



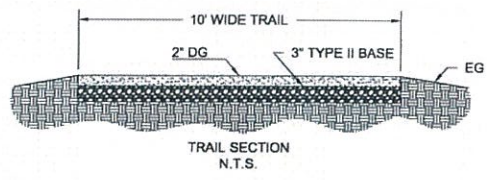
NO.	DESCRIPTION	DATE	BY

SCALE: 1" = 30'  
 DESIGN: JSP  
 DRAWN: JSP  
 CHECKED: TAD  
 APPROVED: TAD  
 DATE: 3/25/2013

1407 Highway 395 N  
 Gardnerville, NV 89410  
 P: 775.782.7134  
 F: 775.782.7135  
 www.gardnerville-nv.gov

**2012 LWCF APPLICATION**  
**GILMAN PONDS PARK AMENITIES**  
 GARDNERVILLE, NV

SHEET NO.  
**C-01**



**LEGEND**

- PROPOSED DG
- PROPOSED CONCRETE
- PROPOSED ASPHALT



5-6





**CONSTRUCTION NOTES**

- ROUGH GRADING OF FUTURE TRAIL
- DAYLIGHT LINE
- TEMPORARY LABYRINTH PATH
- 3' WIDE 1.5' HIGH LANDSCAPE BERM
- 1' WIDE LANDSCAPE STRIP
- 3' WIDE 4" THICK DG PATH
- MATCH EX GRADE
- STRAW WATTLE AT TOE OF SLOPE

**PROTECTION NOTES**

- 01 EX IRRIGATION APPURTENANCES  
PROTECT IN PLACE
- 02 EX GARDEN WATER METER  
PROTECT IN PLACE
- 03 EX FIRE HYDRANT  
PROTECT IN PLACE
- 04 EX YARD HYDRANT  
PROTECT IN PLACE
- 05 EX FENCE  
PROTECT IN PLACE

NO.	DESCRIPTION	DATE	BY

SCALE: 1" = 40'

DESIGN: JSP  
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 CHECKED: TAD  
 APPROVED: TAD  
 DATE: 7/24/2013

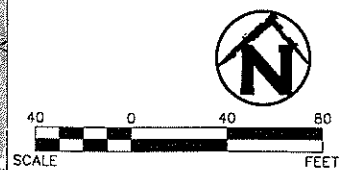
1407 Highway 305 N  
 Gardnerville, NV 89410  
 P: 775.782.7134  
 F: 775.782.7135  
 www.gardnerville-nv.gov

**OVERALL TRAIL PLAN**

**GILMAN PONDS TRAIL**

GARDNERVILLE, NV

SHEET NO.  
**C-01**



5-7





**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action:** Approve the use of Heritage Park on June 17, 2014 by the Douglas County Historical Society to hold the Young Chautauqua Performance, and waive the customary \$100 use fee for this event.

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** October 1, 2013 **Time Requested:** N/A

5. **Agenda:**  Consent  Administrative

**Background Information:** See attached application.

The Historical Society is asking that we waive the park fee of approx. \$100.00 for the four hours of use. Staff time will not be needed during the event; they will need power for the event.

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

7. **Board Action:**

Approved

Approved with Modifications

Denied

Continued



SEP 19 2013

**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: September 17, 2013  
(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)

Street(s) proposing to be closed: N/A  
(US 395, SR756 require NDOT permission; Waterloo/Toler/Elges require County permission)

Requesting use of Heritage Park? Yes X No \_\_\_\_\_

If No, describe which Town park you are requesting to reserve: N/A

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

Gazebo

Name of Applicant Organization or Business: Douglas Co. Historical Society Corporation: Non-Profit Yes (circled) No \_\_\_\_\_  
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Grace Bower Supervisor of Activity: Iris Blaisdell

Home Telephone #: 265-6097 Business Telephone # 782-2555 Fax #: 782-8802  
(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: 1477 Hwy 395 N. Suite B Gardnerville, NV 89410  
(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: Young Chautauqua Performance

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

Band or amplified music? Yes \_\_\_\_\_ No X

This event is Non-Profit X For Profit \_\_\_\_\_ Closed to Public \_\_\_\_\_ Open to Public X



Will a fee be charged to attend the event? Yes \_\_\_\_\_ No X

Date(s) Requested (include setup and tear down time): June 17, 2014

Event hours: 4~~PM~~ to 8 PM

Describe proposed event, concessions, fund-raisers, etc.: Young Chautauqua Performance  
Public invited to bring their own picnic and watch

Town services, if any, required: restrooms Electrical outlet in Gazebo

(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, specify quantity, dimensions, etc.: canopies maybe, chairs

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 40 to 60

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)

\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: All-Cal Insurance Agency  
916-784-9070 Mike Esparza

(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: None

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: \_\_\_\_\_

Event Clean-up/Sanitation/Garbage Plan: \_\_\_\_\_

(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: None

(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: MUSEUM + PARK

(Heritage Park Parking MUST remain open for visitors at all times)



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: Grace Bower Date: 9-19-13

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name(s) of Authorized Representative(s) of Applicant above: Grace Bower

\_\_\_\_\_  
\_\_\_\_\_

**(Town Office Use Only)**

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
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

DATE (MM/DD/YYYY)  
9/17/2013

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 All-Cal Insurance Agency 505 Vernon Street  Roseville CA 95678	CONTACT NAME: Mike Esparza
	PHONE (A/C, No, Ext): (916) 784-9070 FAX (A/C, No): (916) 784-0158 E-MAIL ADDRESS: michael@all-calinsurance.com
INSURED Douglas County Historical Society 1477 Hwy 395 N, Suite B  Gardnerville NV 89410	INSURER(S) AFFORDING COVERAGE INSURER A: Alliance Of Nonprofits For 10023 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1311703121 REVISION NUMBER:

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	ADDITIONAL INSURER	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		2013-28274	7/16/2013	7/16/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			2013-28274	7/16/2013	7/16/2014	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Non-owned \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
THE TOWN OF GARDNERVILLE IS NAMED AS ADDITIONAL INSURED WITH RESPECTS TO THE CHAUTAUGA IN THE PARK EVENT JUNE 17, 2013. FORM CG 20 11 APPLIES.

CERTIFICATE HOLDER  TOWN OF GARDNERVILLE P.O. BOX 43 GARDNERVILLE, NV 89410	CANCELLATION 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  6-5 <i>Joe Esparza</i>
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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured): **TOWN OF GARDNERVILLE**

**Any person or organization acting as a manager or lessor of a covered premises that you are required to name as an additional insured on this policy, under a written contract, lease or agreement currently in effect, or becoming effective during the term of the policy, and for which a certificate of insurance naming that person or organization as additional insured has been issued.**

3. Additional Premium: **INCLUDED**

(if no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

**WHO IS AN INSURED (Section II)** is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of the part of the premises leased to you in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.





