



GARDNERVILLE TOWN BOARD

Meeting Agenda

Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Phillips, Board Member
Mary Wenner, Board Member

1407 Highway 395 N.
Gardnerville, Nevada 89410
(p)775-782-7134 (f): 775-782-7135
www.gardnerville-nv.gov

Contact: Carol Louthan, Office Manager
Senior for any questions or additional
information. You may also view the
board packet online at the town's website.

Tuesday, August 6, 2013

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

"The Town of Gardnerville provides high quality services based on community needs in a cost effective and efficient manner. We will strive to protect the community's quality of life while proactively preparing for the future. We will be accessible and fully accountable to our community."

Copies of the finalized agenda are posted at the following locations prior to meeting day in accordance with NRS Chapter 241: Gardnerville Town Offices, Gardnerville Post Office, Carson Valley Chamber of Commerce and Visitors Authority and the Douglas County 8th Street Historic Courthouse. The agenda is also posted on the Internet at www.gardnerville-nv.gov. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Gardnerville Town Offices in writing at 1407 Highway 395, Gardnerville NV 89410, or by calling (775) 782-7134 at least 24 hours in advance.

Notice regarding NRS 237: The Gardnerville Town Board has adopted a Standard Policy No. 7, which contains a motion regarding Business Impact Statements. When the Town Board approves its agenda, it also approves a motion which includes ratification of staff action taken pursuant to NRS 237-030 et seq. with respect to items on the agenda, and determines that each Rule which is on the agenda for which a BIS has been prepared does impose a direct and significant economic burden on a business or directly restricts the formation, operation or expansion of a business, and each Rule which is on the agenda for which a BIS has not been prepared does not impose a direct and significant economic impact on a business or directly restrict the formation, operation or expansion of a business.

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

4:30 P.M. Call to Order and Determination of a Quorum

PLEDGE OF ALLEGIANCE- Ken Miller

FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.

The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

July 2, 2013 Regular Board meeting, with public comment prior to Board action.

PUBLIC INTEREST COMMENTS (No Action)

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

-Thomas J. Cook plaque presentation to Rose Cook – the town planted a Red Oak tree in Heritage Park and will place a granite rock and plaque under tree.

CONSENT CALENDAR FOR POSSIBLE ACTION

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

1. **For Possible Action: Correspondence**
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**
3. **For Possible Action: Approve July 2013 claims**
4. **For Possible Action: Approve appointment of Stephanie Waggoner to the Main Street Gardnerville Board of Directors.**
5. **For Possible Action. Approve Gardnerville Special Event Application for the 23rd Annual Carson Valley**



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

Sertoma Oktoberfest scheduled for September 22, 2013 in Heritage Park.

ADMINISTRATIVE AGENDA

(Any agenda items pulled from the Consent Calendar will be heard at this point)

6. **For Possible Action.** Discussion to approve Proclamation 2013P-03 recognizing the week of August 11th through August 17th, 2013 as Brain Injury Awareness week, with public comment prior to Board action. (approx 10 minutes)
7. **For Possible Action:** Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and east of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action. (approx 30 minutes)
8. **For Possible Action:** Discussion and direction on a public workshop and updated work plan for the Eagle Gas Station property, APN: 1320-33-402-075; 1395 Highway 395 N., located within the Town of Gardnerville and within the Main Street District, including the redevelopment options that will be presented at the public workshop on September 7, and other matters properly related thereto, with public comment prior to Board action. (approx 30 minutes)
9. **For Possible Action:** Discussion to accept constructed improvements within the Virginia Ranch Specific plan area:
 - a. The Virginia Ranch Regional Detention Pond improvements located north of Grant Drive, south of Carrick Lane and consisting of a storm water lift station, landscaping and concrete walking path, APN: 1220-10-101-003, as previously dedicated to the Town of Gardnerville;
 - b. Maintain the constructed street improvements within the Carrick Lane right-of-way extending from Service Drive to Grant Drive containing curb, gutter, sidewalk and landscaping on the east side of Carrick Lane;
with public comment prior to Board action. (approx 15 minutes)
10. **For Possible Action:** Discussion and provide direction to staff to proceed with: 1. an employee search to fill the existing Engineering Tech position; 2. modify the town budget to allow for an Engineer One or Two position; or 3. hire a consultant firm to perform the design town projects and applications for project review; with public comment prior to Board action. (approx. 20 minutes)
11. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities. (approx 15 minutes)
12. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for July 2013. (approx 5 minutes)
13. **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for July 2013. (approx 10 minutes)
14. **Not for Possible Action:** Discussion on the Board members committee reports including but not limited to: Carson Valley Arts Council, Regional Transportation Commission, Nevada League of Cities, and Main Street Gardnerville. (approx. 15 minutes)

Adjourn

August 9 – Movies in the Park – We Bought a Zoo

August 15 – Main Street Wine Walk

Next Regular Board Meeting – September 3, 2013



GARDNERVILLE TOWN BOARD

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Meeting Minutes

Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Mary Wenner, Board Member

Tuesday, July 2, 2013

4:30 p.m.


Gardnerville Town Hall

 4:30 P.M. Chairman Miller called the meeting to order and a determination of a quorum was made.

PRESENT:

Ken Miller, Chairman
Linda Slater, Vice-Chairman
Mike Philips
Lloyd Higuera
Mary Wenner

Mike Rowe, Town Counsel
Tom Dallaire, Town Manager/Engineer
Paula Lochridge, Main Street Program Manager
Carol Louthan, Office Manager Sr.

 PLEDGE OF ALLEGIANCE – Mr. Dallaire led the pledge of allegiance.

 **FOR POSSIBLE ACTION: APPROVAL OF AGENDA, with public comment prior to Board action.**


The Gardnerville Town Board reserves the right to take items in a different order to accomplish business in the most efficient manner.

Mr. Dallaire has a change on item 8 from Rachel Cason to Travis Goldade for the presentation.

Motion Philips/Slater to approve the agenda with changes.

No public comment.

Upon call for the vote, motion carried.

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:**
June 4, 2013 Regular Board meeting, with public comment prior to Board action.

Motion Higuera/Philips to approve the minutes of June 4, 2013 regular board meeting.

No public comment.

Upon call for the vote, motion carried unanimously.

 **PUBLIC INTEREST COMMENTS (No Action)**

This portion of the meeting is open to the public to speak on any topic not on the agenda and must be limited to 3 minutes. The Gardnerville Town Board is prohibited by law from taking immediate action on issues raised by the public that are not listed on the agenda.

No public comment.

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

Items appearing on the Consent Calendar are items that may be adopted with one motion **after public comment**. Consent items may be pulled at the request of Town Board members wishing to have an item or items discussed further. When items are pulled for discussion, they will be automatically placed at the beginning of the Administrative Agenda.

Motion to approve the consent calendar.

1. **For Possible Action:** Correspondence
Read and noted.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities

Accepted.

3. **For Possible Action:** Approve June 2013 claims
Approved.
4. **For Possible Action:** Approve a special event application for American Diabetes Association Fundraiser scheduled for August 3, 2013 at Heritage Park and waive park fees.
Approved.
5. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Tahoe Douglas Elks Lodge #2670 for the Summerfest/Carnival scheduled for July 23-28, 2013 at Lampe Park.
Recommend approval.
6. **For Possible Action:** Recommend approval of a Douglas County Outdoor Festival Entertainment Event Application by Capital Classic Productions for the Main Street Event car show, August 16-18, 2013 in downtown Minden and Lampe Park.
Recommend approval.
7. **For Possible Action:** Approve appointments of Dorette Caldana, Kenneth Garber and Margaret Pross to the Main Street Gardnerville Board of Directors.
Approved.


Motion Higuera/Wenner to approve the consent calendar.

No public comment.

Upon call for the vote, motion carried.

ADMINISTRATIVE AGENDA


(Any agenda items pulled from the Consent Calendar will be heard at this point)

8.  **Not for Possible Action:** Public outreach presentation on conducting energy audits on small businesses, and agriculture facilities of any size to lower energy consumption and make business more sustainable through savings on energy bills. Presentation by Rachel Cason, Marketing, Desert Research Institute.

Mr. Travis Goldade is a grad student at UNR, working for Desert Research Institute doing energy auditing. He explained a level 2 energy audit evaluates all the building facilities, energy systems in detail, identifies what energy savings are available, how much they will cost and what the paybacks will be in energy savings. Energy consumption is defined as electricity, fuels (oil, natural gas, propane) and sometimes water. The audit includes the building envelope, which is the insulation, HVAC, hot water usage, electrical loads (lighting, refrigeration) and process uses. We also look at renewable energy applications. Mr. Goldade gave a power point presentation.

Ms. Lochridge would like to get Mr. Goldade's card so information can be passed to the businesses in the district

No further questions.

9.  **For Possible Action:** Discussion of a work plan for the Eagle Gas property, APN: 1320-33-402-075; 1395 Highway 395 N., Town of Gardnerville, within the Main Street District. The discussion includes: demolition of the existing facilities and amenities, options for the proposed improvements, and other matters properly related thereto, with public comment prior to board action.

Mr. Dallaire reviewed the Town took ownership of the building on June 5. So far we have taken out the foundation for the lights, cut down the light poles, removed all the bollards, taken down the signs and emptied out the buildings. We will sell the ice cream freezer to the Lions. We couldn't remove the sign footings. Next step is to test the tanks. That will happen on the 8th. We have a company coming from Sacramento to do that. They have to pressure test the lines. We have LA Perk coming from Reno. If everything is tight we can enroll in the petroleum fund. If it is leaking we will have to take an alternate route. I have contacted McGinley and Associates. We can't remove the pumps until the test is done. Candace is leaving the county the end of the week and we have recruited her to help with the station. I put together a work plan. Is there anything else you were thinking of trying to do? We have discussed some plans associated with the site. I have included those in your packet. Josh did a topo of the site. We have located all the electrical and tank locations. I had him also stake out the corners.

Mr. Philips would like to get the building out of there.

Board members agreed.

Mr. Dallaire will work on getting some funding for that. We will try to get most of this funded by grants. We will have some match contributions but we have that identified in our CIP. We will do this one step at a time. I would like to come up with a couple of layout options or sign options that we can go to the public with, have a public workshop, get some feedback and see if there is interest with the site.

Chairman Miller took a tour of the building last week. The building itself is in pretty good condition. So if we wanted to put in a public bathroom and keep part of the building, if not all, we could improve what is there. From the looks of the plumbing it is in very good condition. There are some things in the bay area that can be used elsewhere such as a large deep sink.

Mr. Higuera likes Mr. Dallaire's work plan and that he kept the budget down to next to nothing.

Mr. Dallaire didn't get any costs associated with this yet. They are working on some proposals.

Chairman Miller asked about the pumps.


Mr. Dallaire can recycle them for about \$30 each. It cost \$1800 for them to take them out. There are some costs that we will start incurring on making it look decent without spending 50 to \$100,000 to get the building down. The first step is to figure out what is going on with the tanks. I am still working with NDOT to see what is going on with the right of way if they are interested in pursuing that. It's important to be able to have the traffic come in and realize it is someplace to pull in.

Chairman Miller asked about the sign for gateway to downtown.

Mr. Dallaire will start working on the plans now and try to get a public workshop. We will need to add trees in there once we get the building demolished.

No public comment.

Mr. Dallaire will proceed with the costs and giving updates under his report.

10.  **For Possible Action: Discussion and provide direction to staff regarding the concerns recently expressed by two of the local business owners adjacent to the Town's roadside trees located within downtown Gardnerville, and discussion of installing a single roadside tree and sidewalk at 1462 Highway 395, (APN 1320-33-401-011), with public comment prior to board action.**

Mr. Dallaire was approached by the owner of 1462 Highway 395 to see if we would be interested in putting in a tree and a tree grate. I just wanted to make sure you are okay on that. The picture above shows the site. We were going to add it to this year's concrete project.

Mr. Philips asked if they would provide water.

Mr. Dallaire has told the owner he would need to provide water. The only ones in town that don't have water are the ones on Eddy Street. This is a one-way in so no one leaves there. There is not a site visibility issue. On the one above, we do have a site visibility issue. We will not be able to put any trees in front of Kathleen Kelly's building. We wouldn't be able to put a tree in at the old hospital. We could do some shrubs. In the past we have done a concrete pattern with tighter concrete control joints. We would continue that pattern down on the new section. In order to get it ADA compliant we have to remove the storm drain. That's why it is such an expensive project. We will see what NDOT says on that.

You received some pictures before the meeting. Jody is concerned about the trees blocking the building signs. From her pictures you can see that. She is also concerned with the big juniper trees. They are on private property. Those are blocking the view of vehicles leaving the Overland's parking lot in the back. They extend into the right of way. They do overhang the highway so we can send a letter to the property manager and tell them to trim them. We can try thinning our trees out and shaping them to help with that but I don't know if it will bring back the visibility of her sign.

Vice-Chairman Slater advised one of the previous board members informed me that the reason the sign is there was to make sure the sign visibility would be appropriate.

Chairman Miller believed as long as we shape the trees, that is fine.

Mr. Dallaire shared Mike is concerned if we cut them to the bottom of the sign it will kill them. If we can get the end sign to be shown we will be okay.

Vice-Chairman Slater has driven by there and thought the visibility was adequate. I think we need to remember we are a Tree City USA.

Ms. Wenner would like to wait until after the hot weather is over. If you cut trees during the hot weather they will die. You need to wait until fall.

Mr. Higuera thought shaping of the trees is best. I don't think it is blocking that much.

Mr. Dallaire stated Jody was told by the lady who put them in they weren't going to get that tall.

Vice-Chairman Slater thought they are pretty small in size. If we start getting in the habit of removing trees we are taking a step backward. The ones that are on private property we have no say. But if they are infringing on the right of way they need to be trimmed up.

No public comment.

Chairman Miller thought Tom already had enough direction.

Mr. Dallaire asked if they were okay with the installation of the tree and grate.

Motion Higuera/Slater to approve the sidewalk tree grate and tree installation at 1462 Highway 395.

No public comment.

Upon call for the vote, motion carried unanimously.

11.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities.**

Mrs. Lochridge reported the labyrinth is nearing completion. We submitted all the paperwork back to NCOT and our expenses were just under \$4000. The volunteer hours are definitely well over 5000. We are hoping to be ready for the fall festival in October.

We had a very successful event with the Austrian pine trees that were donated. We generated close to \$4,000 for the garden.

We have submitted a grant to Nevada Department of Agriculture for their Nevada specialty crop grant funding and this would be so we can move on to the next phase, which is the children's garden. We were accepted on the local level and now it goes to the national level. We'll find out if we're approved in the fall.

Our revolving loan fund project has been going well. We have another loan in to our liaison awaiting review by the loan committee, and another one that he has been in contact with that is generating some paperwork and they will submit that as well. Our USDA grant expired the June 30. We requested an extension into the next fiscal year and if approved we will have that \$26,000 still available. We just had one of our loan recipients come in and pay off his loan. So when you take his loan and the other payments that have been coming in, we have close to \$22,000 that has been regenerated through the loan process.

The sidewalk gallery will have a new display of photos from the Douglas High School photography students possibly within the next week. The plans are for them to be out there during the next wine walk promoting their photos, explaining and telling the stories behind them, possibly getting a few sales and serving something like lemonade.

The June wine walk was very successful. We had close to 400 people. We have been trying to track how many of them are new to the event. We have roughly about 150 that were new.


We do have some businesses coming in. They have already opened actually. Nevada Unique had their soft

grand opening on the 15th. They are starting to do a farmers market. They are trying to work on a farmers market aspect in that location. Unique Boutique used to be Urban Jungle, changed their business plan and are now more of a new and used unique shopping experience. They also kept part of their playroom area so kids have a place to play while their moms shop. Polka Dots, which is opening up in the old Ruby Rose location, has possibly old fashioned candies and cards.

We have six vendors that want to be part of our July 4th event. We also have Bounce and Play that will bring out the water slide. The Gardnerville Fire Department is planning to be out there. We have possibly 25 runners.

Chairman Miller invited the Board to join Main Street for breakfast on July 4th at the event. Lions Club will be doing the pancake breakfast.

Ms. Wenner will be helping with the chalk walk.

12.  **For Possible Action: Discussion on an ADA transition plan and award up to \$19,200 for a contract to conduct a sidewalk and accessible ramp survey to provide data for and possibly prepare an ADA transition plan for the Town of Gardnerville, with public comment prior to board action.**

Nathan Solbert, with Beneficial Designs in Minden, gave a power point presentation on sidewalk ADA compliance.

Chairman Miller stated it is nice to know there is someone in the Carson Valley that has the ability to do this type of assessment rather than going outside.

Mr. Solbert pointed out the Town of Gardnerville is the first one to step up and say we want to get this done. Town of Gardnerville has the opportunity to be in a lot of federal highway publications as the first success story of the grant cycle they have funded.

Mr. Higuera asked if this data would help the town with grants.

Mr. Solbert answered yes.

Ms. Wenner thought it will help Tom do what he needs to do for the federal requirement.

Mr. Dallaire explained the transition plan is the first step and then having it identified in the CIP. I think with the ten days in the contract we can get most of the town covered. Everything out at the Ranch at Gardnerville is compliant. The closest noncompliant areas to the schools would be done first.

Mr. Solbert felt they could get most of it. That's exactly why we are proposing this pilot project. Saying we will give you basically 20 days and two guys. We don't know exactly how long it will take to do all this. I can do a trip hazard in 30 seconds. We are planning on 20-10 hour days. This is a pilot program.

Vice-Chairman Slater asked if he thought being familiar with the boundaries, his estimate of 20 days will encompass everything.

Mr. Solbert didn't want to say they can get it all done because it takes a long time if there are a lot of hazards. That's the first part of the proposal is we prioritize where you want to go.

Mr. Dallaire will be starting with the school zones out. The highway is not our sidewalk. So those sidewalks wouldn't be under this contract.

Ms. Wenner asked if they had money for this.

Mr. Dallaire has \$25,000 in the CIP for sidewalk enhancement. This is the first step we need for that program. We have \$126,000 transferring over to next year. We have \$320,000 in what I am envisioning using for the Hellwinkle project. We can use it out of the ADA. It is something we need to do.

Vice-Chairman Slater would like to make sure they are adequately covered if we go over the 10 days. I want a commitment on your part to follow through.

Mr. Solbert agreed that is their goal. We don't necessarily have to do all of Chichester if we can say here's what


exists in Chichester.

Mr. Dallaire thought doing the actual trail itself through Chichester would be important but I'm not sure going all the way through to Petar and doing every single street out there would be appropriate right now. I think we can get a random sample of some streets. My focus is not on the highway. We would start at the schools, work out to the neighborhoods and getting them to the trail. The whole point recently has been to try and get people to use the trails. There was a typo in the agenda, the \$19,200 is actually \$19,748. I have it in the recommended motion.

Motion Higuera/Slater to approve the contract with Beneficial Designs LLC in the amount of \$19,748 for the existing sidewalk and ramp evaluation survey data collection efforts and include the preparation of the town's preliminary transition plan.

No public comment.

Upon call for the vote, motion carried unanimously.

13.  **For Possible Action:** Discussion on amending the NHC (Northwest Hydraulic Consultants) existing contract by placing the existing contract Task 3 on hold, adding the additional channel analysis using Flo-2D model and provide final improvement plans, revise the hydraulic report and provide a final presentation to the board and the public for an amount, not to exceed, \$39,525.00, with public comment prior to board action.

Mr. Dallaire reviewed Denny made a presentation last month about the problems we were having with the analysis. Denny went back and drew up this new contract showing some tasks and this is him changing that model to a Flo-2d, which is critical in our overall planning on fixing the storm drain and getting more water diverted to the channel. We do currently have \$65,740 left on our existing contract. We are not going to need to do the FEMA one until we get these improvements along the highway done, which was task three, so we could reallocate those funds and we would start a new contract if we can get some of these improvements done. Also, he has the improvement plans done. I am meeting with Q1 next Wednesday to discuss our update and possibly doing an extension on just the construction so we can get this on the ground. If they are on board with making that modification we will pursue that. I will bring it back next month. In order to get an accurate model the Flo-2d is the way to go. It is about 16,000 yards of dirt we will be removing. Dink needs more dirt so he is excited about taking the dirt.

