
South Lake Tahoe, CA 96150

www.fs.fed.us

Caring for the land and serving people
### Administrative Permit Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion)

- **Date**: 2-25-2020  
- **Attention**: Roger D Pelham  
- **Re**: Administrative Permit Case Number WADMIN20-0004  
- **APN**: 127-032-01 and 124-062-62  
- **Service Address**: 701 Mt Rose Highway  
- **Owner**: Saint Francis Of Assisi Church

**Saint Francis of Assisi Catholic Church**  
Attn: John Keenan  
290 S. Arlington Avenue, Suite 200  
Reno, NV 89501

- **Location**: 701 Mt. Rose Highway, on both the north and south sides of its intersection with Kelly Drive, in the Incline Village area  
- **Assessor’s Parcel Numbers**: 124-032-01 and 124-062-62  
- **Parcel Size**: ± 9.17 and ± 3.14 acres  
- **Master Plan Category**: Rural (R)  
- **Regulatory Zone**: Public and Semi-Public Facilities (PSP)  
- **Area Plan**: Tahoe  
- **Citizen Advisory Board**: Incline Village/Crystal Bay  
- **Development Code**: Authorized in Article 302  
- **Commission District**: 1 – Commissioner Berkgigler  
- **Staff**: Roger Pelham, Senior Planner  
Washoe County Community Services Department  
Planning and Building Division  
- **Phone**: 775-328-3622  
- **E-mail**: rpelham@washoeclounty.us

**IVGID Comments**: This project has no impact to the Incline Village General Improvement District water or sewer system owner of such project must obtain a Washoe County Building permit before any work begins.
Hi Roger,

I've reviewed WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion) on behalf of Washoe County Regional Parks and Open Space and have no conditions to include. While the draft Tahoe Area Plan does show a proposed bike lane along Mt. Rose Highway adjacent to the project location, there is ample right-of-way for the construction of the bike lanes. That being said, no recreation-related easements are required at this time. Please let me know if you have any questions or concerns.

All the best,

Sophia Kirschenman  
Park Planner | Community Services Department  
775.328.3623 | 1001 E. 9th Street, Reno, NV 89512

Please consider the environment before printing this e-mail.
February 26, 2020

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

FROM: Vahid Behnam, Water Management Planner Coordinator, CSD

SUBJECT: Administrative Permit Case Number WADMIN20-0004 (Saint Francis of Assisi Catholic Church Expansion)

Project Description:

The applicant is proposing to approve an administrative permit to allow the expansion of an existing church building (Religious Assembly Use Type), by means of a two-story addition of approximately 976 square feet on each level for a total expansion of the building of approximately 1,952 square feet. The existing building is approximately 12,156 square feet in size. Project located at 701 Mt. Rose Highway, on both the north and south sides of its intersection with Kelly Drive, in the Incline Village area, Assessor’s Parcel Numbers: 124-032-01 and 124-062-02.

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

Applicant shall provide a will serve letter in support of the proposed project, or an acknowledgment letter from IVGID, the water supplier, indicating that sufficient water rights are available to the proposed project.
March 2, 2020

Washoe County Community Services Department

C/O Roger Pelham, Senior Planner

1001 E Ninth Street, Bldg A

Reno, NV 89512

R: WADMIN20-0004 (Saint Francis of Assisi Catholic Church)

Dear Roger,

To prevent the spread of noxious weeds the applicant shall collaborate with the Conservation District to develop an onsite noxious weeds management plan to ensure weed seeds do not impact other areas, utilizing certified weed free material.

Revegetation plans will follow the TRPA handbook. The Conservation District will support the vegetation species and in addition require a three year monitoring program with updates provided to TRPA, the Conservation District and Washoe County after the growing season (October 31) every year for a three year period.

We will require placing smaller rock in the voids of the rip rap slope to reduce any undermining by small animals.

If any catch basins are being proposed, they are sumpless with BMP’s proposed by the applicant having the capacity for infiltration.

With additional lighting being proposed the applicant follows Washoe County code as it relates to dark sky illumination.

Thank you for providing us the opportunity to review the project that may have impacts on our natural resources.

Sincerely,

Tyler-Shaffer
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.