**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action:** Approve the road closure of Douglas Ave at 1480 Douglas for the Trinity Lutheran Church Trunk or Treat public event and waive the customary \$100 dollar road closure fee.

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** October 1, 2013 **Time Requested:** N/A

5. **Agenda:**  Consent  Administrative

**Background Information:** See attached application.

They are asking that we waive the road closure fee of \$100.00 They are going to provide traffic control to close Douglas, detour will be on Hussman Ave. like the last event.

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

7. **Board Action:**

Approved

Approved with Modifications

Denied

Continued





SEP 16 2013

**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: 9-16-2013  
*(Application must be submitted 10 business days prior to the requested Town park use, street closure, and/or special event)*

Location of Event/Activities: Trinity Lutheran Church  
*(Submit letter of property owner's permission if event is to be held on private property)*

Street(s) proposing to be closed: Douglas Ave.  
*(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: Trinity Lutheran Corporation: Yes  No   
*(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).*

Contact Person: Holly Nelson Supervisor of Activity: \_\_\_\_\_

Home Telephone #: 775-546-3347 Business Telephone # 782-8153 Fax #: 782-8154  
*(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: 1480 Douglas Ave  
*(If applicant is an entity or corporation, must include names and addresses of principals of entity or officers of corporation)*

Mailing Address: 1480 Douglas Ave Gardnerville, NV 89410

Type of Activity Town Park will be used for: \_\_\_\_\_

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

Request for Deposit Fee to be waived.



Will a fee be charged to attend the event? Yes \_\_\_\_\_ No X

Date(s) Requested (include setup and tear down time): Oct 31, 2013

Event hours: 5-7pm

Describe proposed event, concessions, fund-raisers, etc.: Trunk or treat (Trick or Treat from decorated car trunk to car trunk), \$3 Hotdog dinner, bounce house, & games

Town services, if any, required: \_\_\_\_\_  
(Electrical outlets, restroom/toilet facilities, etc.)

Will you have tents, bounce houses, canopies, dance floors etc? Yes X No \_\_\_\_\_

If Yes, specify quantity, dimensions, etc.: basic bounce house

(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: Approx. 100 over the course of the two hours

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)  
\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: \_\_\_\_\_  
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: \_\_\_\_\_  
(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: Church kitchen

Event Clean-up/Sanitation/Garbage Plan: Church dumpster & restrooms  
(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: \_\_\_\_\_  
(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: Church Parking  
(Heritage Park Parking MUST remain open for visitors at all times)



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: Holly M Nelson Date: 09-16-2013

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name(s) of Authorized Representative(s) of Applicant above: Holly M Nelson

\_\_\_\_\_

\_\_\_\_\_

(Town Office Use Only)

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
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

DATE (MM/DD/YYYY)

09/12/2013

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).


<b>PRODUCER</b> Church Mutual Insurance Company 9065 S. Pecos Rd., Ste. 120 Henderson NV 89074	<b>CONTACT NAME:</b> Gomez, Claudia Nevada75-180d <b>PHONE (A/C, No. Ext):</b> 1-800-554-2642 Option 1 <b>FAX (A/C, No):</b> 702-384-4043 <b>E-MAIL ADDRESS:</b> CGOMEZ@NVCHURCHINS.COM													
	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Church Mutual Insurance Company</td> <td>18767</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Church Mutual Insurance Company	18767	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:
INSURER(S) AFFORDING COVERAGE	NAIC #													
INSURER A: Church Mutual Insurance Company	18767													
INSURER B:														
INSURER C:														
INSURER D:														
INSURER E:														
INSURER F:														
<b>INSURED</b> TRINITY LUTHERAN CHURCH  1480 DOUGLAS AVE GARDNERVILLE NV 89410-5103														

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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(SUBR) INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	0837015-02-452962	04/01/2012	04/01/2015	EACH OCCURRENCE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					<input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 \*\*\*CERTIFICATE HOLDER IS HEREBY NAMED AS AN ADDITIONAL INSURED\*\*\* INSURED WILL BE HOLDING THEIR "TRUNK OR TREAT" HALLOWEEN COMMUNITY OUTREACH EVENT ON OCTOBER 31, 2013, BEING HELD AT: 1480 DOUGLAS AVE, GARDNERVILLE, NV 89410.

<b>CERTIFICATE HOLDER</b> TOWN OF GARDNERVILLE 1407 HIGHWAY 395 GARDNERVILLE, NV 89410	<b>CANCELLATION</b> 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. **For Possible Action:** Approve the use of Heritage Park on November 10, 2013 by the Cross Fit Divergence, for a fitness completion / fundraiser for Cross Fit Walter Reed a wounded warrior project, and waive half the customary \$200 dollar use fee for this event.

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

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date:** October 1, 2013 **Time Requested:** N/A

5. **Agenda:**  Consent  Administrative

**Background Information:** The applicant has asked that we waive the entire park use fee. This event will be held on the Sunday before Veteran's Day. Town staff will need to come in Monday or late Sunday night and clean up the restroom for the public use Monday and restock the supplies in the restroom. Therefore, due to the town's cost in staff only half the fee is being waived. See attached application for more information.

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

7. **Board Action:**

Approved

Approved with Modifications

Denied

Continued



SEP 24 2013

**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: 9-22-13  
(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)

Street(s) proposing to be closed: \_\_\_\_\_  
(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: CrossFit Divergence Corporation: Yes  No   
(If a corporation is applying for use, a certified copy of the Articles of Incorporation must be attached).

Contact Person: Nicole Hesterman Supervisor of Activity: Same

Home Telephone #: 775 410 7132 Business Telephone #: 775 410 7132 Fax #: \_\_\_\_\_  
(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: 3705 Whitney Way Blvd NV 89410  
(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: Fitness Competition/Auction for CrossFit Walled Warrior

Will alcohol be sold or served? Yes  No  We will not provide alcohol, however we may project have a vendor.  
(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



Will a fee be charged to attend the event? Yes  No  \*a fee will be charged to participate

Date(s) Requested (include setup and tear down time): Sunday Nov 10, 2013 9am - 3pm all proceeds to charity; spectators no charge

Event hours: 9am - 3pm

Describe proposed event, concessions, fund-raisers, etc.: We are hosting a Veterans Day "Throwdown" open to 25 teams of 2 (pre-registered). Throwdown will have 2-3 workouts. We will have a dj, a few concessions and a few concession & other vendors.

Town services, if any, required: Electricity for dj, restrooms & dumpster  
(Electrical outlets, restroom/toilet facilities, etc.)