Motion Higuera/Wenner to amend the contract with NHC by placing task 3 on hold, performing the Flo-2d analysis, incorporating required changes to the final plans, provide final presentation to the Board and approve an amount not to exceed \$39,525.00.

No public comment.

Upon call for the vote, motion carried unanimously.

14.  **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for June 2013.

Mr. Rowe reported the specific thing I wanted to be included is the open meeting law changes from this legislature and they are summarized in the memorandum. Are there any questions about the memo. I don't think there will be much impact on the way you do business unless there is some kind of a defect in a motion and you need to take corrective action. You are now allowed to do that without having the AG's office file a formal complaint. If there are no questions I will just move on. Other than that, there were just the usual administrative items. I have been monitoring the Sharkey's bankruptcy and the Ahern bankruptcy. We have received partial payment from Sharkey's. Hope to avoid having to file a claim in the bankruptcy. Ahern seems to be interminable. They had a fourth interim fee application that they had to submit to the court. Hopefully they will get around to approving everything.

Mr. Higuera asked if they are doing a reorganization.

Mr. Rowe explained both are doing a reorganization. According to Steve, Sharkey's went in to bankruptcy because they tried to renegotiate a couple of loans and couldn't so they had to file bankruptcy because they were not able to keep up with the loan payments.

Debra Amens is our new associate. I am having her come along with me to all of the meetings so she can meet the board members and get a feel for what is going on with the various governmental entities.

15.  **Not For Possible Action:** Discussion on the Town Manager/Engineer's Monthly Report of activities for June 2013.

a. **For Possible Action:** Approve, deny or modify a design for ornament handout at NLC/NACO conference, with public comment prior to board action.

Mr. Dallaire reported item A was put on so we can talk about it. The barn was drawn up by Becky Stockwell. The scouts changed it a little bit since they did their project. The fence is pretty close. We have sent it off to get a cost on engraving the ornament. It would be about \$1950 for 250 ornaments. I heard from Jo. They are expecting 200 to 300 people. The ornaments are about \$6.80 apiece for 250 units, which is \$1700, about a \$2,500 investment. My concern is they wanted to do the conference logo. This is something Wes drew up by hand. We did include it in the packet. They asked me if we could put this on the back. The barn will go on the front. We would put Town of Gardnerville on the back also.

Vice-Chairman Slater asked to identify the barn at the bottom and then upper left put the town logo. Then you could put the other one on the backside. Why don't we put Nevada League of Cities/NACO joint conference 2013?

Mr. Dallaire thought we could still do Town of Gardnerville on the back.

Vice-Chairman Slater would keep this portion on the back you could tie your Historical Hellwinkel Barn into a 2013 ornament that Main Street could sell for 2013.

Ms. Wenner asked when it was built.

Mr. Dallaire believed in the early 1920's. I have a write-up on it. Maybe we could make a card to go with it. That way we can add a lot of the information in there.

Vice-Chairman Slater asked if they could stamp the outside of the envelope with the Town of Gardnerville logo. I would encourage everyone to go to the conference. If you don't want to go to the meetings, at least plan on attending a luncheon or dinner. It shows solidarity on the part of the board members. Wherever we go to it would be imperative that Tom make sure we are in close proximity so he can introduce everybody as sponsors.

No public comment,

Motion Wenner/Higuera to approve the design of the ornament at the NLC/NACO conference with the conference logo per board discussion.

Motion carried unanimously.

Mr. Dallaire asked if there were any questions on the manager report. Daniel completed his Eagle Scout project. David Ogles also completed his project this weekend. All the doggie pots are up along Toler and out at Wal Mart. I am waiting on the trees until we get water. Finally got the camera up at the barn. I have been working with Lucille Rao on the O'Reilly building. They are working on refinishing their building. They have already repaved their parking lot. We are repainting the town buildings right now. We hired Sunridge Painting. We did have a fire over there yesterday. The smart meter caught on fire. This is the second one in the valley that East Fork has responded to. There were 22 in Sparks so far. Watch your smart meters. It didn't hurt the wires inside at all.

Went to the county commissioner meeting last night. They were talking about changing the code 2660.150c, which is the accessory use of outside storage recreational vehicles to allow them in the driveway. This is something Barry Penzel wanted to change. We had Cam from Kingsbury GID and two board members, John Lofrano from Indian Hills, a resident from Indian Hills, Lloyd and myself. There were 410 code enforcement cases open this year. 124 of those cases were RV's parking in front of garages. 66 of them were from the Gardnerville Ranchos; Indian Hills had 19; Johnson Lane had 19; Minden and Gardnerville each had nine; Tahoe five; Foothill two and one in TRE. County staff made a report. The commissioners took no action.

I had a complaint from a person in Chichester. We were sweeping pretty early in the morning. I had the sweeper

go around the park first. It was hot and the person's window was open. We were getting so many complaints about the loose material from microsurfacing that I had staff go out and sweep it all up. It wasn't just the gutters. We swept the whole street. I wrote an email back and explained.

Could board members please take some time and look through the Valley Vision. If you could give me some comments or criticism on it I will combine it into one document and provide it to the county. I have already expressed my concerns. I would like the comments back by Friday, the 12th.

Motion Slater/Higuera to adjourn the meeting at 7:10 p.m.

No public present.

Upon call for the vote, motion carried unanimously.

Respectfully submitted,

Ken Miller
Chairman

Tom Dallaire
Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Correspondence
2. **Recommended Motion:** Receive and File

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** n/a

5. **Agenda:** Consent Administrative

Background Information:

This section provides copies of letters or other correspondence received, that Staff feels are noteworthy for the Board members to review.

6. **Other Agency Review of Action:** Not Required

7. **Board Action:**

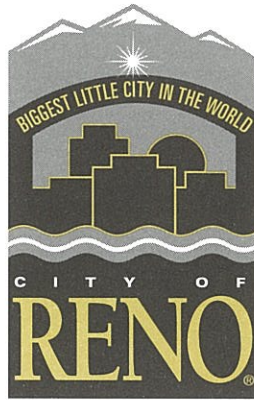
Approved

Denied

Approved with Modifications

Continued

Michael Hernandez
Fire Chief



July 18, 2013

Town of Gardnerville
Thomas Dallaire, Town Manager
1407 Hwy 395 North
Gardnerville, NV 89410

Dear Mr. Dallaire,

On behalf of the Reno Fire Department, I would like to extend our sincere appreciation for the help we received from your employee, Marie Nicholson. Ms. Nicholson helped us by providing a comfortable location for our firefighters to rehabilitate while they were working the Bison Fire incident. Her coordination to use Heritage Park made it possible for our crews to have a nice place to clean up and rest before heading back on the line to help battle the fire. Captain Dan Tilzey and the crews of Brush 21 and Brush 6 were very grateful for her assistance and mentioned how impressed they were with her wanting to go that extra step.

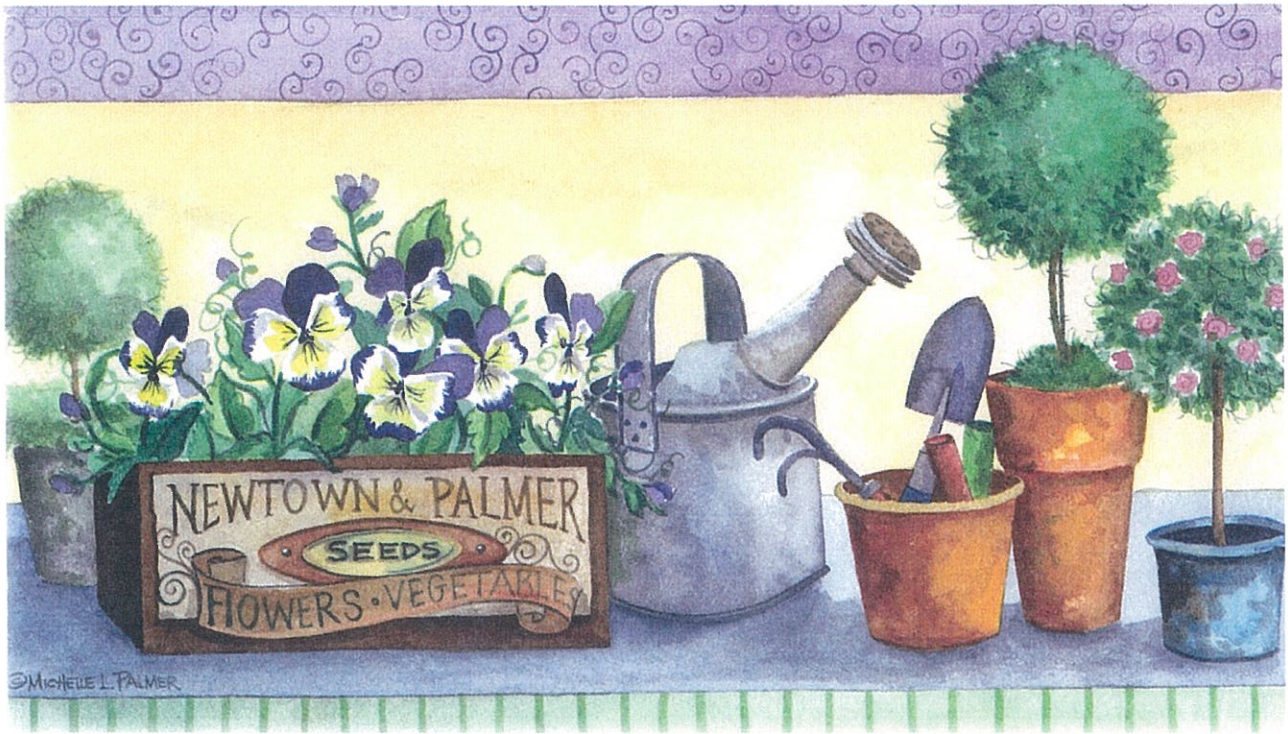
Once again, I send a heartfelt thank you from the Reno Fire Department.

Sincerely,

A handwritten signature in black ink, appearing to be "Michael Hernandez", written over a horizontal line.

Michael Hernandez
Fire Chief
Reno Fire Department

Cc: Tod Carlini, Fire Chief
Cc: Marie Nicholson, Office Assistant Sr.



Dear Tom,

I was glad our club could help out with our trailers to deliver flower pots to "Main Street Gardener's". I am sorry you ended up having to replace a tire but our club is very grateful to you. Today Jim Woods and I picked up the plant Sertoma got for the Senior Center and it looks very nice right at their front door. You and your team are doing
Thank you, Pat Smith, President
D. L. Tomp

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Title:** Health and Sanitation Monthly Report

2. **Recommended Motion:** Accept as submitted

Funds Available: Yes N/A

3. **Department:** Health and Sanitation

Prepared by: Carol Louthan

Phone Number: 782-7134

4. **Meeting Date:** August 6, 2013

Time Requested: none

5. **Agenda:** Consent

Administrative

6. **Background Information:**

Residential Accounts	1712
Commercial Accounts	217
Green Waste Accounts	1144
Cleanup Dumpsters	5
X-cans	653
# of new residential accounts	3 new owners & 10 accts transferred to new owners
# of new commercial accounts	3 – Standard Diesel, Double J Auto, MC Comas Automotive
Minimum User Accounts	40
Total tons of trash	326.99
Total tons of Greenwaste	43.02

7. **Other Agency Review of Action:**

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Title:** Approve July 2013 claims
2. **Recommended Motion:** Approve claims as submitted

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Carol Louthan

4. **Meeting Date:** August 6, 2013 **Time Requested:** none

5. **Agenda:** Consent Administrative

6. **Background Information:**

This report is generated through claims submitted to the Douglas County Comptroller by the Town. If backup material is necessary for your review it can be found on file at the Town office.

7. **Other Agency Review of Action:** N/A

8. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	7/13 BOARD	GVILLE	Paid by Check # 608084		06/26/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	250.00
28960 - Miller Kenneth	7/13 BOARD	GVILLE	Paid by Check # 608118		06/26/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	275.00
18629 - Philips Michael	7-13 BOARD	GVILLE	Paid by Check # 608166		06/26/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	250.00
2969 - Slater Linda	7-13 BOARD	GVILLE	Paid by Check # 608202		06/26/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	250.00
			Account 510.150 - Board Compensation Totals					Invoice Transactions 4		\$1,025.00
20219 - NV ST Public Employees	7-13 PREMIUMS	731	Paid by Check # 608742		07/16/2013	07/26/2013	07/26/2013	07/26/2013	07/26/2013	20.98
			Account 511.201 - PEBS-Ret.Medical Totals					Invoice Transactions 1		\$20.98
13097 - Verizon Wireless	9707508338	842011146-00001	Paid by Check # 608812		07/01/2013	07/26/2013	07/26/2013	07/26/2013	07/26/2013	149.43
			Account 520.055 - Telephone Expense Totals					Invoice Transactions 1		\$149.43
5358 - ABC Fire Inc	10452	GVILLE	Paid by Check # 608252		07/06/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	116.95
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 1		\$116.95
2030 - Minden-Gardnerville Sanitation	13-070290	0296	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	67.71
2030 - Minden-Gardnerville Sanitation	13-070581	0594	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	21.16
			Account 520.093 - Utilities-Sewer Totals					Invoice Transactions 2		\$88.87
2401 - NV ST Dept Business/Industry	AA13-338	PAYROLL	Paid by Check # 608449		07/12/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	67.50
			Account 520.169 - EMRB Assessment Totals					Invoice Transactions 1		\$67.50
2313 - Nevada League Of Cities & Muni	13-003	GVILLE	Paid by Check # 608440		06/21/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	1,428.70
			Account 520.170 - Memberships Totals					Invoice Transactions 1		\$1,428.70
15887 - Charter Communications	0012509 7/13	8354110060012509	Paid by Check # 608302		07/02/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	36.00
			Account 520.187 - Internet Expense Totals					Invoice Transactions 1		\$36.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 521.100 - Professional Services 7-PYMT 1		G'VILLE	Paid by Check # 608402		07/11/2013	07/19/2013	07/19/2013		07/19/2013	32,000.00
				Account 521.100 - Professional Services Totals				Invoice Transactions 1		<u>\$32,000.00</u>
2667 - Record Courier Account 532.056 - Subscriptions 7034794 13-14		7034794/G'VILLE	Paid by Check # 608177		06/24/2013	07/12/2013	07/12/2013		07/12/2013	26.30
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		<u>\$26.30</u>
26465 - Diamond Printing Inc Account 533.800 - Office Supplies 6779		G'VILLE	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	254.99
26465 - Diamond Printing Inc Account 533.800 - Office Supplies 6780		G'VILLE	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	402.64
				Account 533.800 - Office Supplies Totals				Invoice Transactions 2		<u>\$657.63</u>
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 16		<u>\$35,617.36</u>



Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 923 - Parks & Recreation Account 520.093 - Utilities-Sewer										
2030 - Minden-Gardnerville Sanitation	13-070763	0778	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	126.96
Account 520.093 - Utilities-Sewer Totals Invoice Transactions 1										
2549 - Dallaire Tom-Petty Cash	7-13 G'VILLE	PETTY CASH	Paid by Check # 608029		07/02/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	13.14
3115 - Swank Motion Pictures Inc	RG1819449	0223170001	Paid by Check # 608215		06/26/2013	07/12/2013	07/12/2013	07/12/2013	07/12/2013	421.00
12997 - Do Co Procurement Program	6*13 LOUTHAN	G'VILLE	Paid by Check # 608323		06/27/2013	07/19/2013	07/19/2013	07/19/2013	07/19/2013	520.00
Account 533.817 - Small Projects Totals Invoice Transactions 3										
Department 923 - Parks & Recreation Totals Invoice Transactions 4										
Fund 610 - Gardnerville Town Totals Invoice Transactions 20										
										\$954.14
										\$1,081.10
										\$36,698.46

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	7/13 BOARD	GVILLE	Paid by Check # 608084		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
28960 - Miller Kenneth	7/13 BOARD	GVILLE	Paid by Check # 608118		06/26/2013	07/12/2013	07/12/2013		07/12/2013	275.00
18629 - Philips Michael	7-13 BOARD	GVILLE	Paid by Check # 608166		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
2969 - Slater Linda	7-13 BOARD	GVILLE	Paid by Check # 608202		06/26/2013	07/12/2013	07/12/2013		07/12/2013	250.00
	Account 510.150 - Board Compensation Totals							Invoice Transactions 4		\$1,025.00
13097 - Verizon Wireless	9707508338	842011146-00001	Paid by Check # 608812		07/01/2013	07/26/2013	07/26/2013		07/26/2013	149.42
	Account 520.055 - Telephone Expense Totals							Invoice Transactions 1		\$149.42
5358 - ABC Fire Inc	10452	GVILLE	Paid by Check # 608252		07/06/2013	07/19/2013	07/19/2013		07/19/2013	116.95
	Account 520.084 - Replacement & Repair Totals							Invoice Transactions 1		\$116.95
2030 - Minden-Gardnerville Sanitation	13-070290	0296	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	67.71
2030 - Minden-Gardnerville Sanitation	13-070581	0594	Paid by Check # 608122		07/01/2013	07/12/2013	07/12/2013		07/12/2013	21.16
	Account 520.093 - Utilities-Sewer Totals							Invoice Transactions 2		\$88.87
15403 - Sunridge Painting	100	GVILLE	Paid by Check # 608786		07/10/2013	07/26/2013	07/26/2013		07/26/2013	5,800.00
	Account 520.097 - Maint B&G Totals							Invoice Transactions 1		\$5,800.00
15887 - Charter Communications	0012509 7/13	8354110060012509	Paid by Check # 608302		07/02/2013	07/19/2013	07/19/2013		07/19/2013	35.99
	Account 520.187 - Internet Expense Totals							Invoice Transactions 1		\$35.99
2667 - Record Courier	7034794 13-14	7034794/GVILLE	Paid by Check # 608177		06/24/2013	07/12/2013	07/12/2013		07/12/2013	26.30
	Account 532.056 - Subscriptions Totals							Invoice Transactions 1		\$26.30

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Accounts Payable by G/L Distribution Report

G/L Date Range 07/01/13 - 07/31/13

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San Department 925 - Health & Sanitation										
26465 - Diamond Printing Inc	6779	GVILLE Account 533.800 - Office Supplies	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	254.98
26465 - Diamond Printing Inc	6780	GVILLE	Paid by Check # 608319		07/08/2013	07/19/2013	07/19/2013		07/19/2013	402.65
Account 533.800 - Office Supplies Totals Invoice Transactions 2 Department 925 - Health & Sanitation Totals Invoice Transactions 13 Fund 611 - Gardnerville Health & San Totals Invoice Transactions 13 Grand Totals Invoice Transactions 33										
										\$657.63
										\$7,900.16
										\$7,900.16
										\$44,598.62

* = Prior Fiscal Year Activity



Gardnerville Town Board

AGENDA ACTION SHEET

1. **Approve appointment of Stephanie Waggoner to the Main Street Gardnerville Board of Directors.**

2. **Recommended Motion: Funds Available:** Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** N/A

5. **Agenda:** Consent Administrative

Background Information: See attached.

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



**APPLICATION TO SERVE AS A BOARD MEMBER
MAIN STREET GARDNERVILLE PROGRAM**

The M.S.G. Board meets the third Wednesday of each month,
6 pm, at the Town Hall, 1407 Hwy 395, Gardnerville

Thank you for having the interest and taking the time to complete this brief application. Please complete the application to the best of your ability, and again thank you for your interest!

Name: Stephanie Waggoner F-Mail: _____
Address: _____ Phone: _____
Business Address: 1540 Hwy 395 Suite H (Appoggio)
City: Gardnerville State: NV Zip: 89410

Why are you interested in serving on the Main Street Gardnerville Board?
Since I am part of Douglas County Leadership, it has peaked my interest. I would like to get more involved in our community.

Please briefly describe any business and/or professional experience you could bring to your service on the Board:
I feel that I can take on multiple tasks at one time. I have a financial background with U.S. Bank. I am well organized being the mother of 4 active children.

Do you have any direct or indirect experience with the National Main Street Program?
Yes, our business is part of the wine walk. We have taken part in the Adopt a pet program and was part of main street garden club.