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Staff Assigned Case No.:</th>
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<tbody>
<tr>
<td>Project Name:</td>
<td>St. Francis of Assisi Catholic Church</td>
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<tr>
<td>Project Description:</td>
<td>The applicant is proposing an addition to the existing church; approximately 976 s.f. footprint. The proposed expansion will not result in an intensification of the existing use but will facilitate classrooms and offices that are part of the church’s current operation.</td>
</tr>
<tr>
<td>Project Address:</td>
<td>701 Mt. Rose Hwy</td>
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<tr>
<td>Project Area (acres or square feet):</td>
<td>536,232 s.f. / 12.31 acres</td>
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<tr>
<td>Project Location (with point of reference to major cross streets AND area locator):</td>
<td>The site is located in Incline Village on Hwy 431</td>
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<th>Assessor’s Parcel No.(s):</th>
<th>Parcel Acreage:</th>
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<th>Parcel Acreage:</th>
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Indicate any previous Washoe County approvals associated with this application: Case No.(s).

<table>
<thead>
<tr>
<th>Applicant Information (attach additional sheets if necessary)</th>
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<tbody>
<tr>
<td>Property Owner: St. Francis of Assisi Church</td>
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<tr>
<td>Name: St. Francis of Assisi Church</td>
</tr>
<tr>
<td>Address: 290 S. Arlington Ave., Ste 200</td>
</tr>
<tr>
<td>Reno, NV Zip: 89501</td>
</tr>
<tr>
<td>Phone: 832.492-5197 Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:johnk@sftahoe.org">johnk@sftahoe.org</a></td>
</tr>
<tr>
<td>Cell: Other:</td>
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<tr>
<td>Contact Person: John Keehan</td>
</tr>
<tr>
<td>Applicant/Developer: Kristina Hill, Hill Planning Inc</td>
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<tr>
<th>Professional Consultant:</th>
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<tbody>
<tr>
<td>Name: Collaborative Design Studio</td>
</tr>
<tr>
<td>Address: 9444 Double R Blvd., Suite B</td>
</tr>
<tr>
<td>Reno, NV Zip: 89521</td>
</tr>
<tr>
<td>Phone: 775.348-777 Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:kevinm@collaborativedesignstudio.com">kevinm@collaborativedesignstudio.com</a></td>
</tr>
<tr>
<td>Cell: Other:</td>
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<tr>
<td>Contact Person: Kevin Merkling</td>
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<tr>
<th>Other Persons to be Contacted:</th>
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<tbody>
<tr>
<td>Name: Kristina Hill</td>
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<tr>
<td>Address: P.O. Box 6139</td>
</tr>
<tr>
<td>Zip: Incline Village, NV Zip: 89450</td>
</tr>
<tr>
<td>Phone: 775.544-4345 Fax:</td>
</tr>
<tr>
<td>Email: <a href="mailto:tahoe@att.net">tahoe@att.net</a></td>
</tr>
<tr>
<td>Cell: Other:</td>
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<tr>
<td>Contact Person: Kristina Hill</td>
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For Office Use Only

Date Received: Initial: Planning Area:
County Commission District: Master Plan Designation(s):
CAB(s): Regulatory Zoning(s):
Property Owner Affidavit

Applicant Name:  ST. FRANCIS OF ASSISI CATHOLIC (PARISH CORPORATION)

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  

__________________________  
(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):  124-032-01 & 124-031-62

Printed Name  ______________________  
Signed  ______________________  
Address  701 MT. ROSE HWY  

Subscribed and sworn to before me this  
12 day of  February  2020

__________________________  
Notary Public in and for said county and state

My commission expires:  Aug. 8, 2020

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

☐ Owner

☒ Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)  SECRETARY

☐ 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
ST. FRANCIS OF ASSISI CATHOLIC PARISH CORPORATION
(SFA CPC)
BOARD OF DIRECTORS MEETING
September 26, 2017
Reno Diocese Pastoral Center
290 S. Arlington Ave., Reno, NV

The undersigned, being all of the directors of St. Francis of Assisi Catholic Parish Corporation, held its annual meeting on September 26, 2017 at the Reno Diocese Pastoral Center, located at 290 S. Arlington Ave., Reno, Nevada. Some members attended the meeting via telephone.

ATTENDING:
Bishop Randolph R. Calvo, DD, JCD
Mr. Mike Quilici, Chief Development Officer
Reverend William Nadeau, SFA Parish Priest, SFA CPC President
Dianne Severance, SFA FC Chair, SFA CPC Treasurer
John Keehan, SFA Business Manager, SFA CPC Secretary

GUESTS:
Rich Todd CPA, Diocese Director of Audit & Parish Support
Tim Cleary, CPA, SFA Contract Accountant
Saundra Chacon-Whitt, St. Francis of Assisi Bookkeeper

NOT IN ATTENDANCE:
Fred Weber, Diocese Chief Financial Officer
Reverend Charles Durante, VG, SFA CPC Vice President

OPENING PRAYER
Reverend William Nadeau opened the meeting at 1:35 PM with a prayer.