PARK NEEDS:  
12 HRS  
Monday Holiday  
Town will need  
Crew to clean  
up restrooms  
& clean  
event  
Residual  
- 1/2 fee.

Will you have tents, bounce houses, canopies, dance floors etc? Yes  No

If Yes, specify quantity, dimensions, etc.: 1 tent for dj + event organizers - "EZ up" style  
Spectators + vendors may have tents also ez up style  
(Stakes are not permitted for use in securing tents, etc.; bounce houses, dance floors or tents larger than 20' X 20' may be subject to additional security deposits and/or insurance coverage)

Number of patrons, customers, spectators, participants and/or other persons expected to attend the use for each day it is proposed to be conducted: 100

(If more than 500 people are expected to attend the event, a Douglas County outdoor festival permit is required)  
\*Groups of 50 or more require a mandatory garbage dumpster service (\$25.00/dumpster)

Event Insurance Carrier & Telephone #: Greater Strong Insurance  
530-542-2757  
(Certificate of Insurance naming the Town as additional insured is required)

Event Security Plan: Private security will be on site

(Submit Douglas County Sheriff's Office authorization and approval)

Water and Sanitation Plan if food is being sold or consumed during event: at vendors  
responsibility for all permits / liability

Event Clean-up/Sanitation/Garbage Plan: We will have a clean up crew  
to remove & recycle all trash remaining on premises, aside from what is in the trash dumpsters & cans  
(Garbage dumpsters/porta-a-cans/restrooms/etc.)

Fire/Emergency Medical Services Plan: "Hold-harmless" waiver is signed  
by participants - medical treatment if needed is the individual's responsibility.  
(Submit East Fork Fire Protection District authorization and approval)

Event Parking Area: Street  
(Heritage Park Parking MUST remain open for visitors at all times)

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: [Handwritten Signature] Date: 9/24/13

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

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

Printed Name(s) of Authorized Representative(s) of Applicant above: \_\_\_\_\_

\_\_\_\_\_

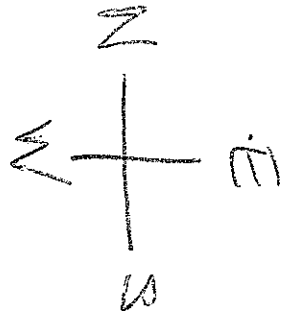
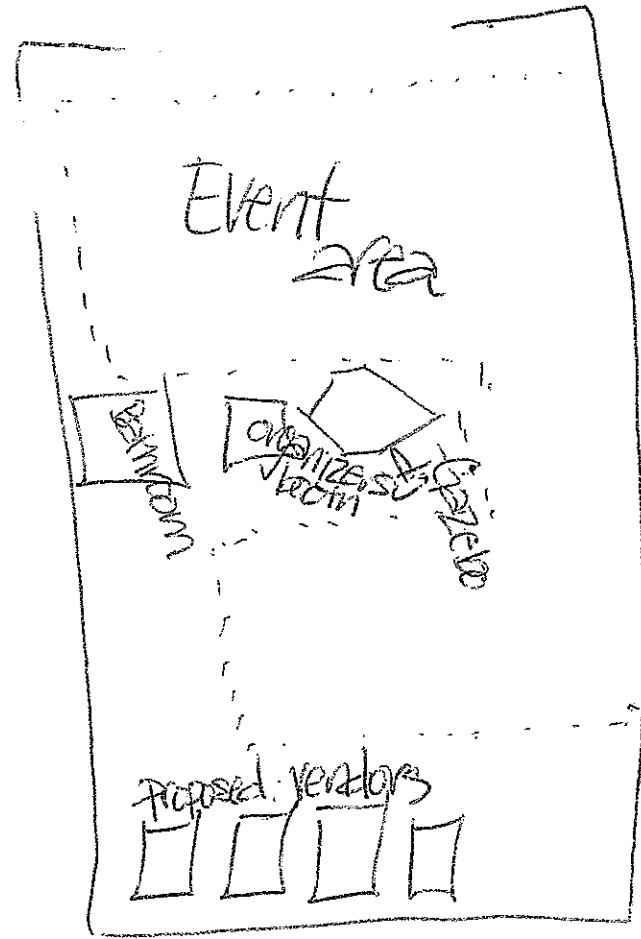
\_\_\_\_\_

**(Town Office Use Only)**

Application Fees Paid: \_\_\_\_\_  
Deposit amount Paid: \_\_\_\_\_ Date Processed: \_\_\_\_\_  
Receipt Number: \_\_\_\_\_ Facility Reviewed: \_\_\_\_\_  
Scheduled for Town Board Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Scheduled for Douglas County Commissioner Agenda: \_\_\_\_\_  
Approved: \_\_\_\_\_  
Deposit Returned: \_\_\_\_\_

A copy of the approved application **MUST** be at the event





# CROSSFIT DIVERGENCE

A COMMUNITY OF STRENGTH



R4V Crossfit Warriors

*This year Crossfit Divergence, in conjunction with Team R4V (Racing 4 Veterans) will host its second annual Veterans Day Throwdown on November 10th, 2013.*

*The Veterans Day Throwdown is held each year to allow fellow athletes to come together and compete while raising money for Team R4V's Warrior CrossFit Program. Team R4V provides support and assistance for disabled veterans and service members to train and compete in the sport of CrossFit. We will be inviting athletes from all over to compete. The event will be free to the public.*

*This event requires a tremendous commitment from athletes and volunteers who will spend countless hours preparing for this fundraiser. Crossfit Divergence will be providing the space and contributing to the event, however today's tough economic conditions make it difficult for us to meet all the financial obligations without help from supporters such as you.*

*We are seeking gift certificates and other items to be used as prizes, as well as monetary donations. Your organizations contribution will be recognized during the event and acknowledged on the event flier. Please know that all contributions you make will positively impact our efforts to support our veterans. If you would like to make a direct monetary donation please make check payable to: Team R4V Inc. Please provide us with your address and they will mail a tax receipt directly to you.*

*We thank you for your time and consideration. We would greatly appreciate whatever support you can provide. If you would like additional information about this exciting event, please visit our website: [crossfitdivergence.com](http://crossfitdivergence.com) or contact us at 775-410-7132*

*For more information about the R4V's Warrior Crossfit Program please visit: <http://www.teamr4v.org/warrior-crossfit.html>. Team Racing for Veterans is a registered 501(c)(3) non-profit organization with headquarters in New York, NY. Team Racing for Veterans' Federal ID number is: 90-0732964.*