Please describe any special skills you would bring to your service on the Board:
I am very creative, I seem to have the ability to make something out of nothing

Which one of these four main points do you think your experience and participation would be of the most benefit to M.S.G.: Organization, Promotion, Design, or Economic Restructuring?
I feel that I have the ability to benefit in all of these areas. My true interest would be promotion and design.

The Board will likely come up with projects within the framework of the Main Street Program. Are there any projects that you particularly have interest in seeing completed downtown? Why?
APG, because it brings the community together and it is a multi-generational opportunity to bring not only families but individuals together.

I'm willing to invest 5-10 hours per month in the future of our downtown yes

If selected, what date would you be available to begin serving on the board? ASAP

Thank you again for completing this application, and for your interest in the Main Street Gardnerville Program. We will contact you as soon as possible regarding your application.

Signature: Stephanie Waggoner Date: 4/17/12

Ph: 775.782.8027

1407 Main Street (Hwy 395 N), Gardnerville, NV 89410

Fax: 775.782.7135

www.mainstreetgardnerville.org

Main Street Gardnerville is an equal opportunity provider.

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Title:** Recommend approval of a Town special event application for the 23rd Annual Carson Valley Sertoma Oktoberfest scheduled for September 22, 2013 at Heritage Park

2. **Recommended Motion:** Approve special event application for the 23rd Annual Carson Valley Sertoma Oktoberfest scheduled for September 22, 2013 at Heritage Park

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** N/A

5. **Agenda:** Consent Administrative

6. **Background Information:** See attached. Current insurance certificate will be submitted before event.

7. **Other Agency Review of Action:** Yes N/A

8.

9. **Board Action:**

Approved

Denied

Approved with Modifications

Continued



CK70047001 9/22/13

Reservation Form and Release of Liability and Indemnification Agreement

For Town Park Use, Street Closures, and/or Special Events

1407 Highway 395

Gardnerville, Nevada 89410

(775) 782-7134 (775) 782-7135 Fax

Date of Application: 7/26/13
(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)

Location of Event/Activities: Heritage Park
(Submit letter of property owner's permission if event is to be held on private property)

per CK # 297K
\$100-

Street(s) proposing to be closed: None
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes No

If No, describe which Town park you are requesting to reserve: _____

If exclusive park use not being requested, describe which area of the Town park is being requested to be used: _____

Name of Applicant Organization or Business: Heritage Park Corporation: Yes No
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Jim Woods Supervisor of Activity: Chairman / Stan

Home Telephone #: 265-3914 Business Telephone #: _____ Fax #: 720-7009
(If applicant is an entity, must include home or business telephone numbers of principals; if applicant is a corporation, must include home or business telephone numbers of president, vice president, and secretary of corporation)

Home or Business Address: 12666 W. AN... 89460
(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)

Mailing Address: same

Type of Activity Town Park will be used for: CK ROBBIE FEST FESTIVAL

Will alcohol be sold or served? Yes No
(If alcohol to be served, it may be necessary to obtain additional appropriate liquor licenses/permits)

Band or amplified music? Yes No

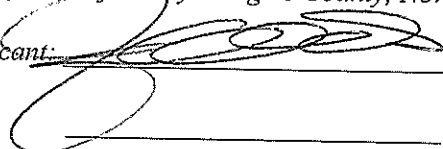
This event is Non-Profit For Profit Closed to Public Open to Public

Event Layout: Applicants **MUST** provide a drawing(s) clearly showing event area(s), streets requested for closure, booth spaces, etc. **If requesting use of Heritage Park, a Town furnished template will be provided indicating utility lines and other event constraints.**

WAIVER OF LIABILITY

The **UNDERSIGNED**, for himself/herself and on behalf of the above named Applicant Organization or Business, does hereby agree to protect, indemnify, save and keep harmless, the Town of Gardnerville, its elected and appointed officials, employees and volunteers and others working on behalf of the Town of Gardnerville, and Douglas County, Nevada, from any and all claims, demands, suits or loss, including all costs connected therewith, including but not limited to reasonable attorney's fees, administrative costs, and court costs and for any damages which may be asserted, claimed or recovered against or from the Town of Gardnerville, its elected and appointed officials, employees, volunteers or others working on behalf of the Town of Gardnerville, by reason of personal injury, including but not limited to bodily injury or death, and/or property damage, including loss of use thereof, which arise out of or is in any way connected or associated with this Reservation Form and Release of Liability and Indemnification Agreement.

I do hereby certify that, in representation of the above-named Applicant Organization or Business, I have received a copy of the Town's Park Use and Reservation Policy and the Town's Street Closure / Special Events Policy, that I have read those Policies, and that the above-named Applicant Organization or Business will observe all rules and regulations contained therein, including any conditions of approval of the Town Board, and any other conditions and/or requirements that may be set forth by Douglas County, Nevada.

Signature(s) of Authorized Representative(s) of Applicant:  Date: 7/20/13
Date: _____

(If applicant is a corporation, must include signature of president, vice president, and secretary of corporation) _____ Date: _____

Printed Name(s) of Authorized Representative(s) of Applicant above: _____

(Town Office Use Only)

Application Fees Paid: 0
Deposit amount Paid: 100 Date Processed: 7/20/13
Receipt Number: _____ Facility Reviewed: Heritage PK
Scheduled for Town Board Agenda: 8-6-13
Approved: _____
Scheduled for Douglas County Commissioner Agenda: _____
Approved: _____
Deposit Returned: _____

A copy of the approved application MUST be at the event



CERTIFICATE OF LIABILITY INSURANCE

9/1/2013

DATE (MM/DD/YYYY)

8/28/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOCKTON COMPANIES, LLC-1 KANSAS CITY 444 W. 47TH STREET, SUITE 900 KANSAS CITY MO 64112-1906 (816) 960-9000	CONTACT NAME:	
	PHONE (A/C No, Ext):	FAX (A/C, No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : PHILADELPHIA INDEMNITY INSURANCE		
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES SERIN03 E1 CERTIFICATE NUMBER: 10455324 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	Y	N	PHPK913868	9/1/2012	9/1/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/>	N	N	PHPK913868	9/1/2012	9/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	N	N	PHUB394864	9/1/2012	9/1/2013	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX
A	LIQUOR LIABILITY	N	N	PHPK913868	9/1/2012	9/1/2013	1,000,000 OCCURRENCE 1,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
CARSON VALLEY SERTOMA (NV) # 10739 - TOWN OF GARDNERVILLE NEVADA IS NAMED AS ADDITIONAL INSURED UNDER GENERAL LIABILITY, SUBJECT TO POLICY TERMS & CONDITIONS, WITH RESPECT TO CARSON VALLEY SERTOMA'S OKTOBERFEST SEPTEMBER 23, 2012.

CERTIFICATE HOLDER**CANCELLATION**

10455324
TOWN OF GARDNERVILLE
1407 HIGHWAY 395
GARDNERVILLE NV 89410

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **Title:** Discussion and possible action to approve Proclamation 2013P-03 recognizing the week of August 11 through August 17, 2013 as Brain Injury Awareness Week

2. **Recommended Motion:** Motion to approve Proclamation 2013P-03 recognizing August 11, through August 17, 2013 as Brain Injury Awareness Week.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 10 minutes

5. **Agenda:** Consent Administrative

6. **Background Information:** See attached Proclamation

7. **Other Agency Review of Action:** Yes N/A

8. **Board Action:**

Approved
 Denied

Approved with Modifications
 Continued

Town of Gardnerville
Proclamation 2013P-03

**A Proclamation by the Gardnerville Town Board recognizing the week of
August 11th through August 17th, 2013 as
Brain Injury Awareness Week**

Whereas, a traumatic brain injury (TBI) is a blow, jolt or bump to the head or a penetrating head injury that disrupts the brain's normal function, often resulting in a lifetime of physical, cognitive and behavior challenges;

Whereas, 1.7 million Americans, including 475,000 children, sustain a traumatic brain injury each year, and as many as 5.3 million people nationwide live with long-term disabilities due to TBI;

Whereas, every 21 seconds, someone in the United States will sustain a traumatic brain injury (TBI), which equals more than 4,000 people daily; and

Whereas, the average lifetime cost of care for a person with a severe traumatic brain injury ranges from \$600,000 to \$1,875,000; and

Whereas, the effects of brain injury are devastating emotionally and financially to families; and

Whereas, many individuals with brain injury can make valuable contributions to our society with appropriate services and supports; and

Whereas, public awareness is critical to the prevention of brain injury and to enhancing the recovery process of all individuals affected; and

NOW, THEREFORE LET IT BE RESOLVED THAT THE GARDNERVILLE TOWN BOARD DOES HEREBY PROCLAIM THE WEEK OF AUGUST 11th THROUGH AUGUST 17th, 2013 AS BRAIN INJURY AWARENESS WEEK IN GARDNERVILLE.

Adopted: This 6th Day of August 2013

GARDNERVILLE TOWN BOARD MEMBERS

Ken Miller, Chairman

Linda Slater, Vice-Chairman

Mike Philips, Member

Lloyd Higuera, Member

Mary Wenner Member





Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and east of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action.
2. **Recommended Motion:** Conditionally approve with modifications as indicated in the attached staff report the minor modification containing the building change, drive through, and single car automatic car wash bay.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 30 minutes

5. **Agenda:** Consent Administrative

Background Information:

The design review was conditionally approved during the January 2013 town board meeting. The improvement plans were approved July 9, 2013. The final approved site layout is attached. The owner has decided to add a single, detached, automatic car wash and a drive isle for takeout type fast food business that will take place of the previous tenant location. The site design was revised and does include truck turning movement plan. The site layout is tight and will most likely cause a traffic conflict once in a while trucks are onsite.

(See the attached staff report for concerns and conditions)

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

IMPROVEMENT PLANS GOLDEN GATE PETROLEUM DOUGLAS COUNTY



VICINITY MAP PROJECT SUMMARY

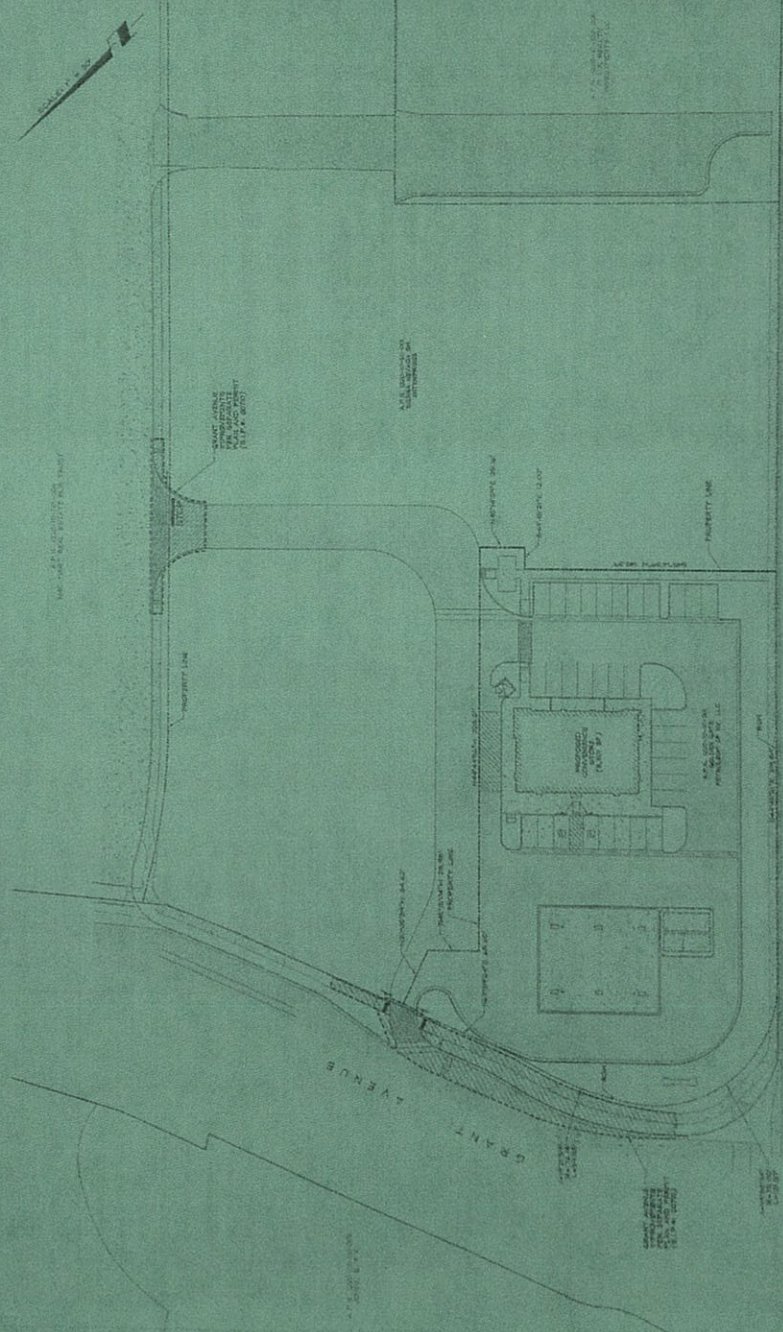
OWNER: GOLDEN GATE PETROLEUM
DATE: 08/27/14
PROJECT NO.: 14-0001
PROJECT NAME: GOLDEN GATE PETROLEUM
PROJECT ADDRESS: 445 JACKSON HIGHWAY, SEASIDE, OR 97138
PROJECT CONTACT: JIMMY L. HARRIS, PROJECT MANAGER
PHONE: (503) 325-1111
FAX: (503) 325-1111
PROJECT ADDRESS: 445 JACKSON HIGHWAY, SEASIDE, OR 97138
PROJECT CONTACT: JIMMY L. HARRIS, PROJECT MANAGER
PHONE: (503) 325-1111
FAX: (503) 325-1111

SHEET INDEX

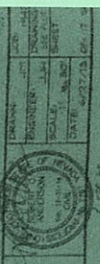
TOTAL SHEET: 10
 SHEET NO. 1: SITE PLAN
 SHEET NO. 2: GRADING PLAN
 SHEET NO. 3: PAVEMENT PLAN
 SHEET NO. 4: UTILITIES PLAN
 SHEET NO. 5: LIGHTING PLAN
 SHEET NO. 6: SIGNAGE PLAN
 SHEET NO. 7: LANDSCAPE PLAN
 SHEET NO. 8: CONSTRUCTION DETAILS
 SHEET NO. 9: CONSTRUCTION DETAILS
 SHEET NO. 10: CONSTRUCTION DETAILS

APPROVALS

PROJECT MANAGER: JIMMY L. HARRIS
 DATE: 08/27/14

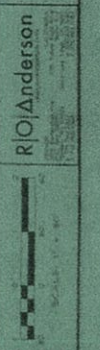


U.S. HIGHWAY 545
 GRANT AVENUE
 DRIVE AISLE
 PARKING AREA
 BUILDING FOOTPRINT
 LANDSCAPE AREA



COVER SHEET
GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION

R/O Anderson
 PROJECT NO. 14-0001
 PROJECT NAME: GOLDEN GATE PETROLEUM
 PROJECT ADDRESS: 445 JACKSON HIGHWAY, SEASIDE, OR 97138



DATE	DESCRIPTION



Ken Miller, Chairman
Linda Slater, Vice Chairman
Lloyd Higuera, Board Member
Mike Philips, Board Member
Mary Werner, Board Member

MEMORANDUM

Date: July 27, 2013

To: Gardnerville Town Board

From: Tom Dallaire, P.E., Town of Gardnerville

Subject: DA 13-028 (Minor Modification design review); Golden Gate Petroleum, Located within the Marketplace at Virginia Ranch; APN: 1220-10-111-001 (formally APN: 1220-10-110-007, 1220-10-501-006 & 008).

I. TITLE:

Discussion on DA 13-028 a minor modification to design review application to revise the size of the proposed building from 3,200 to 2,597 sf and add a single detached automatic car wash bay at the proposed Golden Gate Petroleum site located south of Grant Ave. and East of Highway 395, APN: 1220-10-111-001 (formerly: APN: 1220-10-110-007, 1220-10-501-008 & 006), with public comment prior to Board action.

II. RECOMMENDATION

Staff recommends to the Gardnerville Town Board CONDITIONAL APPROVAL of the Development Application (DA) 12-028, Golden Gate Petroleum, based on the findings, conditions, and conclusions in the staff report and the project is subject to the following concerns followed by the recommended conditions:

III. DISCUSSION

The following is staff's concerns with the proposed project which have been itemized for county staff consideration. The following items can be part of the Town Board discussion of the item and may be transferred to the recommended conditions of approval by the Town Board.

1. Planning/Lot Layout

- a. Truck access to the site and how a fuel truck will get into the site will be possible but will be very tight. This is a private development and not sure we have control of that aspect of the site design. It will cause congestion, there is a lot going on this 1.15 acre parcel. The site appears to be tight and require larger truck turning movements. They prepared a plan indicating a tanker truck turning movement. We previously suggested using the design vehicle WB-67D as these are commonly used locally to deliver fuel. (see the attached plans)
- b. The current proposed elevations are consistent with the adjacent development within the Marketplace at Virginia Ranch. See attached pictures of architectural accents from Walmart.

2. Plan for Prosperity

- a. Policy 5.3 (pg 10) “ New development should be designed to orient towards the street, hide parking, provide connected walking edges and respond to visibility created by the bend in 395” - The revised plan now is showing 8 parking stalls between the building and the highway. Additionally there will be a drive through car wash building adjacent to the site, entrance is facing the highway as well. Staff does not feel like this meets the intent of the requirement. The drive isle may be critical to the accessibility around the site, relocating the parking to the north side of the building is worth exploring that alternative option and bringing the building to the drive isle. It also allows for pedestrian traffic on the north side of the building so visitors can utilize the required pergola. See the attached figures from the approved Marketplace at Virginia Ranch.

3. Drainage

- a. The proposed drainage is per the previously approved improvement plan set. The onsite storm drainage will be maintained by the property owner. The towns cleaning responsibility ends at the common storm drain manhole adjacent to the Wal mart access road. All onsite water is discharged into the region detention pond.

IV. CONDITIONS:

The following should be considered for recommendation to the County, the Conditions of Approval for the Minor design review application. These conditions contain the previously applicable conditions:

1. Prove pedestrian access through the site. The northerly pedestrian access was removed in this version. People cannot access the pergola without going into the drive isle or out to the highway sidewalk and back up to the pergola. If the new ramp in at the highway side of the building is going to be provided, then the need for the second southerly access adjacent to the property line is not required and the drive isle can be enlarged to ease potential congestion.
2. Please consider moving the 8 parking stalls, currently located between the building and highway to the north side of the building to comply with the towns plan for prosperity. The previous improvement plan submittal included 6 parking stalls at this location and now 8 stalls are being proposed.
3. The vehicle turning movement at the outlet to the exit drive isle is too sharp to maneuver into the exit road. Maybe moving the building down would provide a better exit movement to the drive through
4. The arch plans show the area at the lease unit to be 519 square feet and not 466 square feet as shown on the site plan and used in the parking calculation, please clarify.
5. The following Standard Town Conditions of Approval shall apply:
 - a. All administrative, engineering, or legal fees incurred by the Town in connection with reviewing the project shall be reimbursed and paid to the Town.
 - b. Improvement plans shall be reviewed and approved by the Town’s engineer.
 - c. Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
 - d. Construction runoff and dewatering practices shall be in accordance with the appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into existing Town storm drain systems will only be

- allowed upon written approval from the Town, and will be subject to discharge quality and storm drain cleaning requirements as set forth by the Town.
- e. Maintenance plans and level of service for landscape areas proposed for care by the development are required to be submitted for review and approval by the Town staff.
 - f. Any damage to the Town's existing infrastructure, including, but not limited to, streets, curb and gutter, sidewalks, or drainage systems caused by the development of the project shall be repaired or replaced by the developer.
 - g. The Town will not assume maintenance of any on-site improvement proposed in this application. Operation and maintenance of all on-site improvements shall be the responsibility of the property owner.