ROLL CALL
Those in attendance noted above.

APPOINTMENT OF OFFICERS
On a motion made by Dianne Severance and seconded by Reverend William Nadeau, John Keehan was appointed Secretary.

MINUTES
On motion made by Dianne Severance and seconded by Reverend William Nadeau, the December 1, 2016 the St. Francis of Assisi Catholic Parish Corporation (SFA CPC) minutes were approved.

ADDITIONS TO THE AGENDA
Reverend William Nadeau requested the results of TTT Capital Campaign, possible future build of parking lot/parish hall, and adopting a parish be added to the agenda.

REVIEW OF FY 2016-17 FINANCIAL STATEMENTS
Rich Todd reviewed the Fiscal year results for 2016-17 using a historical spreadsheet. Total income was $41,201 lower than the budgeted goal of $961,550. The key
component of this shortfall was ministries being $54,179 short of goal. It was noted that CSA rebates and many parishioner donations went to the endowment fund and that these will be directed to ministries FY 2017-18.

Total expenses were $46,507 lower than the budgeted goal of $961,550. Under budget items were ministries at $38,967, support personnel at $17,167, and clergy at $8,889. The main over budget items were G&A with depreciation and social functions being a combined $11,488 over budget.

The above resulted in a modest net income of $5,306.

Lastly, restricted funds (the entity used to cover building expenses) decreased $57,385.

RATIFICATION OF BUDGET
The board of directors reviewed 2017-18 Fiscal Year budget. A balanced budget was approved with both revenues and expenses being $972,145. The key components on the revenue side include an increase in offertory of $20,648, an increase in ministries of $56,674, and a decrease in CSA rebates of $20,067.

The key components on the expense side include an increase in ministries of $11,376, an increase in support personnel (mostly new youth minister) of $44,034, an increase in clergy (fingers crossed) of $29,713, and a decrease in G&A (mostly new copier lease) of $27,130.

On a motion made by Dianne Severance and seconded by Reverend William Nadeau, the FY 2017-2018 budget was ratified.

DISCUSSION/APPROVAL OF CONSTRUCTION PROJECTS
No current construction projects over $10,000.

STATUS OF SYNOD INITIATIVES
Reverend William Nadeau sent Bishop Calvo an update. Bishop Calvo is happy with what the parish is doing and noted that we are pursuing our initiatives in a very good way. It was mentioned that St. Francis is a model that other parishes should follow.

OTHER ITEMS
John Keenan updated the board on the TTT Capital Campaign results. St. Francis has $300,000 in pledges over its goal of $854,000 and is only $11,000 short in actual received donations received of making the goal. The participation rate is highest in the diocese at 29%. The Parish will be making a commitment push the weekend of Oct. 7/8 in the hopes of increasing the participation rate to the mid 40’s.

Reverend William Nadeau will met with both the finance and pastoral councils regarding the possible construction of a multi-purpose building. A feasibility study will be conducted and updates will be provided.

Reverend William Nadeau mentioned that some parishioners would like to “adopt a parish.” As with above, a feasibility study will be conducted. The parish would likely have to choose between a new building or adopt a parish.
Reverend William Nadeau reiterated his desire to have a Spanish speaking priest. If not a full time perhaps just someone to help occasionally on Sunday afternoons. Bishop Calvo noted that this is a challenging year for personnel.

**CLOSING PRAYER**
Bishop Calvo concluded the meeting with a closing prayer.

**ADJOURNMENT**
Having no other business, the meeting was adjourned at 2PM by unanimous consent.

**NEXT ANNUAL MEETING:**
TBD
Administrative Permit Application
Supplemental Information
(All required information may be separately attached)

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

Church addition of offices and classrooms

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

Sec. 110.904.20

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

12.31 acre site and existing church.

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?

Proposed construction summer of 2020

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?

The 12.31 acre site, the existing church.

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

More space for existing operations.

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

Install temp and permanent BMPs. Limit construction hours

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

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

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

   **No landscaping proposed.**

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 proposed**

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 □ IVGID
   b. Water Service □ IVGID

   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):


Account Detail

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Pay Online

No payment due for this account.