Respectfully,

Nicole Day

Owner Crossfit Divergence



8-6

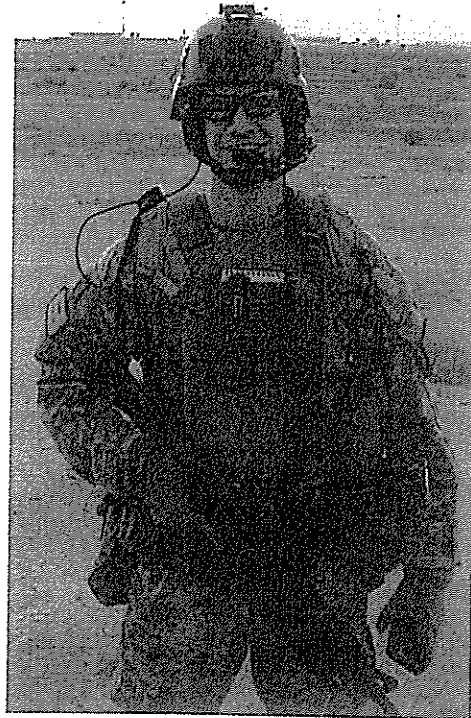




*Team Racing for Veterans (R4V) is on a journey of giving back,  
one veteran at a time.*

**Rehabilitation: Beyond Finish Lines**

*Team R4V creates life-changing opportunities for America's disabled veterans, with a special emphasis on veterans diagnosed with PTSD and TBI. By taking a holistic approach to getting veterans "back in the game," Team R4V is able to make a substantial impact on the physical, mental and emotional well being of veterans and their families.*



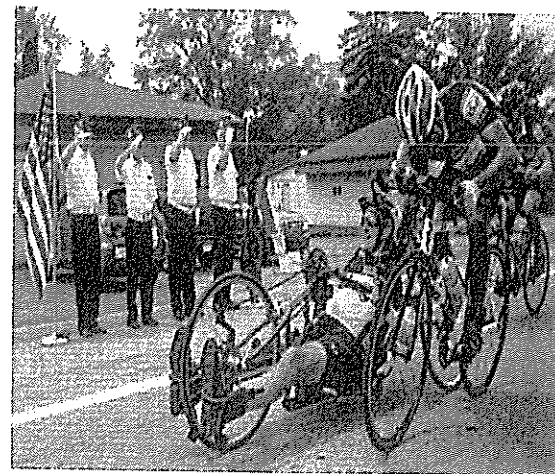
Unlike other organizations, Team R4V is a single resource for disabled veterans to receive support and assistance with their rehabilitation and reintegration through athletics, races and adaptive sports. Team R4V provides assistance to veterans from all branches of the military, supports all veterans, not just athletes, provides services and programs on a national scope, and most importantly, takes a holistic approach to rehabilitation and reintegration. Furthermore, Team R4V offers programs and services for spouses of veterans because if the family can be supported, the family can better support the veteran.

**Services & Programs:**

- Coaching/mentoring
- Funding for race/event entry fees
- Individuals grants for sports camps
- Funding for disabled athletes to participate in events with charitable athletes
- Women-specific training programs
- Individual grants for adaptive sports equipment

**Team R4V's long-term plans include:**

- Partnering with support organizations to fund sports camps
- Drive research on the "Signature Wounds" of Iraq and Afghanistan: PTSD & TBI



To find out more about Team Racing for Veterans, please visit [www.teamr4v.org](http://www.teamr4v.org).

515 Madison Ave., 34<sup>th</sup> Floor, New York, NY P (901) 517-1786  
Mailing Address · P.O. Box 4395 Johnson City, TN 37602  
[info@teamr4v.org](mailto:info@teamr4v.org) [www.TeamR4V.org](http://www.TeamR4V.org)



**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **Not for Possible Action:** Presentation by Sondra Condrón on history of the Eagle Gas station.
2. **Recommended Motion:** - No action will be taken. Receive and file on public record.
3. **Funds Available:**  Yes  N/A

4. **Department:** Administration

Prepared by: Tom Dallaire

5. **Meeting Date:** October 1, 2013 **Time Requested:** 15 minutes

6. **Agenda:**  Consent  Administrative

**Background Information:** Sondra was not able to make the workshop on September 7<sup>th</sup> and wanted to give a little more perspective on her family's involvement in the Eagle Gas Station site over the years, specifically while her family owned the station which was from 1958 to 1968. Her family built the existing structure and is supportive of the town restoring it.

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

8. **Board Action:**

Approved

Approved with Modifications

Denied

Continued





**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action:** Review and approve the recommended redevelopment plan and direct staff to pursue potential funding sources for the Eagle Gas Station Site (APN 1320-33-402-075) at 1395 Highway 395 N., Town of Gardnerville, within the Main Street District, based on the public input at the September 7 public workshop and staff recommendations, and other matters properly related thereto, with public comment prior to board action.

2. **Recommended Motion:** Approve the redevelopment plan for the Eagle Gas Station site and direct staff to pursue funding to implement the redevelopment plan, as discussed in the attached staff report.

Funds Available:  Yes       N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** October 1, 2013      **Time Requested:** 30 minutes

5. **Agenda:**  Consent       Administrative

**Background Information:**

The attached staff report provides information on the preferred redevelopment plan for the site as well as potential amenities. Preliminary cost estimates and funding sources are identified and a revised work plan is also provided for review and discussion for additional input prior to final approval to proceed with the project.

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

7. **Board Action:**

Approved       Approved with Modifications  
 Denied       Continued



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

## MEMORANDUM

Date: September 26, 2013  
To: Gardnerville Town Board  
From: Tom Dallaire, P.E., Town of Gardnerville  
Subject: Eagle Gas Station Redevelopment Plan

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### I. TITLE:

**For Possible Action. Review and approve the recommended redevelopment plan and direct staff to pursue potential funding sources for the Eagle Gas Station Site (APN 1320-33-402-075) at 1395 Highway 395 N., Town of Gardnerville, within the Main Street District, based on the public input at the September 7 public workshop and staff recommendations, and other matters properly related thereto, with public comment prior to board action. (approx. 30 minutes)**

### II. RECOMMENDATION

Staff recommends to the Gardnerville Town Board approve of the recommended redevelopment plan for the Eagle Gas Station site and approve staff to pursue funding to redevelop the site as proposed in the staff report.

### III. BACKGROUND

The Town of Gardnerville took title to the Eagle Gas Station site on June 7, 2013 at no cost to the town. Under NRS 361.603(2), Douglas County was able to transfer the 0.39 acre property to the Town for a public purpose.

Since acquiring the site in June, town staff has removed the debris and equipment that was left by the previous owner. The interior of the structure was cleaned and one of the two restrooms was cleaned in time for the public workshop. During July and August the town tested the underground fuel tanks to determine if any tanks or lines were leaking and also met with Nevada Energy to evaluate potential installation of electric vehicle charging stations at this site and other locations in the town.