Board meeting Topics of Discussion / Notes:

- See Discussion questions.
NOTE's from Board Meeting:

-
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Attachments:

1. Applications County and Town, Justification letter, and submittal documents.
2. Golden Gate Petroleum Elevations and proposed floor plans
3. Previous Site plan and elevations
4. Elevations from the approved Marketplace at Virginia Ranch



DOUGLAS COUNTY
 COMMUNITY DEVELOPMENT DEPARTMENT
 1594 ESMERALDA AVENUE
 POST OFFICE BOX 218
 MINDEN, NEVADA 89423
 TEL (775) 782-6217
 FAX (775) 782-9007
www.douglascountynv.gov

DEVELOPMENT APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit a **Development Application** with Douglas County. As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements, before the application is accepted for processing by the Community Development Department.

FOR STAFF USE ONLY	
File Number <u>DA 13-028</u>	Receipt Number <u>PAID</u>
Received By <u>Dirk</u>	Date <u>7-25-13</u>
Town:	<u>Gville</u>
Master Plan Land Use:	<u>Commercial</u>
Regional/Community Plan:	<u>Minden/Gardnerville</u>
Current Zoning:	<u>GC</u>
Overlay Zoning:	<u>PD</u>
Floodplain Zone:	<u>X-Shaded</u>
FIRM # & Date:	<u>2656-2010</u>
Wellhead Protection Area (s):	<u>Yes</u>
Case Planner:	<u>Dirk Goering</u>

A. Application for (check all applicable):

- | | |
|---|---|
| <input type="checkbox"/> Abandonment | <input type="checkbox"/> Variance, Major |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Variance, Minor |
| <input type="checkbox"/> Design Review, Major | <input type="checkbox"/> Zoning Map Amendment |
| <input type="checkbox"/> Design Review, Minor | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Design Review, Accessory Dwelling Unit | |
| <input type="checkbox"/> Agreement (Development/Reim./Affordable Housing) | Modifications to Existing Development Approvals: |
| <input type="checkbox"/> Master Plan Map Amendment | <input type="checkbox"/> Modification, Major |
| <input type="checkbox"/> Master Plan Text Amendment | <input checked="" type="checkbox"/> Modification, Minor |
| <input type="checkbox"/> Special Use Permit | |

B. Project Location

Street Address (if available): 1485 Grant Avenue

Assessor's Parcel Number(s): 1220-10-111-001

Approximately 0 Feet North or South of Grant Avenue
(Circle one) (Street Name)

Approximately 0 Feet East or West of U.S. Highway 395
(Circle one) (Street Name)

C. Project Description

The applicant is requesting: approval of a gas station with an approximately 2,597 square foot convenience store, 466 SF Take-out Restaurant, and 1 Car Wash Bay on approximately 1.15 acres. The project is located at the intersection of Grant Avenue and U.S. Highway 395 in the Town of Gardnerville.

List any previous applications that have been filed for this site: Design Review, Major, Site Improvement Permit, and Building Permit.

APPLICANT:

Contact Name: Daron Lynch Company: Frank Lepori Construction
Address: 1580 Hymer Avenue, Suite 100 City/State/Zip: Sparks, Nevada 89431
Telephone No: (775) 337-2063 Fax No: (775) 337-2066
E-mail Address: daron@leporiconstruction.com

OWNER:

Contact Name: Dennis O'Keefe Company: Golden Gate Petroleum
Address: 501 Shell Avenue City/State/Zip: Martinez, California 94553
Telephone No: (925) 228-2222 Fax No: (925) 335-3786
E-mail Address: dennis.okeefe@ggpetroleum.com

ENGINEER/REPRESENTATIVE:

Contact Name: Jeremy Hutchings, P.E. Company: R.O. Anderson Engineering, Inc.
Address: 1603 Esmeralda Avenue City/State/Zip: Minden, Nevada 89423
Telephone No: (775) 782-2322 Fax No: (775) 782-7084
E-mail Address: jhutchings@roanderson.com

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I/we am/are the legal owner(s) of the property being considered under this application and do hereby authorize the above representative to file and represent my/our interest in this application.

I/we am/are the legal owner(s) of said property; have read the foregoing Letter of Authorization and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Nevada that the information contained in this application is true and correct.

OWNER(s) of RECORD: (Include extra sheets if necessary)

DENNIS O'KEEFE [Signature] 7-24-13
Printed Name Signature Date

Printed Name Signature Date

Note: For permits requiring a public hearing, this application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code 20.04.010).

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes and Douglas County Code, have been drawn to a standard engineering scale (e.g., 1"=10', 1"=20', 1"=30') that is appropriate to the project size, and clearly define and identify all of the required information.

APPLICANT/APPLICANT'S REPRESENTATIVE:

DENNIS O'KEEFE [Signature] 7-24-13
Printed Name DARON LYNCH Signature D L Date 7-24-13

Town of Gardnerville
1407 Highway 395 North
Gardnerville, Nevada 89410
(775) 782-7134
(775) 782-7135 facsimile
www.gardnerville-nv.gov



PROJECT REVIEW APPLICATION

Location

Street Address: Intersection of Grant Ave and U.S. Hwy 395
Assessor's Parcel Number: 1220-10-111-001
Current Zoning Designation: General Commercial



Project Description

The applicant is requesting approval of a minor modification to a previously approved plan for the addition of a drive through access to serve a 466 SF Take-out Restaurant, and also the addition of a Single Bay Car Wash. The project is located at the intersection of Grant Avenue and U.S. Highway 395 in the Town of Gardnerville.

Applicant:

Name: Frank Lepori Construction
Address: 1475 Hymer Avenue, Sparks, Nevada 89431
Telephone Number: (775) 337-2063 Fax Number: (775) 337-2066

Owner:

Name: Golden Gate Petroleum
Address: 501 Shell Avenue, Martinez, California 94533
Telephone Number: (925) 228-2222 Fax Number: (925) 335-3786

Engineer:

Name: Jeremy Hutchings, P.E., R.O. Anderson Engineering, Inc.
Address: 1603 Esmeralda Avenue, Minden, Nevada 89423
Telephone Number: (775) 215-5010 Fax Number: (775) 782-7084

By signing this application, the applicant agrees to reimburse the Town of Gardnerville for all expenses reasonably incurred by the town in the process of reviewing the application, including, but not limited to, engineering and legal expenses. A \$75 deposit is included with this application.

Applicant or Applicant's Representative:

Jeremy J. Hutchings, P.E.
Printed Name


Signature

07-24-13
Date

{When projects are located or proposed to be located within the Town of Gardnerville, Douglas County requires review and comment by the Town Board before making a final decision on the project. The Town of Gardnerville makes recommendations to Douglas County on all development to be located within the township boundaries. Douglas County will not render a decision until a letter of recommendation has been submitted by the Town.}

(Application and all materials related to the project review need to be submitted to the Town office by the Friday two weeks before the Board Meeting.)

JUL 24 2013

DOUGLAS COUNTY
COMMUNITY DEVELOPMENT

July 23, 2013

Dirk Goering, AICP
DOUGLAS COUNTY COMMUNITY DEVELOPMENT
Post Office Box 218
Minden, Nevada 89423

**Golden Gate Petroleum
Minor Modification to Design Review
Description and Statement of Justification**

Dear Dirk:

On behalf of the applicant, Frank Lepori Construction, please consider this letter our statement of justification and project description for a Minor Modification to Golden Gate Petroleum Design Review.

The project is located at the intersection of Grant Avenue and U.S. Highway 395, in the Town of Gardnerville known as APN 1220-10-111-001 (formerly APN 1220-10-110-007, 1220-10-501-008, & 1220-10-501-006). The project site is zoned General Commercial with a Planned Development Overlay and has a master plan designation of Commercial.

BACKGROUND

The Design Review for this project (DA12-054) was originally approved on February 11, 2013. This approval included the construction of a gas station with an approximately 3,200 square foot convenience store and an approximately 1,200 square foot Port of Subs restaurant on approximately 1.15 acres.

Since this time, there has been a change in the proposed tenant resultant in a modification to the building design. The applicant is proposing to reduce both the convenience store and restaurant square footage in order to add a drive-through window to the restaurant and a separate stand-alone car wash.

The minor modification consists of the following revisions to the original Design Review Application:

1. The convenience store floor plan has been reduced from approximately 3,200 square feet to approximately 2,597 square feet.
2. The restaurant square footage has been changed from approximately 1,200 square feet to 466 square feet. The restaurant use will be take-out only and a drive-through with stacking spaces.

Y:\Client Files\1943\1943-001\Documents\Design Review Submittal 2013-7-23\1943-001 SOJ Minor Mod.doc

Mr. Goering
July 23, 2013
Page 2 of 2

3. The building floor plan has been flipped.
4. A stand-alone building has been added for a single touchless automatic car wash with stacking spaces.
5. The canopy over the gas pumps has been shifted closer to Grant Avenue.
6. The building has been shifted closer to the canopy and towards Grant Avenue.
7. The electrical switchgear has been placed outside in closer proximity to the existing power along U.S. Highway 395.
8. The ADA accessible route has been moved to ramp from the sidewalk along U.S. 395 and connect to the sidewalk at the front of the building.

Thank you for your consideration of our requested minor modification. Should you have any further questions, please feel free to contact me at your convenience.

Yours sincerely,

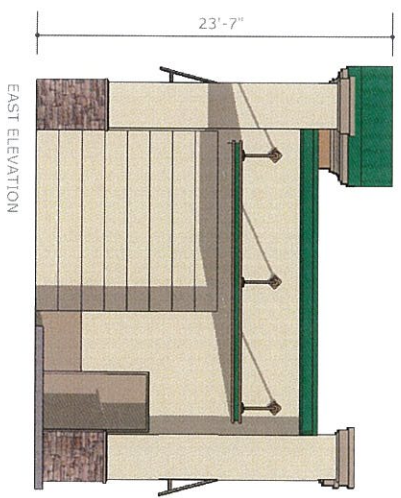
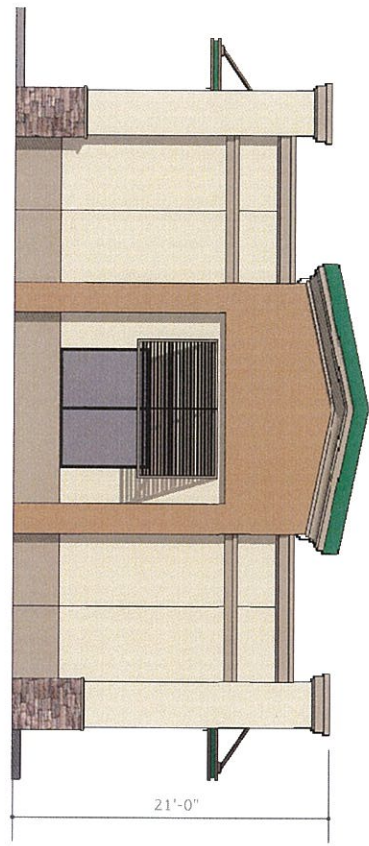
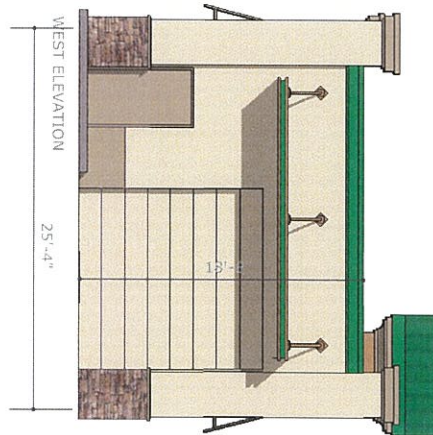
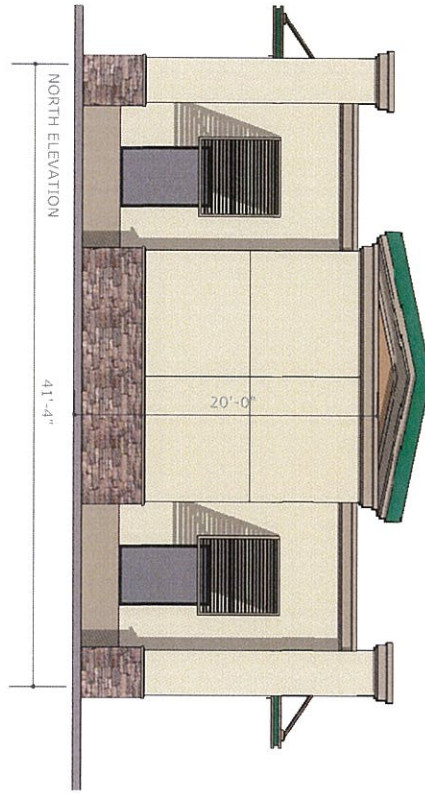
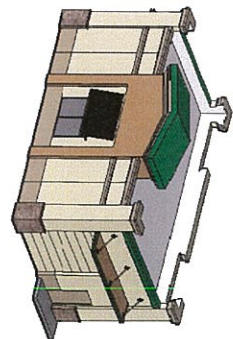
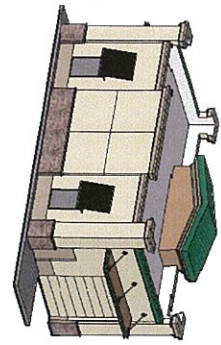
R.O. ANDERSON ENGINEERING, INC.



Stephanie A. Hicks, AICP
Senior Planner/Grants Professional

Attachments

7-10

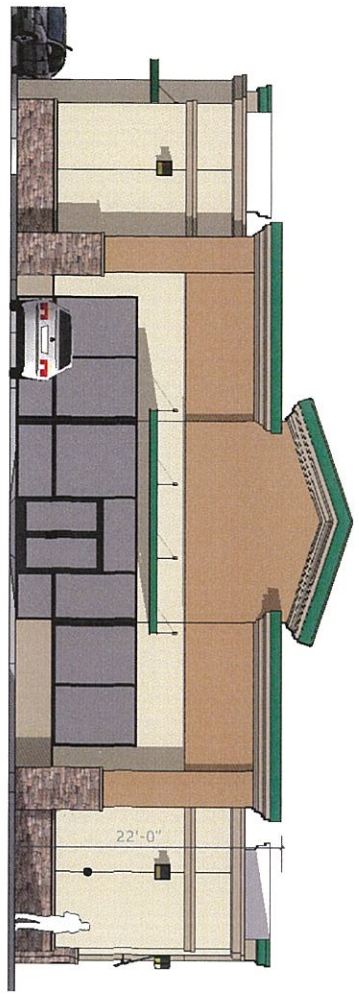


JULY 23, 2013

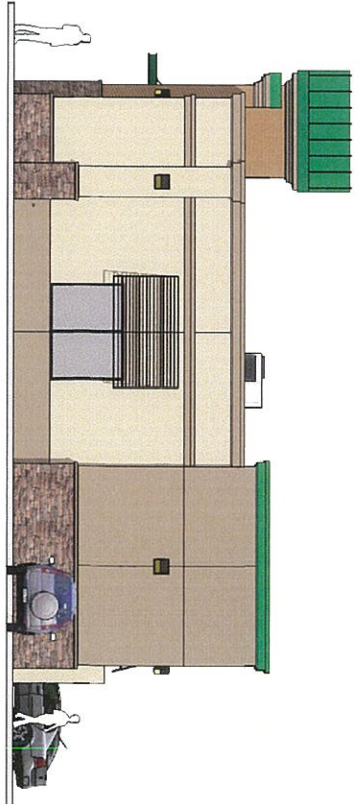
GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | CAR WASH ELEVATIONS

1/8" = 1'-0"

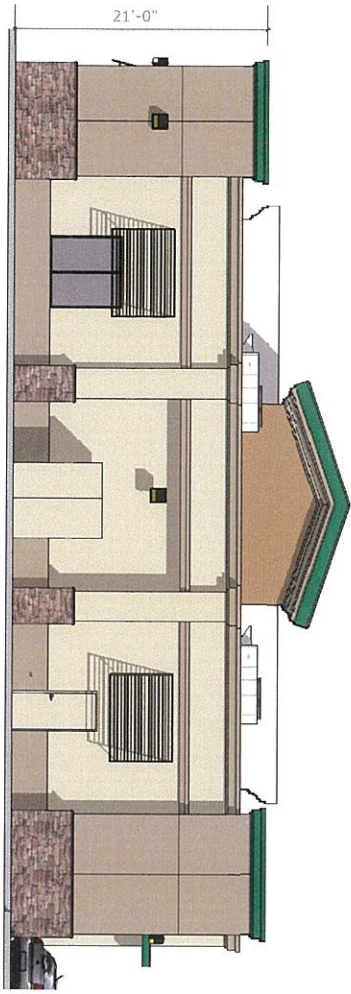
FRANK LEPORI CONSTRUCTION



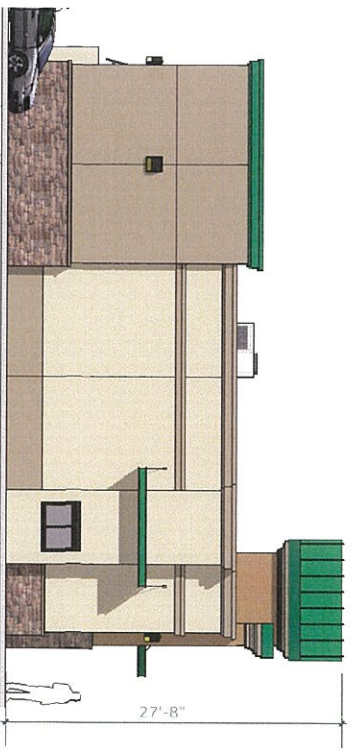
NORTH ELEVATION



WEST ELEVATION



SOUTH ELEVATION



EAST ELEVATION

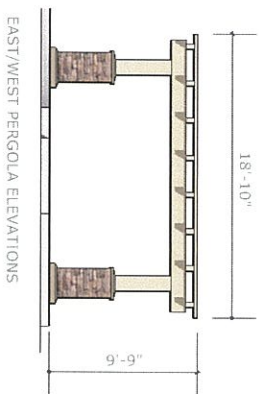
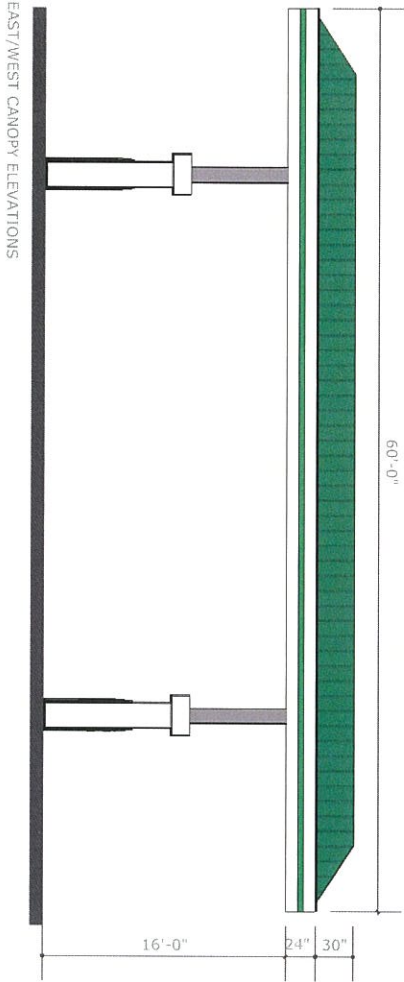
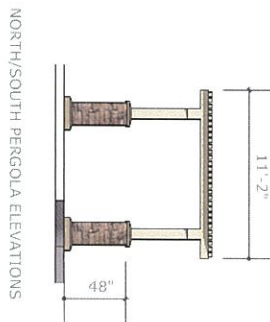
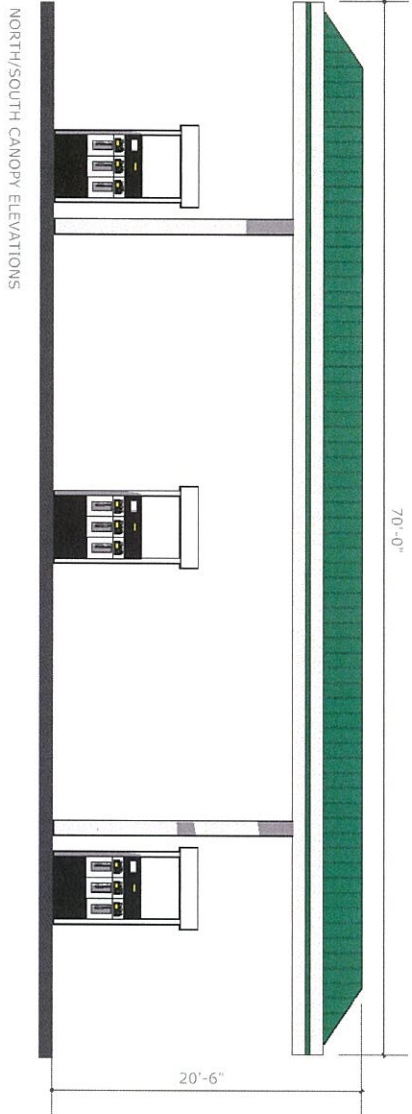
FRANK LEPORI CONSTRUCTION