Washoe County Parcel Information

Parcel ID
12403162

Status
Active

Last Update
2/11/2020 2:09:26 AM

Current Owner:
ST FRANCIS OF ASSISI REAL PROPERTY LLC

290 S ARLINGTON AVE STE 200
RENO, NV 89501

Taxing District
5200

Legal Description
Township 16 Section 16 Lot Block Range 18 SubdivisionName UNSPECIFIED

Situs:
701 MOUNT ROSE HWY
INCLINE VILLAGE NV

Geo CD:

Tax Bill (Click on desired tax year for due dates and further details)

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Total
$0.00

Disclaimer

• ALERTS: If your real property taxes are delinquent, the search results displayed may not reflect the correct amount owing. Please contact our office for the current amount due.

• For your convenience, online payment is available on this site. E-check payments are accepted without a fee. However, a service fee does apply for online credit card payments.

See Payment Information for details.

Pay By Check

Please make checks payable to:
WASHOE COUNTY TREASURER

Mailing Address:
P.O. Box 300739
Reno, NV 89520-3039

Overnight Address:
1001 E. Ninth St., Ste D140
Reno, NV 89512-2845

The Washoe County Treasurer’s Office makes every effort to produce and publish the most current and accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or its interpretation. If you have any questions, please contact us at (775) 328-2510 or tax@washoe county.us.

This site is best viewed using Google Chrome, Internet Explorer 11, Mozilla Firefox or Safari.
ST. FRANCIS OF ASSISI CHURCH, ADDITION
701 MT. ROSE HWY / APN: 124-030-62

Project Description:

The applicant is proposing to add office and classroom space to the existing church. The proposed expansion will not result in an intensification of the existing use but will facilitate classrooms and offices for uses that are part of the church’s current operation. The uses currently use the hallway outside the admin office in the lower level of the church building.

Height:

The proposed addition will not exceed the allowable height per the TRPA Code of Ordinances.

Coverage:

The applicant proposes to create a project area with the church owned parcel across Kelly Dr. from the church; APN 124-032-01. The site currently contains the Pastor’s residence and an ancillary parking lot for the church. The proposed coverage will be within the limits of the Bailey system.

BMPs:

The applicant will install both temporary and permanent BMPs with the capacity to infiltrate all run-off from the site.

Construction:

The proposed construction will be staged in the east parking lot. Temporary BMPs including filter fabric and construction fencing as well as waddles will prevent any run-off from disturbed areas. Permanent BMPs will be sized to infiltrate all runoff from impervious surfaces.

Tree Removal:

No trees are proposed to be removed as part of this project.
ST. FRANCIS OF ASSISI CHURCH, ADDITION
701 MT. ROSE HWY / APN: 124-030-62

Project Description:

Administrative Permit
The applicant is proposing to add office and classroom space to the existing church. Currently the church contains approximately 12,156 s.f. of floor area. The proposed two-story addition contains approximately 1,952 s.f. of floor area which is greater than (> 10% of existing floor area; therefore, an administrative permit is required.

Director’s Modification
In addition to the Administrative Permit application, the applicant is filing a Director’s Modification application to waive the landscaping standards. The site is located in a densely forested area of Incline Village. The church was constructed in the 1960s and has created and maintained ornamental landscaping around the property while retaining the existing, natural pine forest. Please refer to photos submitted as part of this application.

Background
The church received a Washoe County Director’s Modification permit on September 26, 2019 that waived the landscaping requirement for the auxiliary parking area located on and adjacent property on Kelly Drive which is utilized as overflow parking. The premise of the permit is due to the abundance of existing trees which provide shade and an aesthetic surrounding.

Use
The proposed expansion will not result in an intensification of the existing use but will facilitate classrooms and offices for uses that are part of the church’s current operation. The uses currently use the hallway outside the admin office in the lower level of the church building.

Height
The proposed addition will not exceed the allowable height per the TRPA Code of Ordinances.

Coverage:
The applicant proposes to create a project area with the church owned parcel across Kelly Dr. from the church; APN 124-032-01. The site currently contains the Pastor’s residence and an ancillary parking lot for the church. The proposed coverage will be within the limits of the Bailey system.

BMPs
The applicant will install both temporary and permanent BMPs with the capacity to infiltrate all run-off from the site for a 20 year one hour storm.
**Construction**
The proposed construction will be staged in the east parking lot. Temporary BMPs including filter fabric and construction fencing as well as waddles will prevent any run-off from disturbed areas. Permanent BMPs will be sized to infiltrate all runoff from impervious surfaces.

**Tree Removal**
No trees are proposed to be removed as part of this project.