### IV. DISCUSSION

In order to move forward on the redevelopment of the Eagle Gas Station, information obtained from the public workshop is discussed below along with development applications that will be needed to facilitate the redevelopment of the site, and potential funding sources that could be used to help pay for the redevelopment of the site.



**Public Workshop on September 7th**

The September 7<sup>th</sup> public workshop provided an opportunity for the public to review and vote on the three redevelopment options and provide input on potential amenities for the site. All options would provide public parking spaces as well as a monument sign, new sidewalk, curb, and landscaping. There were 30 persons in attendance at the workshop as well as all of the town board members, the town manager, and the Main Street manager. Option 3, which proposes to retain the existing structure, was favored with 65 points as compared to 10 points for Option 1 and 4 points for Option 2, as shown below.

Option 1	Option 2	Option 3
Removes existing structures and eliminates 3 unsafe driveways, provides parking setback closest to the highway, with 16 parking stalls	Removes existing structures and eliminates 3 unsafe driveways, provides parking setback furthest from the highway, allows for tree grates and lights and wider sidewalk, shows the maximum parking stalls at 21	Utilizes existing structure with public restrooms for a Main Street Meeting Room/Storage, eliminates 3 unsafe driveways and provides 17 parking stalls
10 points	4 points	65 points

During the workshop, participants were also asked to select amenities for the Eagle Gas Station site. The most popular amenities included public restrooms, a meeting room, DART Bus Stop, EV charging station, gateway signage, picnic area, information board/kiosk, solar panels, and decorative lighting.

A survey has been posted on the town’s web page to obtain additional input from town residents and businesses, and staff will have a handout with the online survey results at the board meeting.

**Transportation Issues**

The redevelopment of the Eagle Gas Station site will require reducing the number of curb cuts along Highway 395 and Mission Street from five driveways to two. Staff will need to meet with NDOT to determine the best site design that permits only one access to Highway 395, and whether a two way access or one way access is more feasible in the location. The redevelopment of the site will also need to consider improvements to the geometry of the “S Curve.” If a small portion of the Eagle Gas Station property could be used to widen the curve (reduce the radius of the curve), this would improve public safety of the vehicles traveling in the northbound right-hand lane and pedestrians on the adjacent sidewalk. Longer vehicles in the right lane currently have a tendency to have trailer wheels run over the curb onto the sidewalk, which is evidenced by the damage to the top edge of the curb. Site improvements will need to be reviewed with Douglas Area Rapid Transit (DART) as well, to insure that a bus stop could be added to the site in the future.

### Douglas County Development Applications

Since the Town of Gardnerville now owns the Eagle Gas Station site, it would be appropriate to submit an application to the Douglas County Community Development Department to rezone the property from Commercial General (CG) to Public Facilities (PF). Since the property is being converted from a service station to a community type facility with accessory parking, it will be necessary to also submit a design review application.

The proposed monument sign would need a sign permit from Douglas County Community Development. If the final design for the sign incorporates electronic signage, the sign would need to comply with the changeable copy regulations in the Development Code.

### Grant Applications

*Brownfields Program.* On September 23, the town learned that the US Environmental Protection Agency (EPA) had approved the Town's Brownfields Application. A site visit was carried out on September 24 with NDEP and one of the state certified Brownfields consultants. The consultant will provide an estimate of the cost of removing the underground waste oil tank and the above ground kerosene tank. In addition, the Brownfields consultant will evaluate the building to determine if there is any lead-based paint or asbestos used with the sites structures. The Brownfields Grant will pay for all of this work, subject to approval by the Nevada Division of Environmental Protection.

*Petroleum Fund.* The town has been able to obtain Petroleum Fund coverage for the underground fuel tanks at the site. Since the testing of the tanks did not discover any leaks, the town was able to enroll in the program. The Petroleum Fund will cover the cost of removing any contaminated soil that is discovered during removal of the tanks. The town has already paid \$400 for the 2012-2013 fiscal year and will pay another \$400 for the 2013-2014 fiscal year. The Petroleum Fund does not pay for the actual removal of the underground fuel tanks and the underground heating oil tank (all located on the north side of the building).

*Community Development Block Grant (CDBG).* Douglas County is requesting applications for the State of Nevada CDBG program by November 1. The County is only allowed to submit two applications to the State. Since the Petroleum Fund does not cover the cost of removing the underground fuel tanks or the underground heating oil tank, the town would like to apply for CDBG funds to pay for these tasks. Staff will provide an update on the CDBG grant application at the November 5<sup>th</sup> Town Board meeting. Since Douglas County is the applicant, the Board of Commissioners will be required to approve the CDBG applications before they are submitted to the Governor's Office of Economic Development.



*NV Energy.* Based on a meeting with Travis Johnson of NV Energy and a conversation with a Verdek, a Charge Point EV charging station vendor, the cost of installing a dual port/Level II charging station is estimated to cost approximately between \$4,700-7,000, with installation costs varying due to the scope of work in upwards of \$10,000. Installation of a charging station would require minor upgrades according to a recent site assessment by Briggs Electric.

#### Redevelopment Phases for Eagle Gas Station Site

The attached work plan provides updated information on the tasks associated with the redevelopment of the site. The redevelopment phases will likely proceed as follows:

*First Year (June 2013-June 2014).* The first year will involve removal of the underground fuel, heating oil, and waste oil tanks on the site as well as the removal of the above ground kerosene tank and a survey of the structure to determine if the building contains asbestos or lead-based paint. The town will be able to use the Brownfields Grant to remove the waste oil and kerosene tanks and to survey the building for lead-based paint and asbestos. In order to remove the underground fuel and heating oil tanks, however, the town will need to secure other grants, such as the Community Development Block Grant (CDBG). The CDBG grant may assist with site improvements such as new ADA sidewalk and storm drainage, but this may need to be pursued as a second phase or through an application to NDOT under the Transportation Alternatives Grant. The town will also pursue FEMA Hazard Mitigation grants to reduce flooding at this location. A preliminary design needs to be performed before we know this is a feasible and cost effective solution and staff can then provide accurate representation of a budget number for that portion of the project.

*Second Year (July 2014-June 2015).* The second year will involve site improvements, based on available funding. In addition to securing funds for new sidewalk, curb, and gutter, the town will pursue funding to install a dual port EV charging station on the north side of the building and will finalize the design for a gateway sign.