JULY 23, 2013

GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | CONVENIENCE STORE ELEVATIONS

1"=10'

7-12



JULY 23, 2013

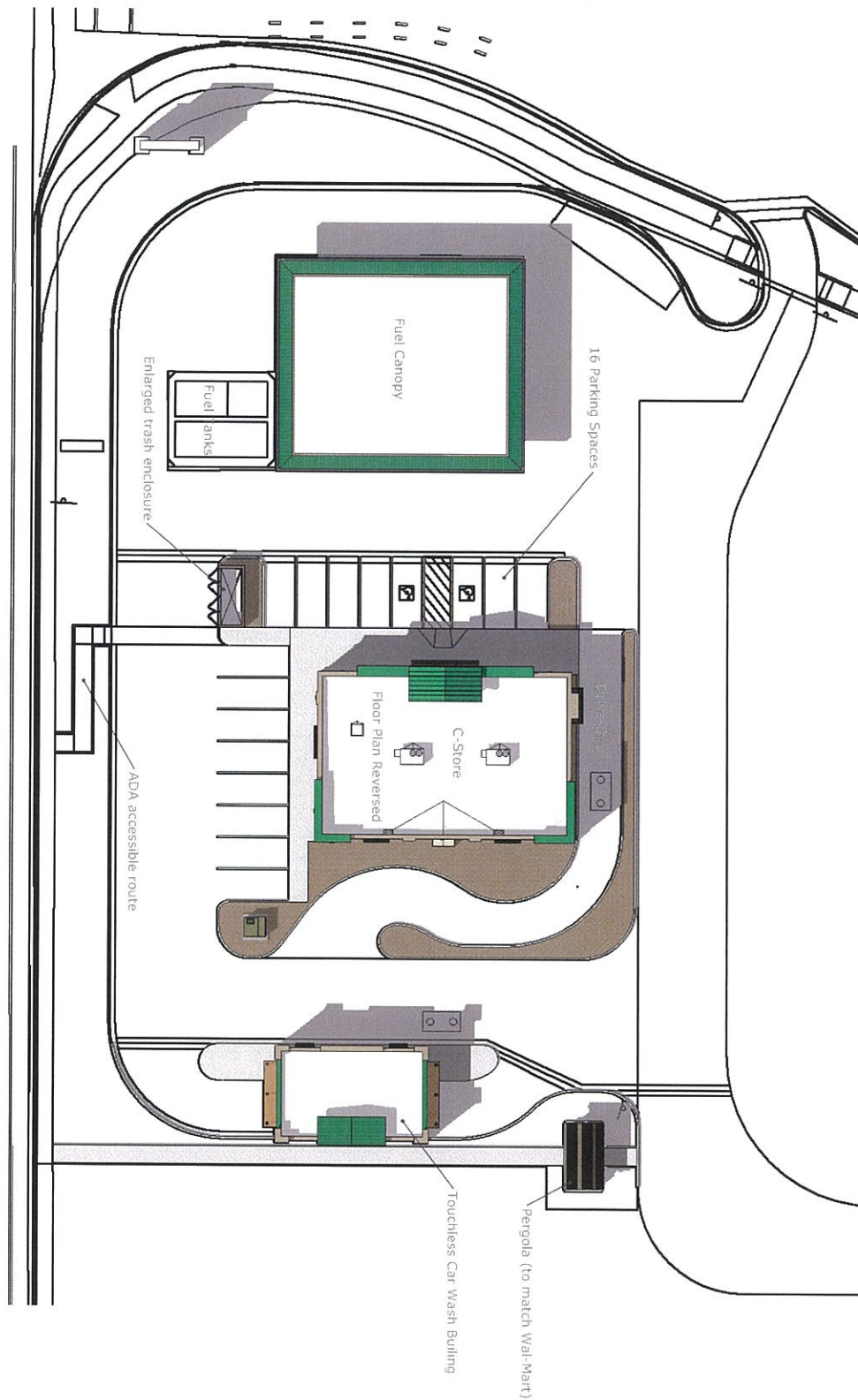
GOLDEN GATE PETROLEUM - DESIGN REVIEW REVISION | CANOPY / PERGOLA ELEVATIONS

1/8" = 1'-0"



FRANK LEPORI CONSTRUCTION

7-14

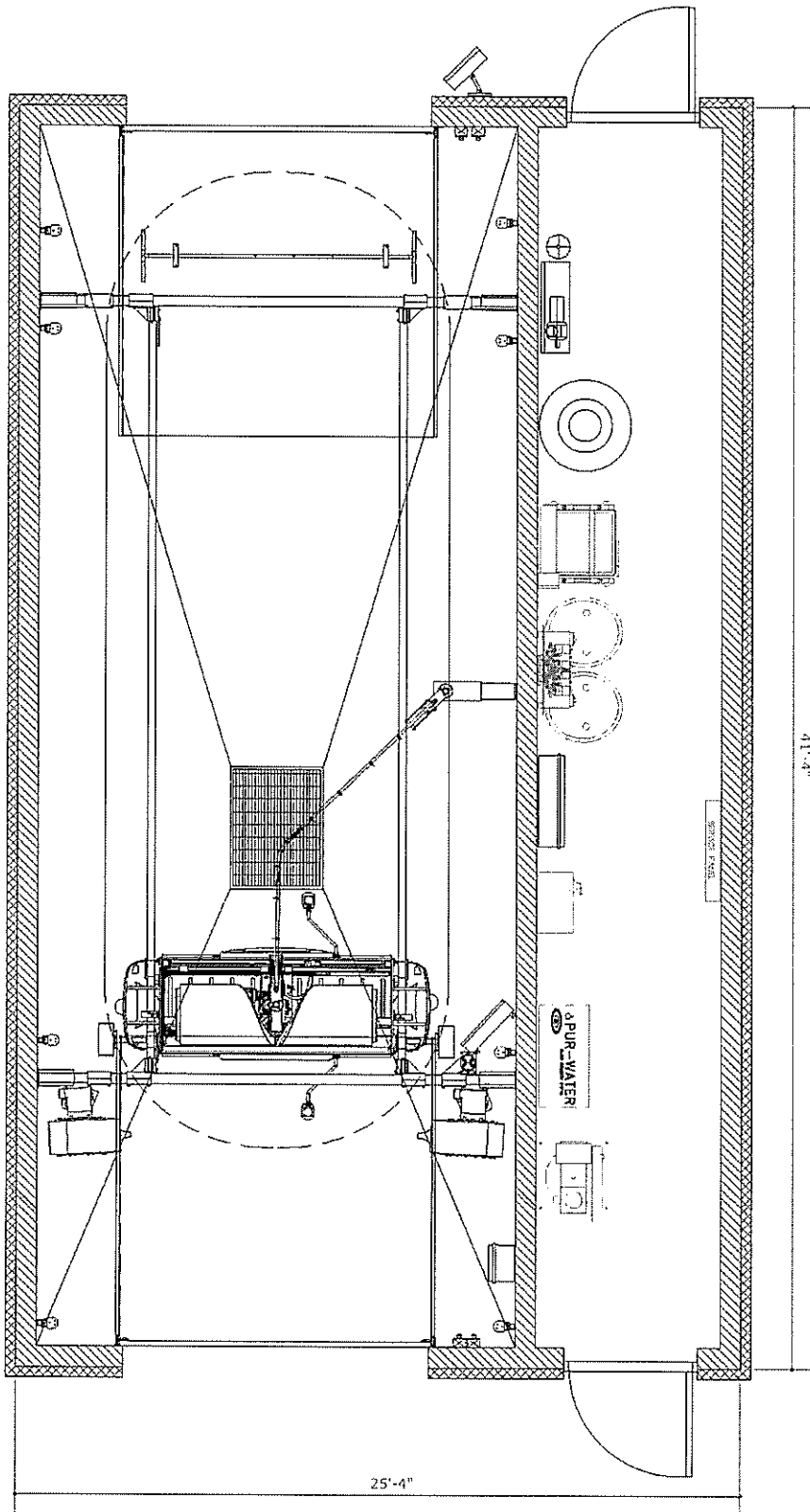


JULY 23, 2013

GOLDEN GATE RETROFIT DESIGN REVIEW REVISION CAR WASH FLOOR PLAN

1/8" = 1'-0"

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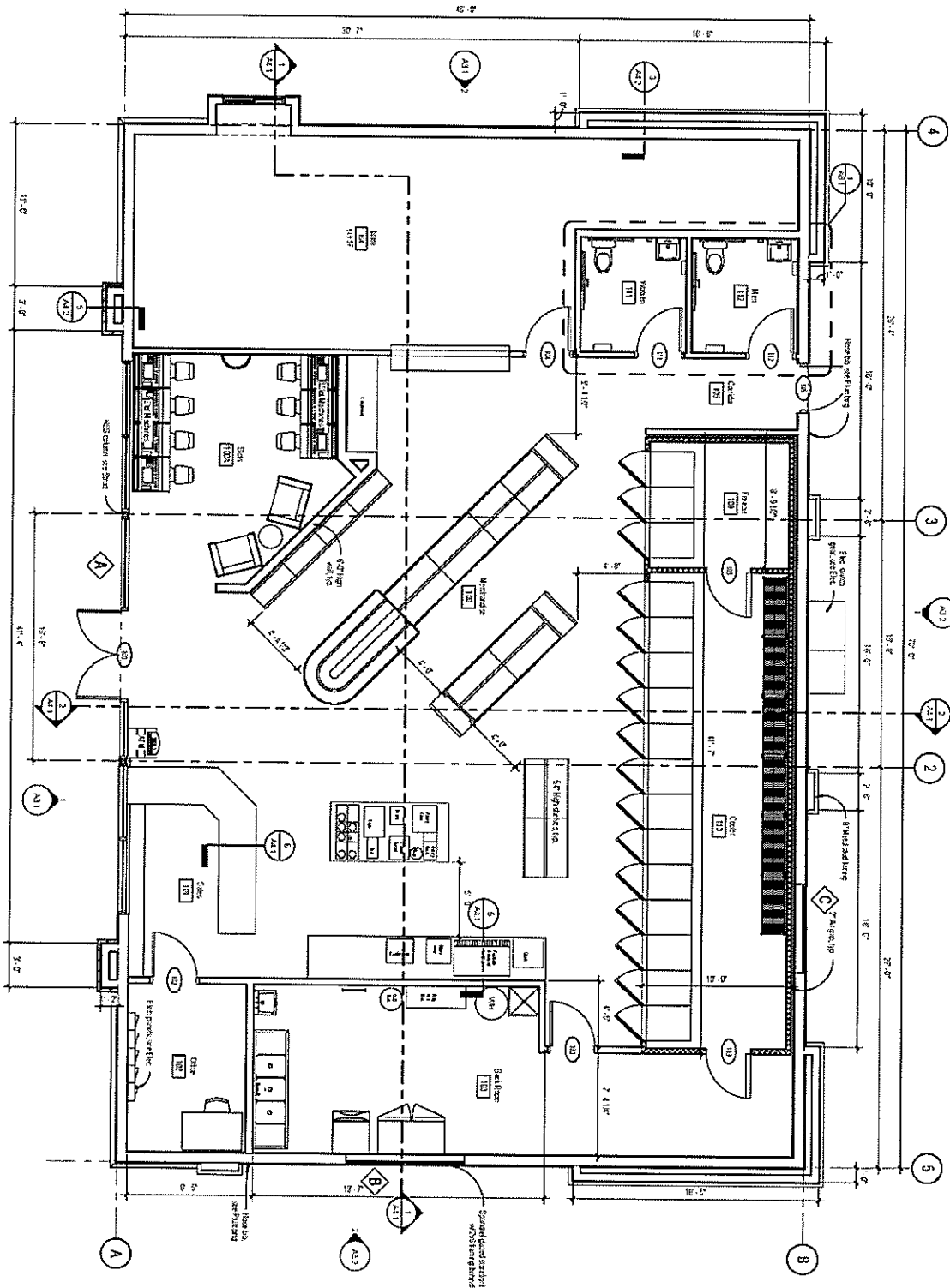
FRANK LEPORI CONSTRUCTION

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JULY 23, 2013

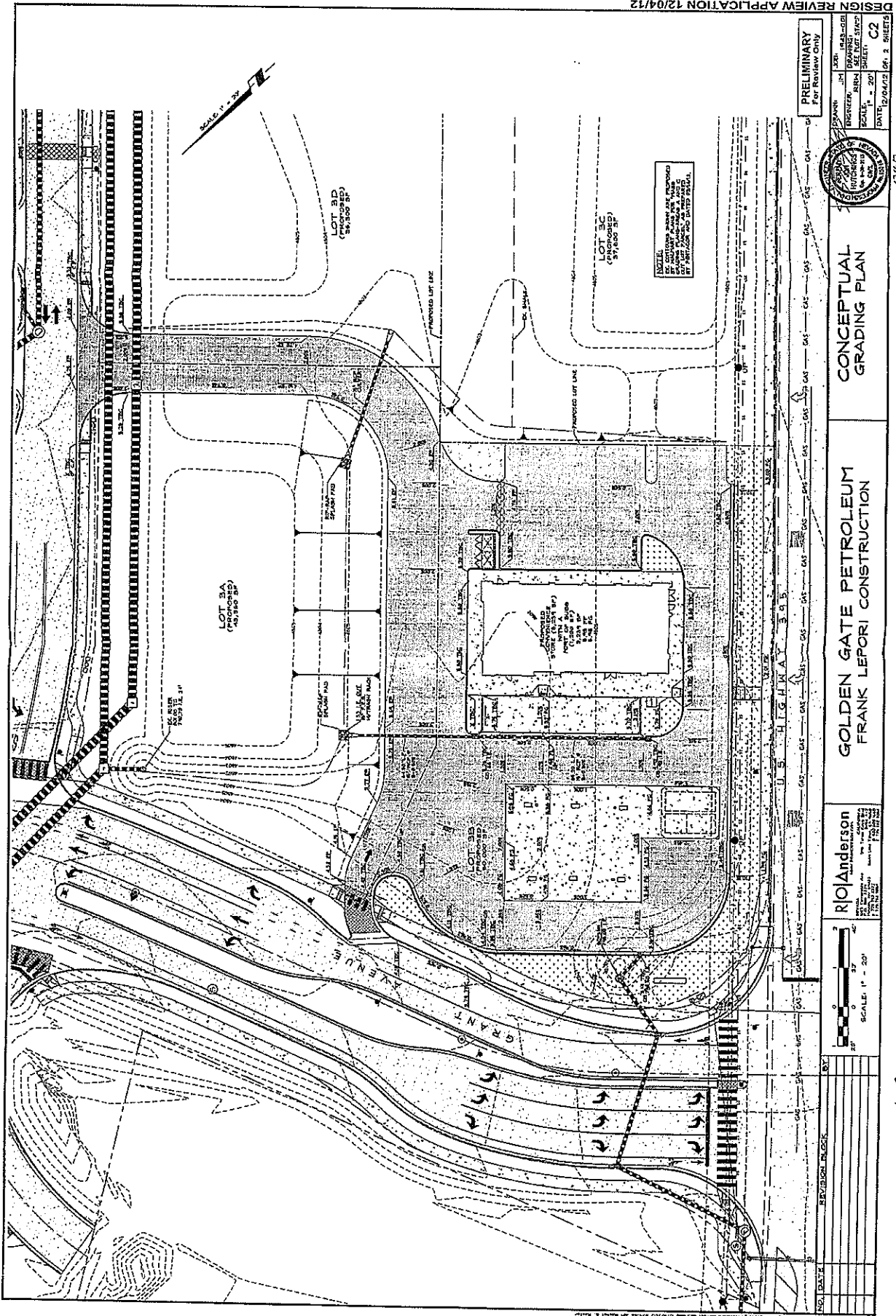
GOLDEN GATE RETAILM - DESIGN REVIEW REVISION | CONVENIENCE STORE FLOOR PLAN

Scale:



FRANK LEPORI CONSTRUCTION

7-17



PRELIMINARY
 For Review Only

12/04/12
 DATE
 C2
 SHEET

CONCEPTUAL
 GRADING PLAN

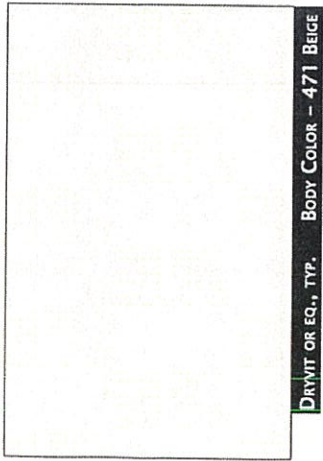
GOLDEN GATE PETROLEUM
 FRANK LEPORI CONSTRUCTION

R/O Anderson
 REGISTERED PROFESSIONAL ENGINEER
 No. 12345
 State of California

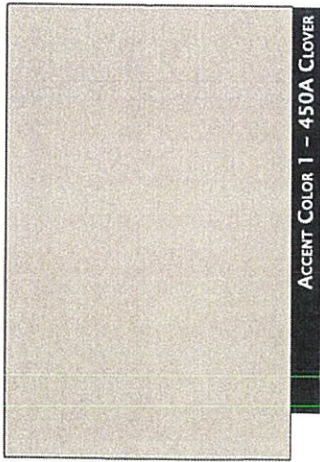
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NO.	DATE	REVISIONS

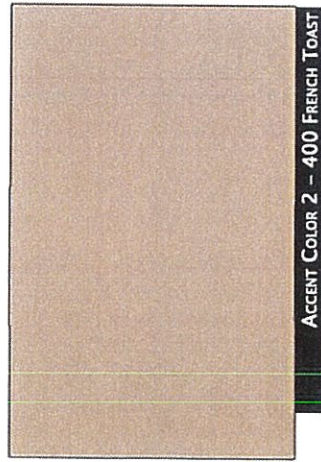
Design Review



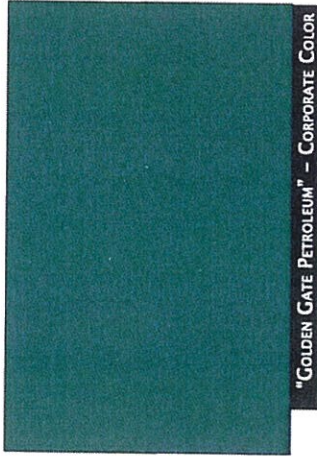
DRYWIT OR EQ., TYP. **BODY COLOR - 471 BEIGE**



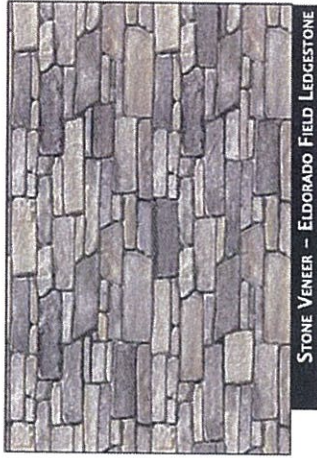
ACCENT COLOR 1 - 450A CLOVER



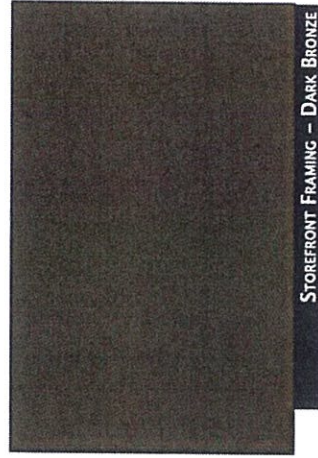
ACCENT COLOR 2 - 400 FRENCH TOAST



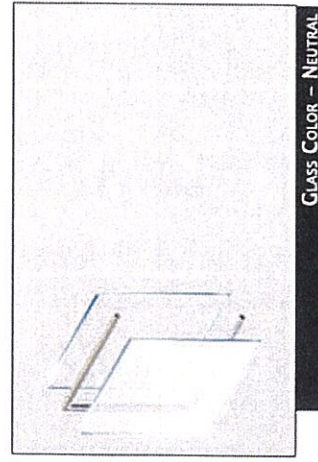
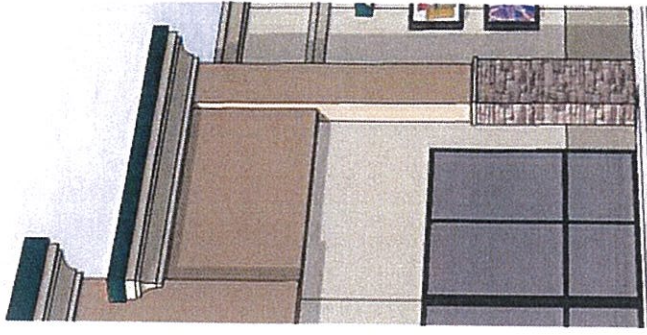
"GOLDEN GATE PETROLEUM" - CORPORATE COLOR