#### **V. Conclusion**

The acquisition of the Eagle Gas Station site will enable the Town of Gardnerville to create public parking to support businesses in the Main Street Gardnerville district consistent with the Town's Parking District Strategy. By keeping the existing 1200 square foot building, the town will also be able to create a meeting space and other complementary uses that serve the town and Main Street Gardnerville. Based on successful grant applications, such as the Brownfields Grant, the town will be able to redevelop this site into a visually attractive entrance into downtown Gardnerville.



Attachments:

1. Site Plan for Preferred Redevelopment Plan (option 3)
2. Revised and updated Work plan
3. Preliminary Cost Estimates and Potential Funding Sources

Board meeting Topics of Discussion / Notes:

- 
- 
- 
- 
- 
-





(Updated October 1, 2013)

**Work Plan – Eagle Gas Station - Downtown Gardnerville Gateway**

Activity	Tasks Necessary to Complete Activity	Task Responsibility	Due Date	Comp. Date	Budget
Initial site cleanup	Remove the old light poles and fixtures Beverage signs and window collages Eagle Gas Signs Kerosene Tank Garbage and barrels from around the back of the building Replace the metal cover on the roof units Remove bollards and back fill with dirt left on the site	town staff	06/28/13		\$1,000.00
Remove Cigarette racks and Refer units	remove the Vender cabinetry or dispose of material	town staff		9/3/2013	
sell the ice bag freezer	remove from building	town staff			(\$500)
Sell ice cream freezer	Remove old remaining ice cream - remove unit from building	town staff		9/3/2013	(\$100)
Remove remaining building contents	Haul away Trash salvage what we can sell and sell it.	town staff		9/5/2013	(\$475)
receive the latest report from Krazan, hired by the bank	call and coordinate to receive a copy of the report.	tad	6/30/2013	6/20/1931	
Leak test underground tanks (4 ust) + 1 heating oil tank & Main Street Gardnerville Board Meeting	All tests were positive, no leaks Solicit input from Main Street Board	tad/Consultant	8/20/2013	8/20/2013	\$2,500
Prepare Building for Workshop (Turn on Water, Power, remove remaining items)		town staff	8/15/2013	9/5/2013	
Site Assessment for Charging Stations	Briggs Electric Visited Site to evaluate	tad		9/13/2013	
<b>Town Board Meetings</b>					
Town Board Meeting	Provide Information on Redevelopment Options and Amenities to Town Board	tad/consultant	8/6/2013	8/6/2013	
Town Board Meeting	Provided Update to Town Board	tad	9/4/2013		
Town Board Meeting of October 1	Provided staff recommendation for redevelopment option	tad/consultant	10/1/2013		
Public Workshop at Eagle Gas Station	Prepared materials and publicity for Workshop	Consultant/tad/Main Street	9/7/2013	9/7/2013	\$250
Eagle Gas Station Survey	Prepared Survey for Web Page (Survey ends 9/30)	Consultant	9/13/2013	9/13/2013	
Discuss with NDOT the proposed site plans and obtain feedback to the design			10/21/2013		
research the hydraulic lift for removal	see if state or if museum has pictures of lifts		12/20/2013		
<b>Grant Applications</b>					
Apply for NDEP Brownfield Grant	Brownfield Grant will remove Waste Oil UST and Kerosene AST. Will assess need for Phase II Assessment if soil contamination found during removal process. Will evaluate lead and asbestos issues in building	Town Consultant & Brownfield Consultant	8/23/2013	9/23/2013	
Enroll in Petroleum Fund for FY 2013 and 2014	Complete paperwork with NDEP and submit payment for FY 2013 and FY 2014		8/30/2013	10/1/2013	
Apply for NDEP Petroleum Fund	Petroleum Fund will cover the cost of removing any contaminated soil from the 3 Fuel UST's and 1 Heating Oil UST	tad/consultant	12/1/2013		
Apply to NV Energy	NV Energy Funds will help pay for charging station and possibly solar panels on site	tad/consultant	11/1/2013		
Apply for FEMA Hazard Mitigation Grants	Submit Application for Storm Drainage Improvements	tad/consultant	12/1/2013		
Apply for CDBG Funding	CDBG Grant will provide funds for site improvements and building renovations. Application due to Douglas County on 11/1	tad/Consultant	11/1/2013		



**Eagle Gas Site Redevelopment  
Funding Source and Costs**

Updated September 24, 2013

Itemized Costs (Preliminary)	Funding Source										Town of Gardnerville	Total Costs by Item		
	NDEP Brownfields	NDEP Petroleum Fund	NV Energy	NV CDBG	FEMA Mitigation	NDOT - TAP								
Removal of Waste Oil UST & Kerosene Tank AST	\$10,000												\$10,000	
Removal of 3 Fuel USTS and Heating Oil UST				\$23,500									\$23,500	
Building and Site Demo Costs				\$62,161							\$10,000		\$72,161	
Re-Paving and Striping				\$73,200									\$73,200	
5' Sidewalk w/ ADA Design							\$39,372						\$39,372	
6" Median Curb				\$7,515									\$7,515	
24" Curb & Gutter							\$6,864						\$6,864	
9" Commercial Valley Gutter Spandrel							\$17,496						\$17,496	
Landscaping				\$40,624									\$40,624	
Lighting				\$4,500									\$4,500	
Building Renovations				\$60,000									\$60,000	
Gateway Monument Sign				\$15,000									\$15,000	
EV Charging Station- Dual Port/Chargepoint			\$17,000										\$17,000	
Solar Panels			\$30,000										\$30,000	
Trash Enclosure				\$12,000									\$12,000	
Site designs and studies - in kind work / consulting											\$30,000		\$30,000	
Storm Drainage improvements - not included in estimate													\$30,000	
<b>TOTAL</b>	\$10,000	To be Determined	\$47,000	\$298,500	\$0	\$63,732	\$40,000	2%	10%	65%	0%	14%	9%	\$459,232

10-7





**Briggs Electric, Inc.**

5111 Convair Drive, Carson City, Nevada 89706 (775) 887-9901 Fax (775) 887-9454 NV C2-41943, B2-57351 CA C10-297836

**TOWN OF GARDNERVILLE MAIN STREET GATEWAY  
ELECTRIC VEHICLE CHARGING STATION BUDGET**

Mr. Tom Dallaire  
Town of Gardnerville  
1407 Highway 395 North  
Gardnerville, Nevada 89410

September 26, 2013

We are pleased to provide you with this budget for the electric vehicle charging station you requested at the new "Main Street Gateway" at the Hwy 395 S-curve in Gardnerville. It was a pleasure meeting you the week before last and I was very impressed with your vision for the southern gateway to the Town of Gardnerville.