STONE VENEER - ELDOORADO FIELD LEDGESTONE



STOREFRONT FRAMING - DARK BRONZE



GLASS COLOR - NEUTRAL

**GOLDEN GATE PETROLEUM
2651 HWY 50 EAST
CARSON CITY, NEVADA**

COLOR BOARD



Colors

7-19



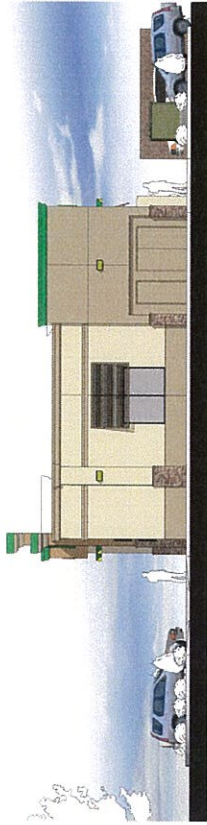
NORTHEAST VIEW



SOUTHWEST VIEW



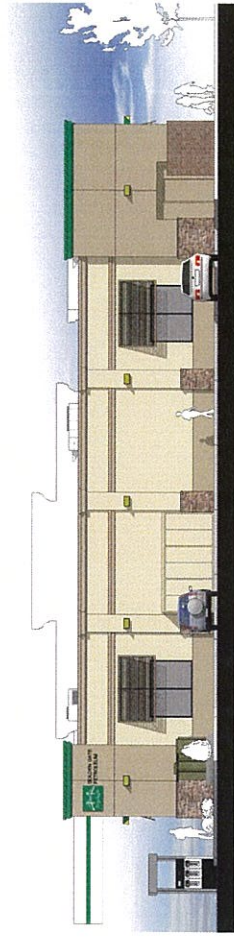
NORTH ELEVATION



WEST ELEVATION



EAST ELEVATION



SOUTH ELEVATION

GOLDEN GATE PETROLEUM
 GRANT AVENUE & US 395
 GARDNERVILLE, NEVADA

ELEVATIONS
 SCALE: 1/8" = 1'-0"



Design Review

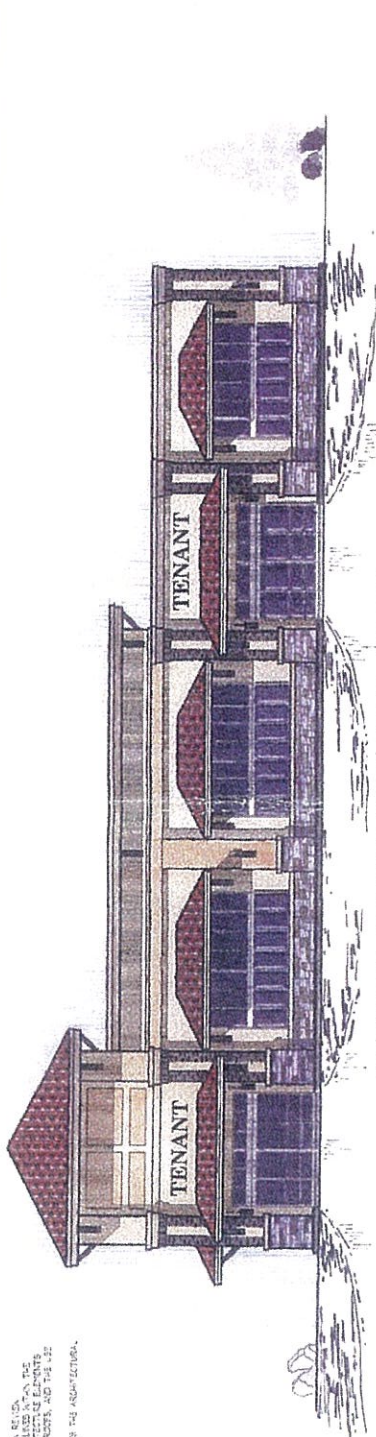
Figure 1.0 Virginia Ranch Development Plan



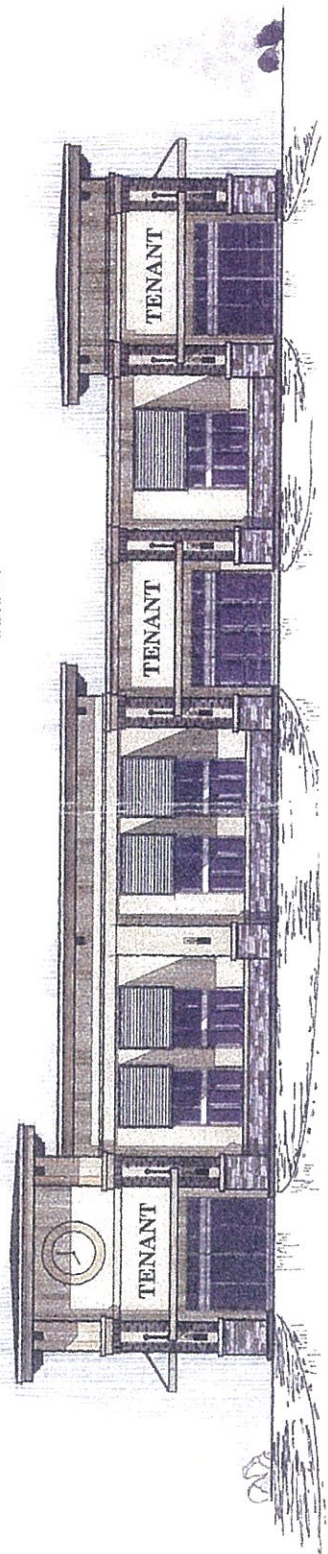
Virginia Ranch Dev. Plan

7-21

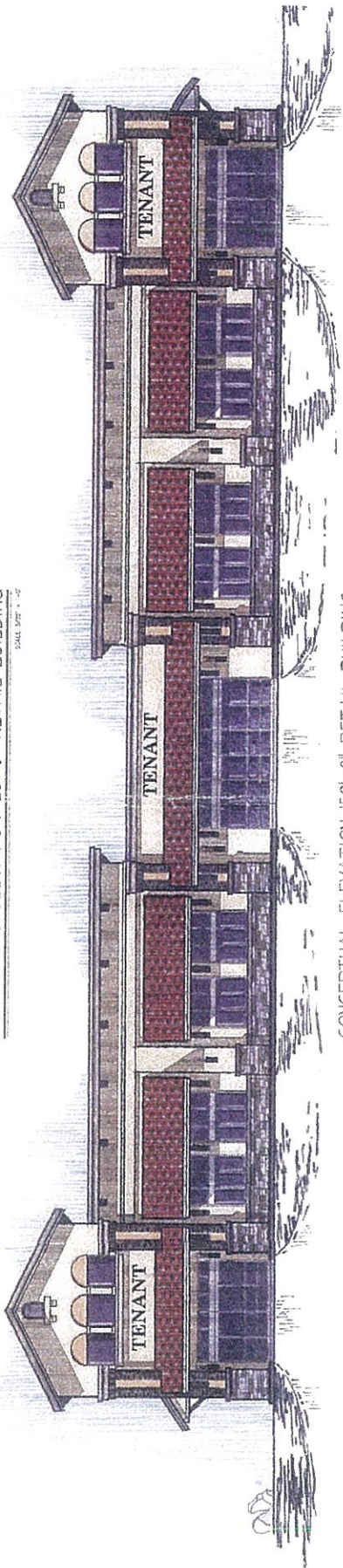
NOTE:
 1. ALL BUILDING ELEVATIONS SHALL BE DESIGNED TO COMPLY WITH ALL APPLICABLE REGULATORY AGENCIES AND LOCAL ORDINANCES. ALL ELEVATIONS SHALL BE DESIGNED TO COMPLY WITH THE APPLICABLE REGULATORY AGENCIES AND LOCAL ORDINANCES. ALL ELEVATIONS SHALL BE DESIGNED TO COMPLY WITH THE APPLICABLE REGULATORY AGENCIES AND LOCAL ORDINANCES.
 2. THESE CONCEPTUAL ELEVATIONS ARE AN EXAMPLE OF A DESIGN WHICH MEETS THE ARCHITECTURAL DESIGN REQUIREMENTS.



CONCEPTUAL ELEVATION 100'-0" RETAIL BUILDING
 SCALE 1/8" = 1'-0"



CONCEPTUAL ELEVATION 120'-0" RETAIL BUILDING
 SCALE 1/8" = 1'-0"



CONCEPTUAL ELEVATION 150'-0" RETAIL BUILDING
 SCALE 1/8" = 1'-0"



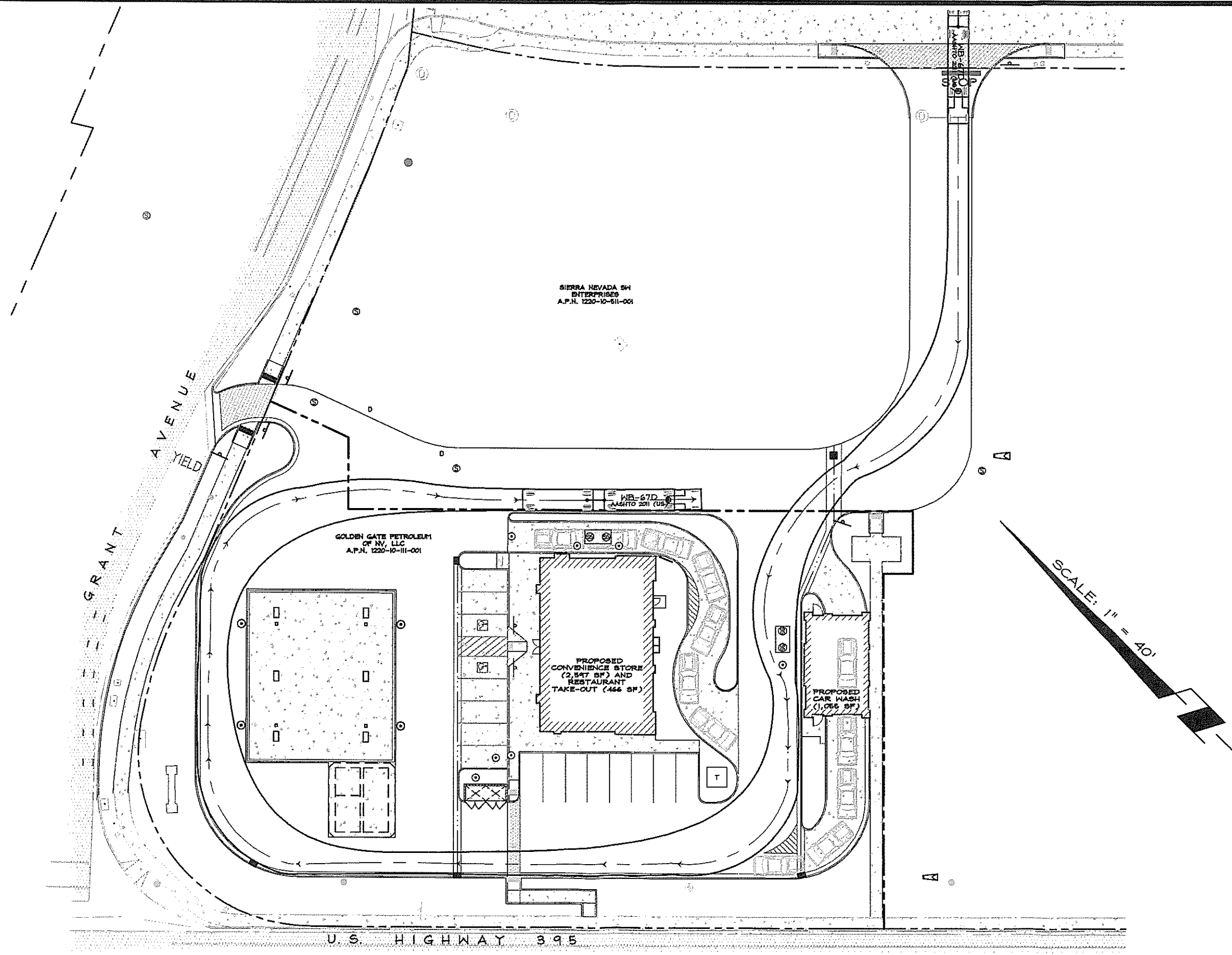
RO Anderson
 ARCHITECT
 1001 W. 10TH AVENUE, SUITE 100
 DENVER, CO 80202
 PHONE: 303.733.1111
 WWW.ROANDERSON.COM

THE MARKETPLACE AT VIRGINIA RANCH
 U.S. HWY 395 & VIRGINIA RANCH ROAD

CONCEPTUAL
 EXTERIOR ELEVATIONS

DESIGNER	R.A.N.	JOB NO.	CRS-127
DATE	07/16/24	DATE	07/16/24
SCALE	1/8" = 1'-0"	DATE	07/16/24
DATE	07/16/24	DATE	07/16/24

7-22



7-20

R/O Anderson
 WWW.ROANDERSON.COM

NEVADA
 1603 Esmeralda Ave
 P.O. Box 2229
 Minden, NV 89423
 P. 775.782.2322
 F. 775.782.7084

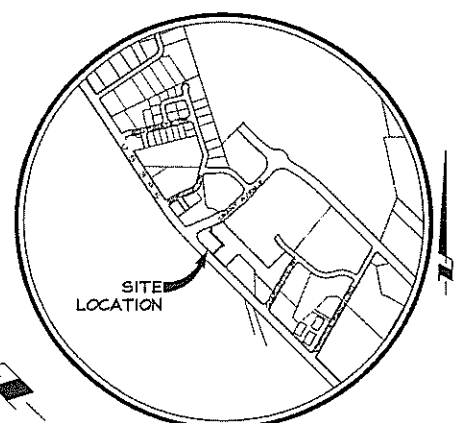
CALIFORNIA
 595 Tahoe Keys Blvd
 Suite A-2
 South Lake Tahoe, CA 96150
 P. 530.600.1660
 F. 775.782.7084

GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION
TRUCK TURN PATH

1943-001

07/24/2013

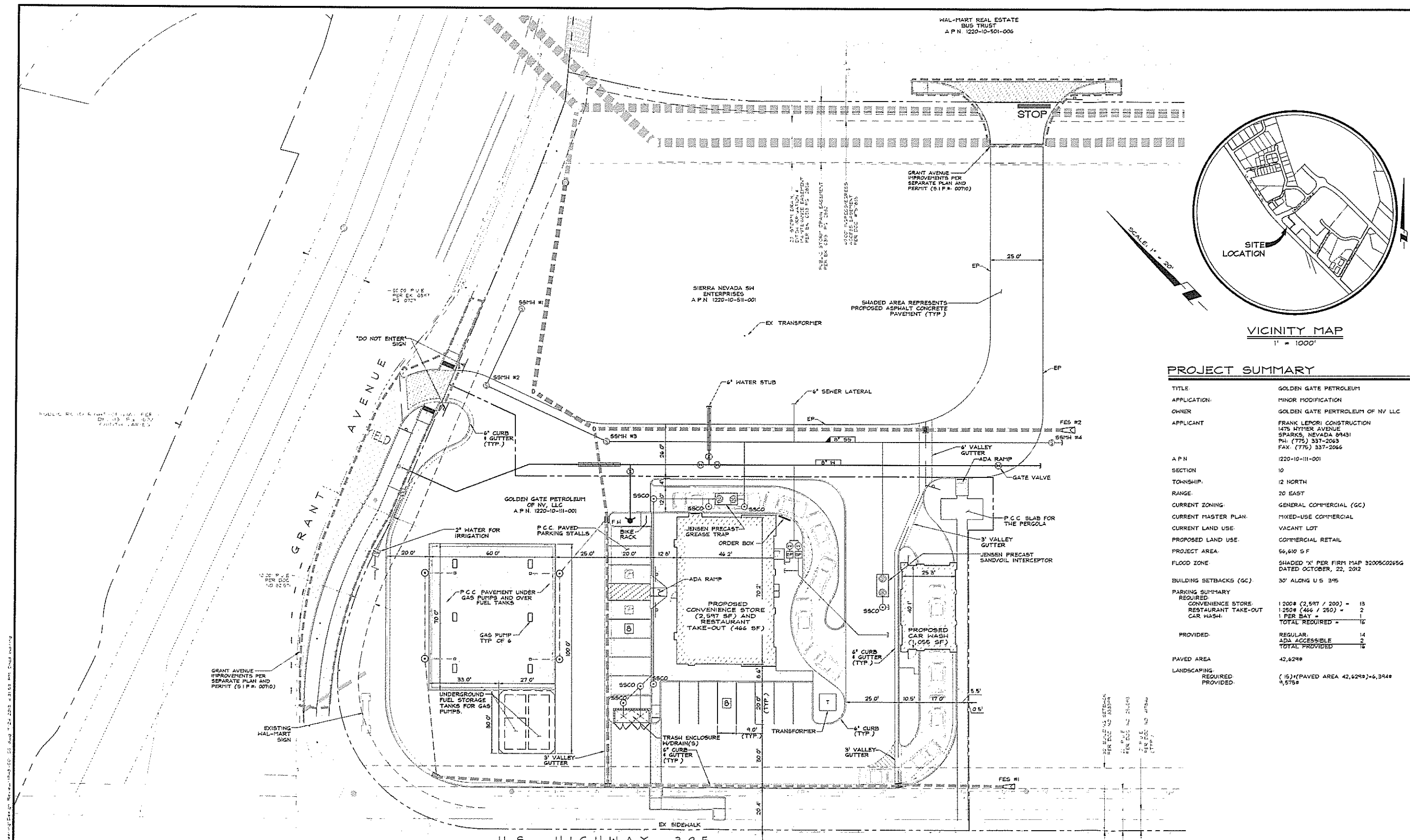
WAL-MART REAL ESTATE
BUS TRUST
A.P.N. 1220-10-501-006



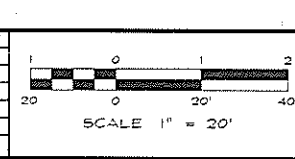
VICINITY MAP
1" = 1000'

PROJECT SUMMARY

TITLE	GOLDEN GATE PETROLEUM
APPLICATION	MINOR MODIFICATION
OWNER	GOLDEN GATE PETROLEUM OF NV LLC
APPLICANT	FRANK LEPORI CONSTRUCTION 1475 HYPER AVENUE SPARKS, NEVADA 89431 PH: (775) 337-2063 FAX: (775) 337-2066
A.P.N.	1220-10-111-001
SECTION	10
TOWNSHIP	12 NORTH
RANGE	20 EAST
CURRENT ZONING	GENERAL COMMERCIAL (GC)
CURRENT MASTER PLAN	MIXED-USE COMMERCIAL
CURRENT LAND USE	VACANT LOT
PROPOSED LAND USE	COMMERCIAL RETAIL
PROJECT AREA	56,610 SF
FLOOD ZONE	SHADED 'X' PER FIRM MAP 32005C0265G DATED OCTOBER, 22, 2012
BUILDING SETBACKS (GC)	30' ALONG U.S. 395
PARKING SUMMARY	
REQUIRED	
CONVENIENCE STORE	1,200# (2,597 / 200) = 13
RESTAURANT TAKE-OUT	1,250# (466 / 250) = 2
CAR WASH	1 PER BAY = 1
TOTAL REQUIRED	16
PROVIDED	
REGULAR	14
ADA ACCESSIBLE	2
TOTAL PROVIDED	16
PAVED AREA	42,629#
LANDSCAPING	
REQUIRED	(15) x (PAVED AREA 42,629#) = 6,394#
PROVIDED	9,575#



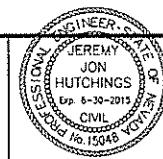
NO.	DATE	REVISION	BLOCK	BY



R/O Anderson
REGISTERED PROFESSIONAL ENGINEER
No. 15048

GOLDEN GATE PETROLEUM
FRANK LEPORI CONSTRUCTION

CONCEPTUAL
SITE AND UTILITY PLAN



PRELIMINARY For Review Only	DRAWN: JAG	JOB: 1943-001
	ENGINEER: JJJH	DRAWING: SEE PLOT STAMP
	SCALE: 1" = 20'	SHEET: C1
	DATE: 7/24/13	OF: 1 SHEETS

7-24

DESIGN REVIEW APPLICATION 07/24/13

Project Data:	
Total square feet	3063
Occupancy	M
Occupants	51
Construction Type	V-B
Sprinklers	No

- ### Sheet Notes
- All door locations in gypsum board partitions not considered will be 4" from the studs of perpendicular wall to door edge. (U.N.O.)
 - All dimensions are from face of stud or center of framed opening, unless noted otherwise.
 - Provide 2" x 4" gage flat strap blocking behind all finishes and wall mounted accessories. This includes cabinets and any other items that are wall mounted. Blocking shall span a minimum of three studs and be secured to each stud with a minimum of two screws.
 - Provide 2x4 solid wood blocking behind all fixtures and wall mounted accessories. This includes cabinets and any other items that are wall mounted.
 - Refer to Mechanical and Electrical plans for equipment related to these disciplines. All required equipment not necessarily noted on this sheet.
 - Room Signage: Provide ADA compliant signs adjacent to doors where required.
 - The exposed concrete floors will have all exposed construction and control joints sealed with a polyurethane sealant bead (backer rod where required).
 - Provide a rubber vinyl reducer or transition trim at all transitions of a raised or lowered surface of dissimilar material.
 - There shall be no surface mounted conduit. All conduit to be concealed.
 - See Code Analysis Plan sheet G1.3 for occupancy classifications.
 - Install one (1) recess mounted "Knock Box" #3270 (Black) in exterior wall location as shown on Elevation installed 6'-0" AFF. Acquire "Knock Box" in association with the local fire agency.