We have discussed your specific situation with Rudy Garcia from Verdek and have come to the conclusion that the Dual Port Bollard Mount Model CT-4021 best suites your requirements. As you are aware Verdek is the premier manufacturer of EV charging systems and the Town of Gardnerville will enjoy years of worry free service while providing its citizens with a reliable solution for their electric vehicles.

For this specific site we propose to provide and install a Dual Port CT-4021 within 70 lineal feet of the existing building at 1395 US-395 N in Gardnerville. This is a turn-key installation with all equipment, conduit, wire, concrete bases, circuit breakers, trenching and electrical permits being included in our scope of work. Per our discussion we envision the charging station being located near the northwest (rear) side of the property and that the conduit will be run underground, behind the curb to avoid having to saw cut and patch the existing parking lot. An alternate, per-foot value has been provided for the cutting and patching of asphalt should you prefer that the charging station be installed at a different location. The CT-4021 requires two 40 amp 208 volt circuits which we would feed out of the existing electrical service. The cable feeding the CT-4000 has been oversized by one size to accommodate voltage drop and ensure reliable operation under sustained charging demands.

Provide and install Verdek Model CT-4021 per the above scope of work:

**COMPLETE INSTALLATION BUDGET:..... \$ 16,820.00**

Cost add per lineal foot for 12" wide asphalt cut & Patch:

**ADDITIONAL PER LINEAL FOOT CUT & PATCH..... \$ 21.50/LF**

Cost add per lineal foot for additional underground conduit & wire in excess of the 70' allowed for in this proposal:

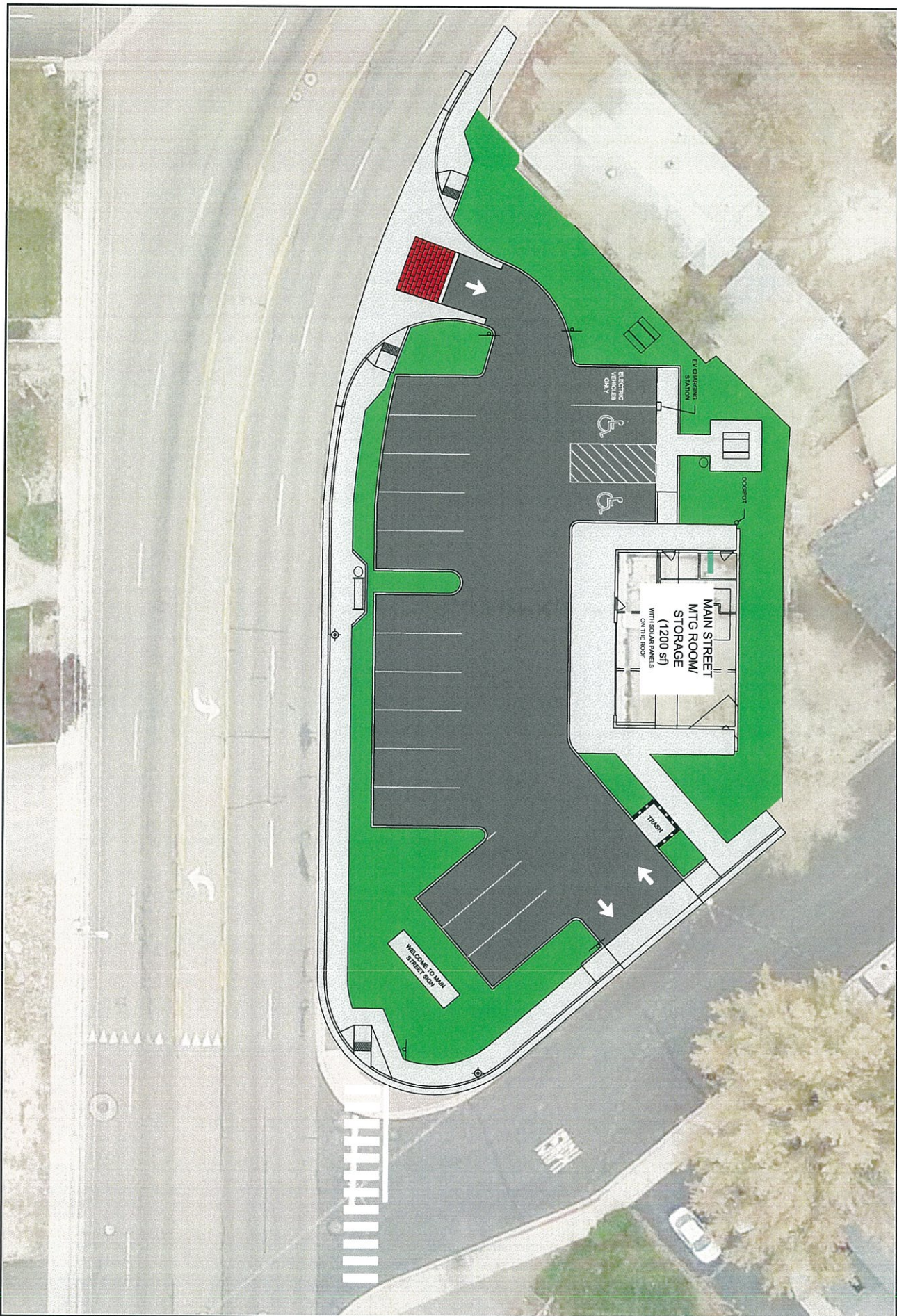
**ADDITIONAL PER LINEAL FOOT CONDUIT & CABLE ..... \$ 28.45/LF**

Please contact us if you should have any questions.

Regards

Greg Dye  
CC: Rudy Garcia





C-03

SYMBERT 7/02

KEEPING THE BUILDING  
 MAIN STREET GATEWAY  
 GARDNERVILLE, NV



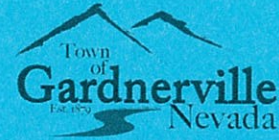
1407 Highway 295 N  
 Gardnerville, NV 89410  
 P: 775.782.7134  
 F: 775.782.7135  
 www.gardnerville-nv.gov

10-9

SCALE: 1" = 10'  
 DESIGN: JSP  
 DRAWN: JSP  
 CHECKED: TAD  
 APPROVED: TAD  
 DATE: 9/25/2013

REVISIONS			
NO.	DESCRIPTION	DATE	BY





**Gardnerville Town Board**

**AGENDA ACTION SHEET**

1. **For Possible Action:** Discussion on a land development application, LDA13-013, for Scott McCullough, Douglas County School District, for a tentative parcel map to divide 12.04 acres into two parcels, the smallest being 1.31 net acres in area. The subject property is located at 1290 Toler Lane and within the PF (Public Facilities) zoning district and the Minden-Gardnerville Community Plan (APN: 1320-33-402-059), with public comment prior to board action.