Revisions		
Δ	Date	Revision
1	8-22-13	Plan Check

FRANK CONSTRUCTION CO.

Nevada License # 0023377A
1475 Hamer Ave. #250
Sparks, Nevada 89431
725.337.9003
fax 725.337.9585

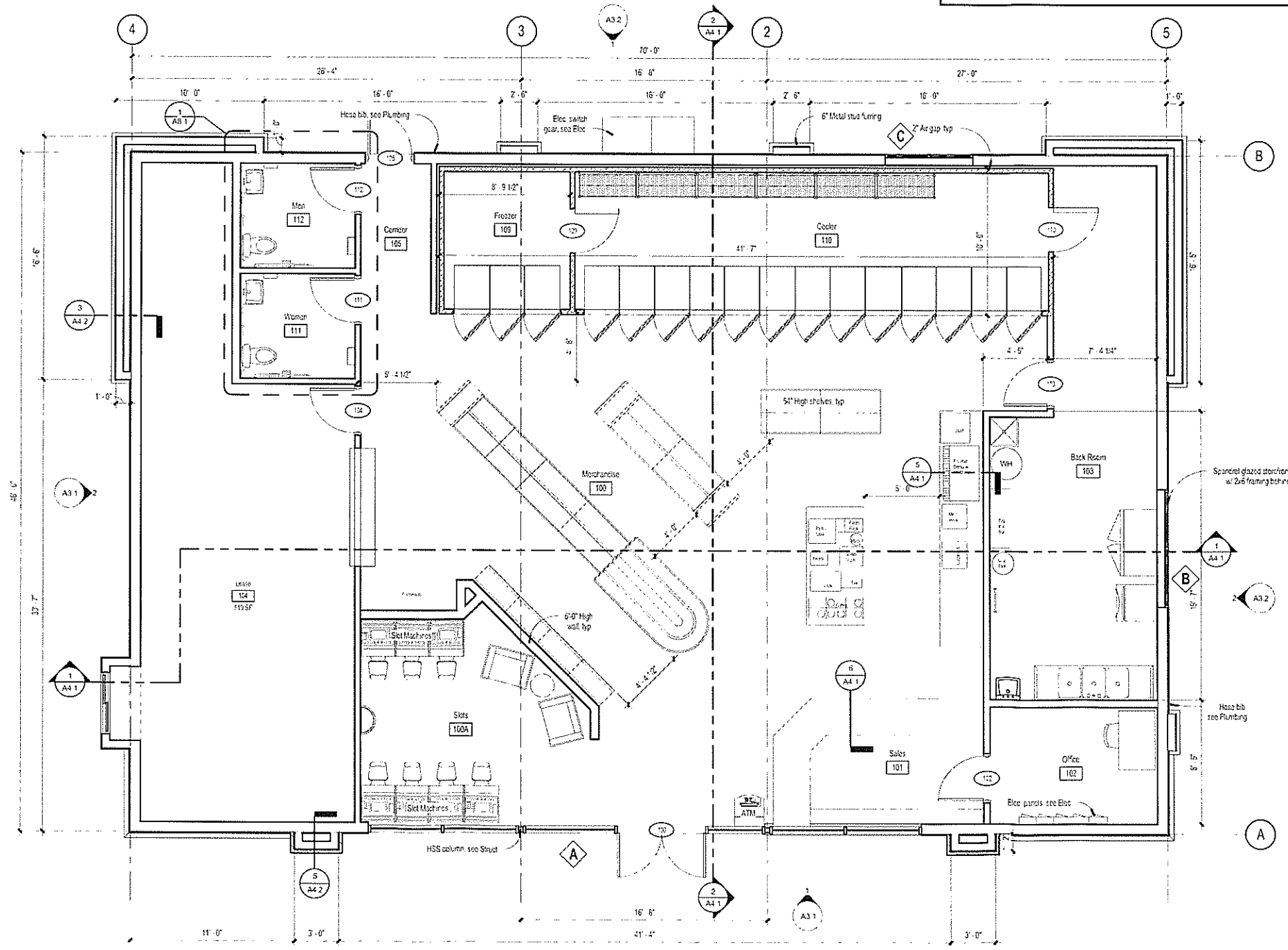
THESE PLANS WERE PREPARED AND SUBMITTED BY FRANK CONSTRUCTION CO., INC. I HEREBY CERTIFY THAT I AM A LICENSED ARCHITECT IN THE STATE OF NEVADA AND I AM THE AUTHOR OF THESE PLANS.
PLANS PREPARED BY: S. RAJURE
S. RAJURE

PROJECT NAME
Golden Gate Petroleum
1485 Grant Avenue
Gardnerville, Nevada 89410

DRAWING TITLE
Floor Plan

DATE
April 26, 2013

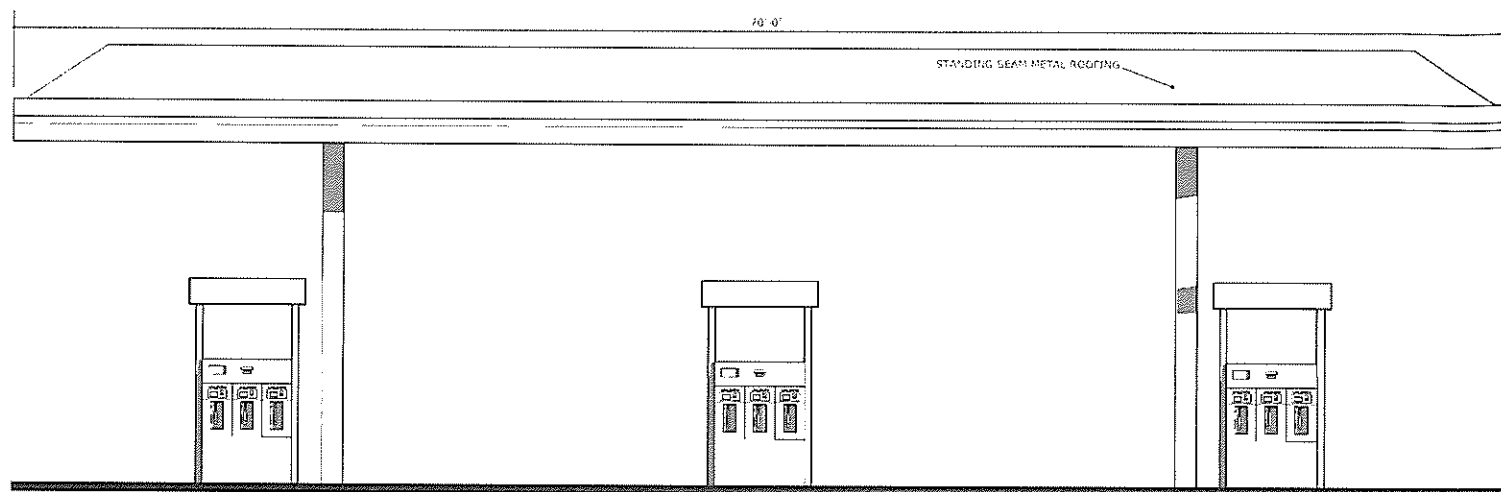
SHEET
A1.1



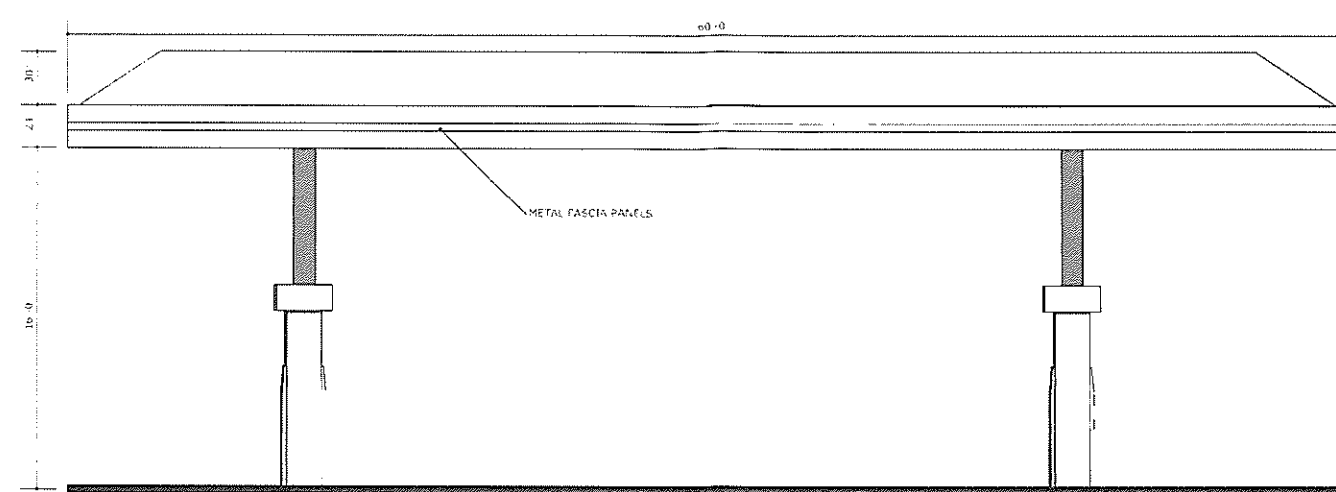
1 Floor Plan
1/4" = 1'-0"



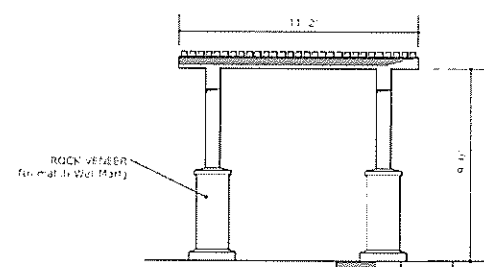
7-25



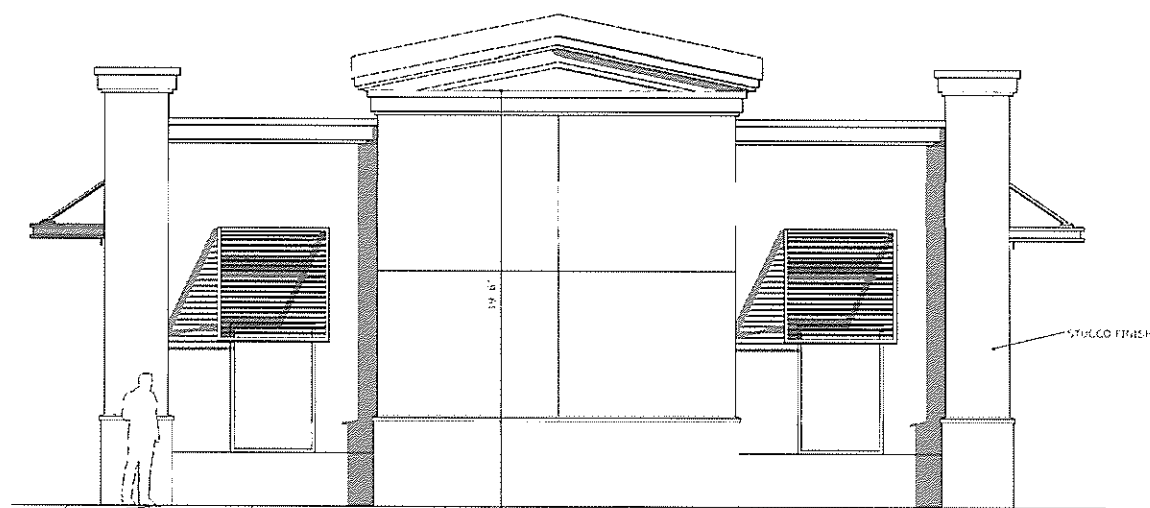
NORTH/SOUTH CANOPY ELEVATIONS



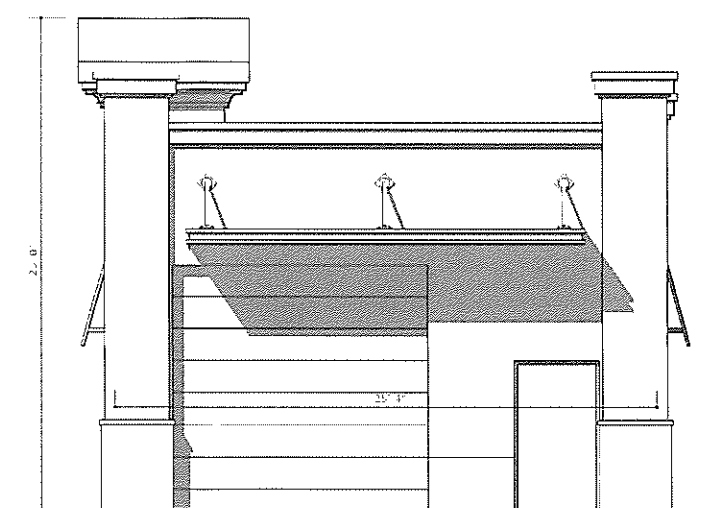
EAST/WEST CANOPY ELEVATIONS



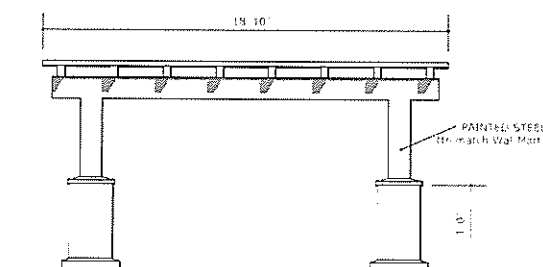
NORTH/SOUTH PERGOLA ELEVATIONS



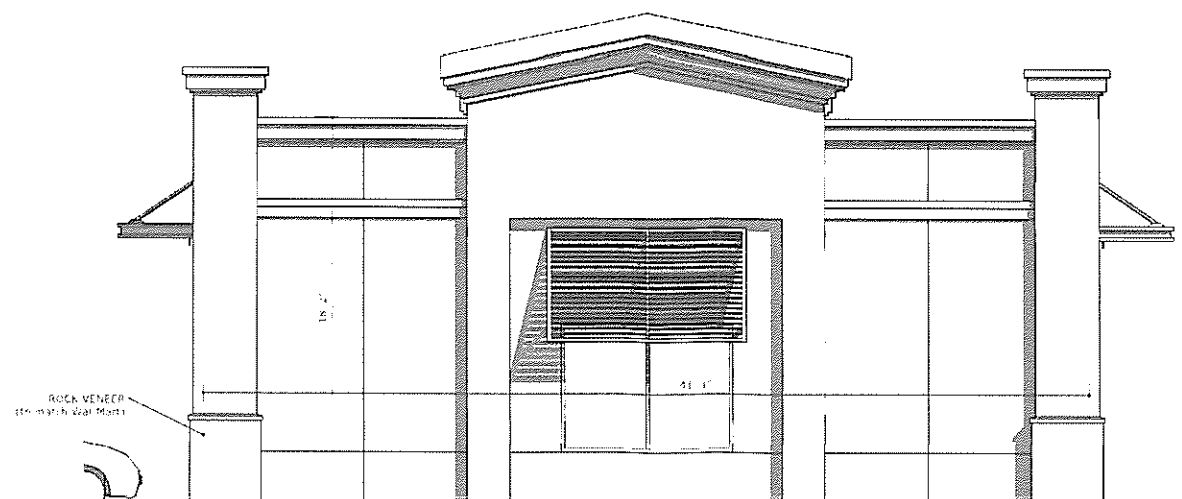
NORTH CAR WASH ELEVATION



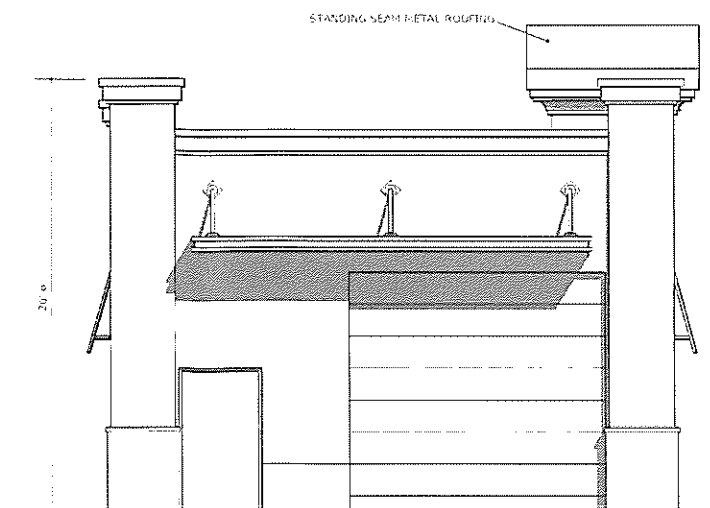
EAST CAR WASH ELEVATION



EAST/WEST PERGOLA ELEVATIONS



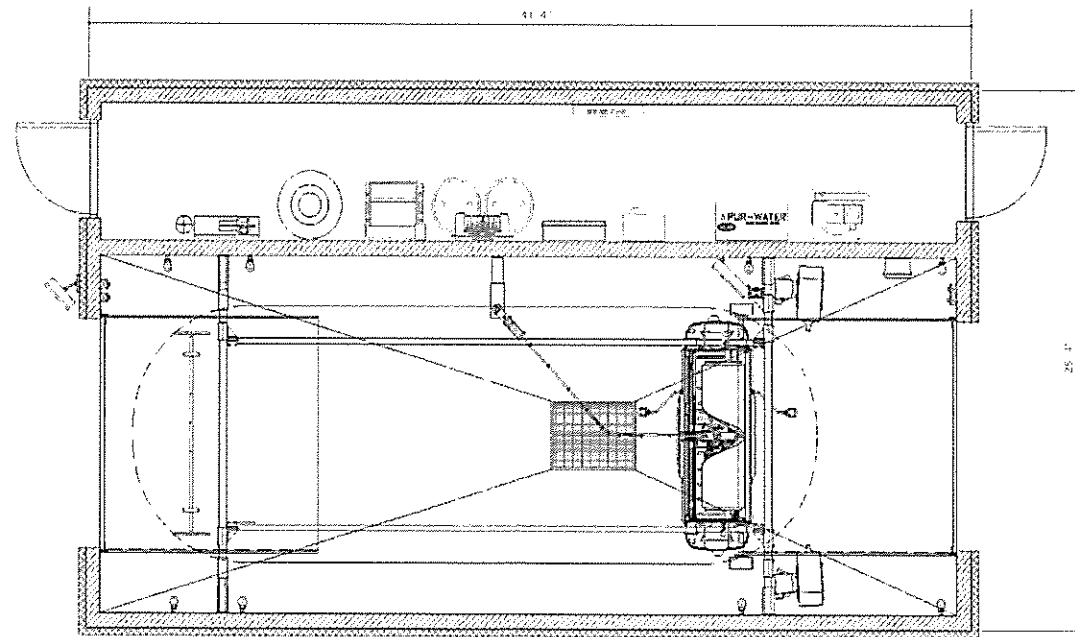
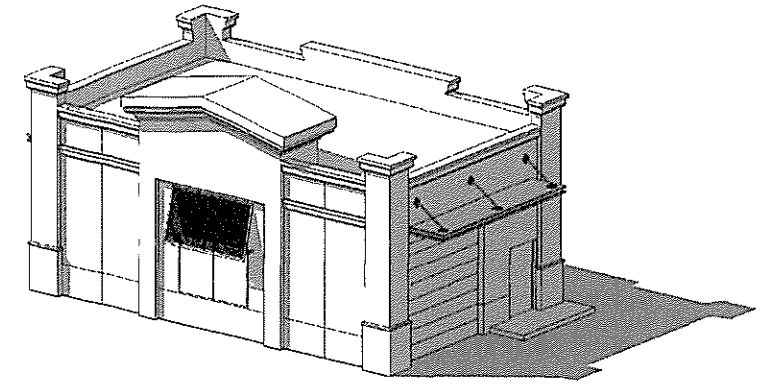
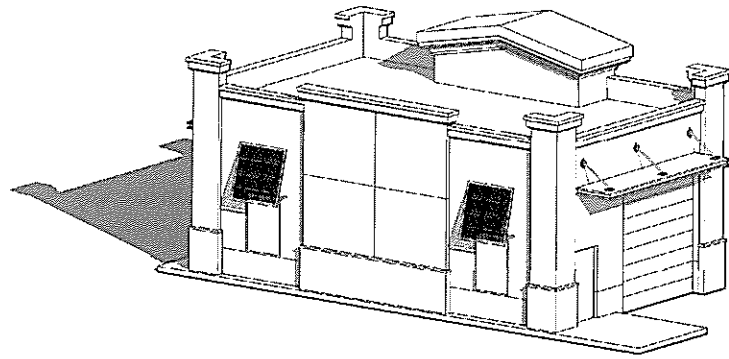
SOUTH CAR WASH ELEVATION



WEST CAR WASH ELEVATION

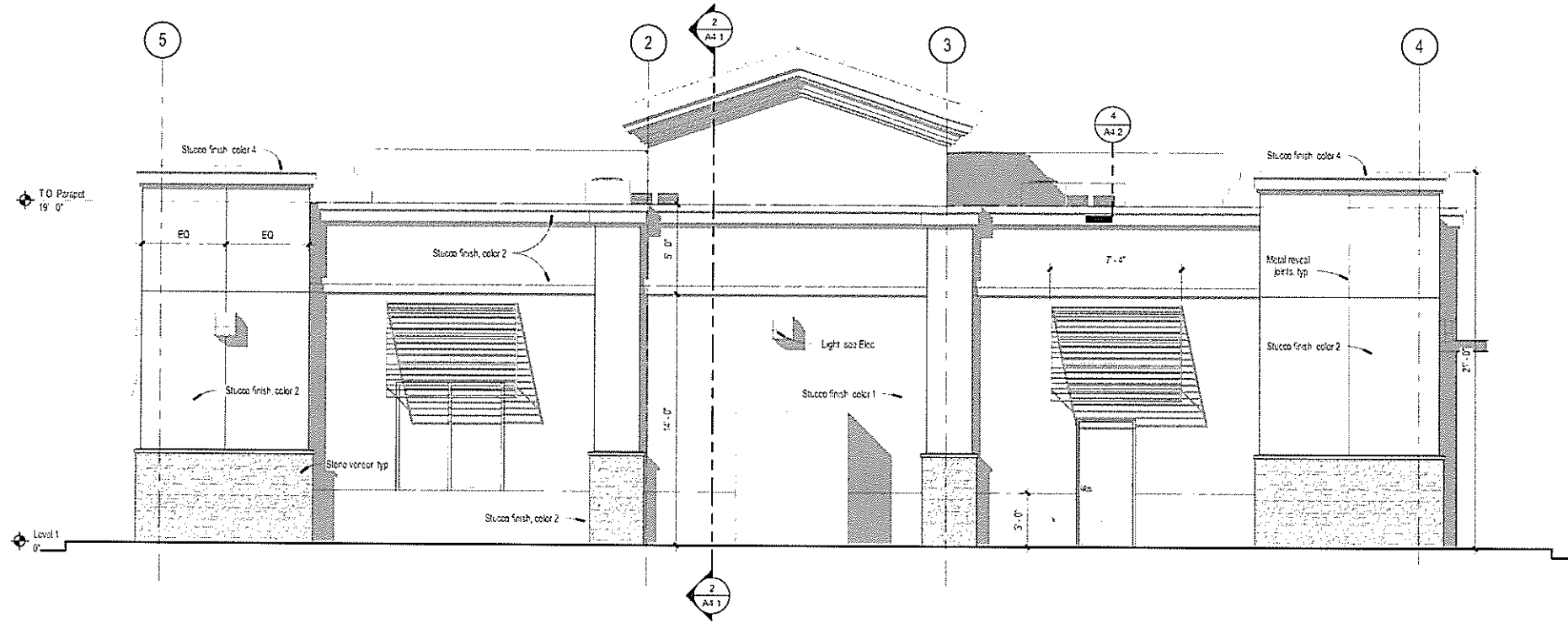
FRANK LEPORI CONSTRUCTION

7-26

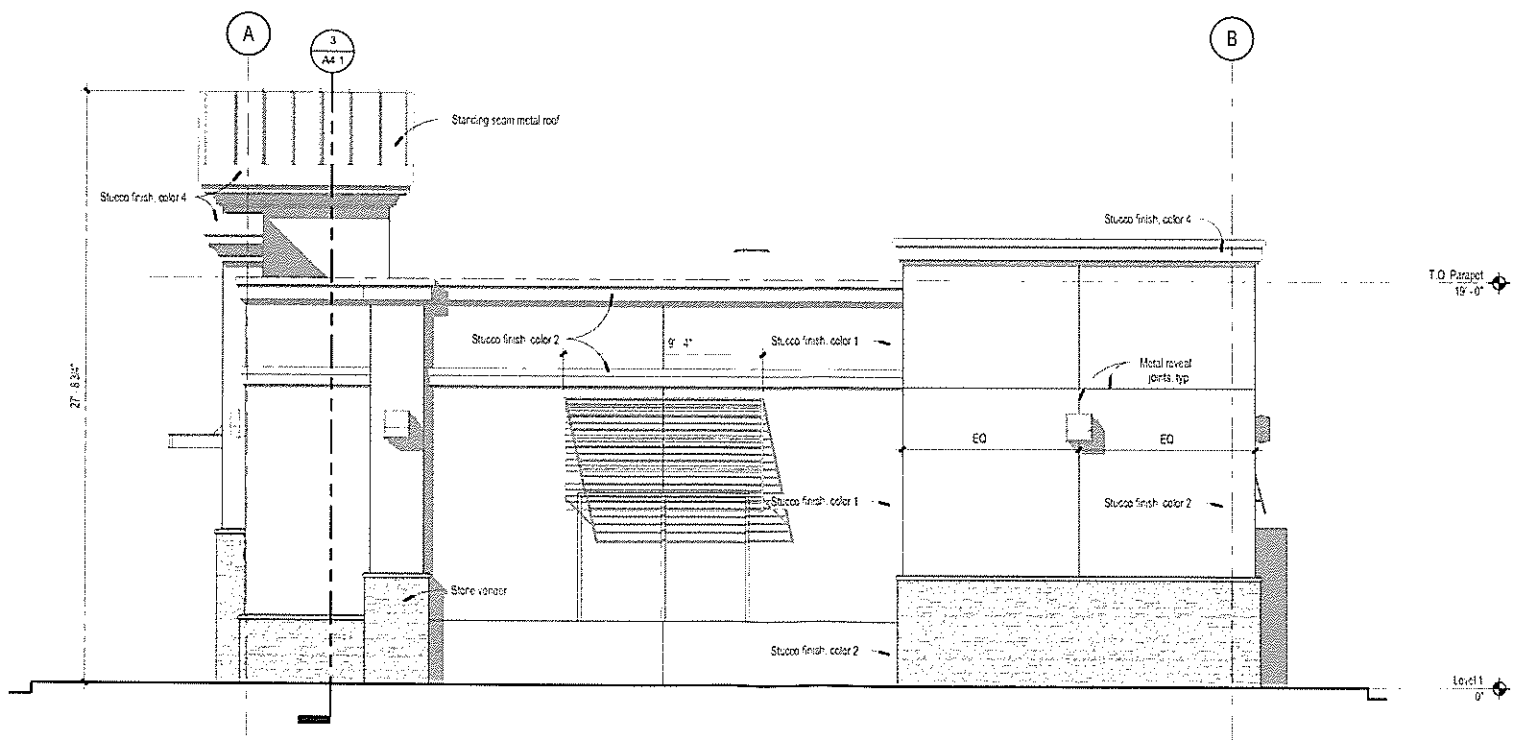


FRANK LEPORI CONSTRUCTION

7-27



1 South
1/4" = 1'-0"



2 West
1/4" = 1'-0"

7-28

Revisions		
Δ	Date	Revision
1	5-22-13	Plan Check
2	7-25-13	Owner Change

Nevada License # 00337274
PERI CONSTRUCTION CO.
 1475 W. Lake Street, Suite 200
 Sparks, Nevada 89431
 Phone: (775) 337-2000
 Fax: (775) 337-2060

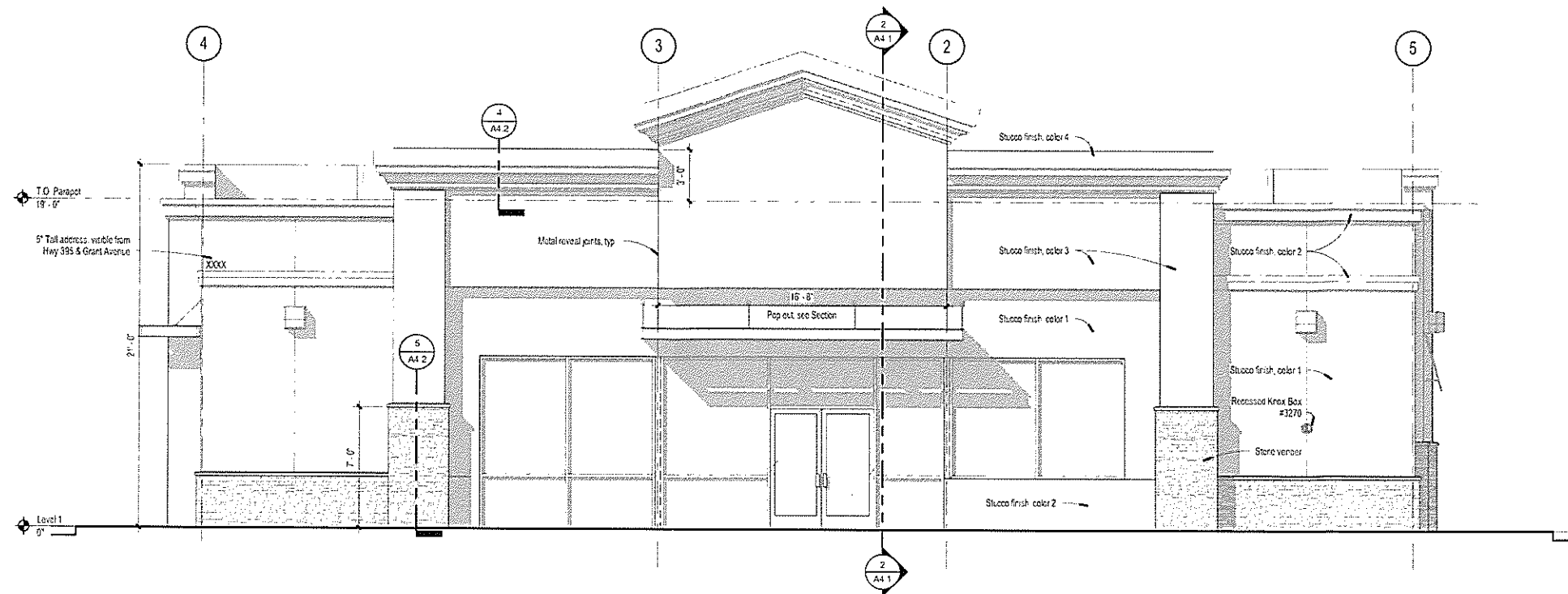
THESE PLANS ARE PREPARED AND SUBMITTED BY PERI CONSTRUCTION CO. AS A PROFESSIONAL ENGINEER AND ARCHITECT. PERI CONSTRUCTION CO. IS NOT A CONTRACTOR AND DOES NOT WARRANT THE CONTRACTOR'S LICENSE CATEGORY. PLANS PREPARED BY S. GAWLURE

PROJECT NAME
Golden Gate Petroleum
 1485 Grant Avenue
 Gardnerville, Nevada 89410

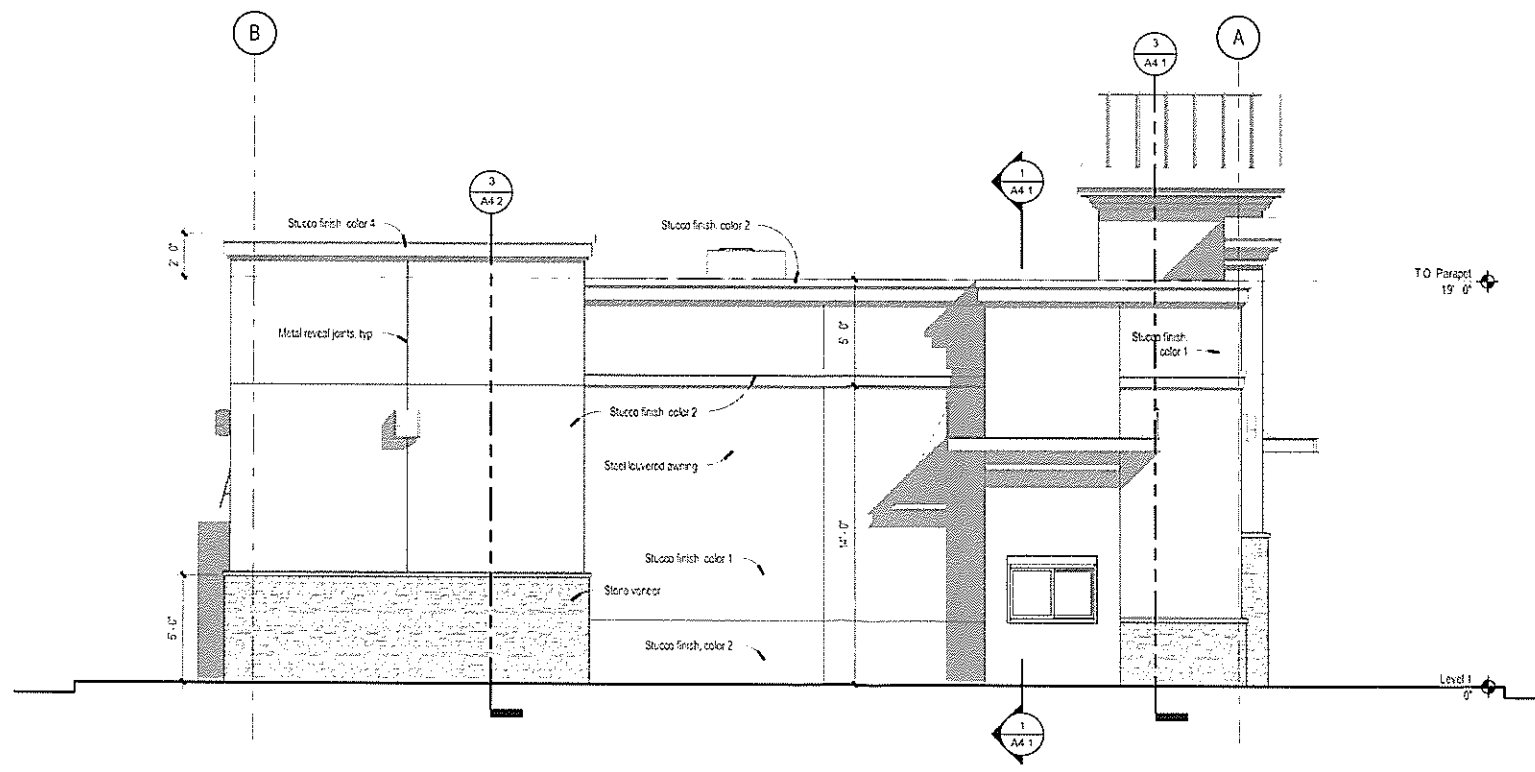
DRAWING TITLE
Exterior Elevations

DATE
 April 26, 2013

SHEET
A3.2



1 North
1/4" = 1'-0"



2 East
1/4" = 1'-0"

Revisions		
Δ	Date	Rev's 01
1	10 22 13	Alan Chace
2	7 25 13	Barber Chancy

Nevada License # 00011714
LEOPOLD CONSTRUCTION CO.
 1485 Grant Avenue
 Gardnerville, Nevada 89410
 Phone (775) 337-2000
 Fax (775) 337-2050

THESE PLANS ARE PREPARED AND ALIENATED BY
 FRANKLEPOR CONSTRUCTION CO., INC. A LICENSED
 ARCHITECT UNDER THE CONTRACTORS LICENSE CATEGORY
 AUTHORIZED LICENSE # 124
 PLANS PREPARED BY
 S. GARDNER

PROJECT NAME
Golden Gate Petroleum
 1485 Grant Avenue
 Gardnerville, Nevada 89410

DRAWING TITLE
Exterior Elevations

DATE
 April 26, 2013
 SHEET

A3.1

7-29



Gardnerville Town Board

AGENDA ACTION SHEET

1. **For Possible Action:** Discussion and direction on a public workshop and updated work plan for the Eagle Gas Station property, APN: 1320-33-402-075; 1395 Highway 395 N., located within the Town of Gardnerville and within the Main Street District, including the redevelopment options that will be presented at the public workshop on September 7, and other matters properly related thereto, with public comment prior to board action.

2. **Recommended Motion:** Approve the updated work plan for the redevelopment of the Eagle Gas Station.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** August 6, 2013 **Time Requested:** 30 minutes

5. **Agenda:** Consent Administrative

Background Information: Since the Board meeting of July 2, staff continues to move forward on cleaning up the Eagle Gas Station site testing the existing tanks and lines. The results from the testing of the fuel tanks and the fuel lines have been positive. Due to these positive test results, the Town will be able to re-enroll in the Petroleum Fund and use this Fund to help remove the tanks and the lines. Based on a meeting with NDEP on July 23, it does not appear that more environmental assessments will be required at this time. NDEP did suggest that the Town submit a Brownfields grant application in order to remove the waste oil fuel tank located on the south side of the building (the used oil would not be covered under the Petroleum Fund). This would be a grant for approximately \$10,000.

(see additional background information on the next page)

6. **Other Agency Review of Action:** Douglas County N/A

7. **Board Action:**

Approved Approved with Modifications