**Recommended Motion:** - Approve parcel map with the conditions contained in the staff report.

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

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** October 1, 2013 **Time Requested:** 20 minutes

5. **Agenda:**  Consent  Administrative

**Background Information:** The application was submitted for board approval. See the staff report and application for the additional information.

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

7. **Board Action:**

Approved  Approved with Modifications  
 Denied  Continued





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

## MEMORANDUM

Date: September 26, 2013  
To: Gardnerville Town Board  
From: Tom Dallaire, P.E., Town of Gardnerville  
Subject: Douglas County School District tentative parcel map

---

### I. TITLE:

For Possible Action. Discussion on a land development application, LDA13-013, for Scott McCullough, Douglas County School District, for a tentative parcel map to divide 12.04 acres into two parcels, the smallest being 1.31 net acres in area. The subject property is located at 1290 Toler Lane and within the PF (Public Facilities) zoning district and the Minden-Gardnerville Community Plan (APN: 1320-33-402-059), with public comment prior to board action.

### II. RECOMMENDATION:

Staff recommends to the Gardnerville Town Board approval of the parcel map with the conditions contained in the staff report.

### III. BACKGROUND

The Douglas County School District constructed a large facility upgrade to the Gardnerville Elementary School in the summer of 2012. With those improvements the old Heritage building was taken out of service due to the building's age and the costs associated with the building into the current code compliance. The building was left as a vacant building for warehouse purposes, within the existing parcel. The school district wishes to divide the existing 12.04 acre parcel into two parcels with the smallest parcel being 1.31 acres. The legal parcel will contain the building and associated improvements to the street. Access would appear to utilize the existing driveways into the school parking area and utilize the school's exit driveway for parking as well. An easement should be provided if that is going to be the case.

### IV. DISCUSSION

Town staff agrees with the applicant's tentative parcel map findings with exception of finding B;

*B. The proposed parcel map conforms to the public facilities and improvement standards of this land development code;*

Per the application's findings the existing building will be served by the existing driveway entrance and exits located along the Toler Lane frontage and the undeveloped area will need to be developed at the time the building is improved for the new use. With the current Public Facilities Zone the use is limited to those uses allowed in the county code. Access easements should be required to access the future parking stalls or new parking lot.



## V. Conclusion

The following should be considered for recommendation to the County, the Conditions of Approval prior to recording the proposed parcel map:

1. Provide access easement to the site utilizing the existing School District's property at the entrance to the school grounds and the entrance and exit of the westerly parking area.
2. 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. All drainage facilities shall be installed per the school expansion project, coordinate with the previous approved development.
  - e. Construction runoff and dewatering practices shall be in accordance with the appropriate permits obtained from the Nevada Division of Environmental Protection. Discharge into the 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.
  - 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.

Attachments:

1. Project review Application
2. Land Division Application
3. Justification and project description
4. Parcel map plan

Board meeting Topics of Discussion / Notes:

- 
- 
- 
- 
-

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



## PROJECT REVIEW APPLICATION

### Location

Street Address: 1290 Toler Lane  
Assessor's Parcel #: 1320-33-410-059  
Current Zoning Designation: Public Facilities  
County Project Reference #: LDA 13-013

### Project Description

A tentative parcel map to divide 12.04 acres into two parcels with the smallest being 1.31 acres. The Douglas County School District is seeking to separate the historic "Heritage Building" from Gardnerville Elementary School.

### Applicant:

Name: Douglas County School District Contact: Scott McCullough  
Address: 1638 Mono Avenue, Minden, NV 89423  
Telephone Number: (775) 790-5212 Fax Number: (775) 782-8562

### Owner:

Name: Same as Applicant  
Address: \_\_\_\_\_  
Telephone Number: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

### Engineer:

Name: R.O. Anderson Engineering, Inc. Contact: Matt Bernard or Linda Biaggi  
Address: P.O. Box 2229, Minden, NV 89423  
Telephone Number: (775) 215-5023 or 215-5019 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:

R.O. Anderson Engineering, Inc.  
Linda Biaggi Linda Biaggi 09-13-13  
Printed Name Signature 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.)



DOUGLAS COUNTY COMMUNITY DEVELOPMENT  
1594 ESERALDA AVENUE  
POST OFFICE BOX 218  
MINDEN, NEVADA 89423  
(775) 782-6217

SEP 5 2013

Application fee: \$550.25

FOR STAFF USE ONLY	
LDA 13-013	
File Number	Receipt Number
Rao	9/3/13
Received By	Date

# LAND DIVISION APPLICATION

## INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit a **Land Division 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.

\*\*\*\*\*

### A. Application for (check all applicable):

- AMENDED MAP
- BOUNDARY LINE ADJUSTMENT
- DIVISION of LAND into LARGE PARCELS
- VARIANCE to IMPROVEMENT STANDARDS
- MINOR MODIFICATION
- MAJOR MODIFICATION
- PARCEL MAP, TENTATIVE
- PARCEL MAP, FINAL
- REVERSION of MAP/LOT CONSOLIDATION
- SUBDIVISION MAP, FINAL
- SUBDIVISION MAP, TENTATIVE
- MERGER and RESUBDIVISION

\*\*\*\*\*

### B. Project Location

Street Address (if available): 1290 Toler Lane Community: Minden-Gardnerville

Assessor's Parcel Number(s): 1320-33-402-059

Approximately 0 Feet North or South of Toler Lane  
(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: A tentative parcel map to divide 12.04 acres into two parcels with the smallest being 1.31 acres.

Current Zoning district: PF Current Master Plan designation: Community Facilities

Floodplain designation (from FIRM maps): AO-2 FIRM #: 32005C0255G FIRM Date: 10/22/12

List any previous applications that have been filed for this site: \_\_\_\_\_

**APPLICANT:**

Contact Name: Scott McCullough Company: Douglas County School District  
Address: 1638 Mono Avenue City/State/Zip: Minden, NV 89423  
Telephone No: ( 775 ) 790-5212 Fax No: ( 775 ) 782-8562  
E-mail Address: \_\_\_\_\_

**OWNER:**

Contact Name: Thomas H. Moore Company: Douglas County School District  
Address: same as above City/State/Zip: \_\_\_\_\_  
Telephone No: ( 775 ) 782-7134 Fax No: ( 775 ) 782-8562  
E-mail Address: \_\_\_\_\_

**ENGINEER/REPRESENTATIVE:**

Contact Name: Matt Bernard / Linda Biaggi Company: R.O. Anderson Engineering, Inc.  
Address: P.O. Box 2229 City/State/Zip: Minden, NV 89423  
Telephone No: ( 775 ) 215-5023 or 215-5019 Fax No: ( 775 ) 782-7084  
E-mail Address: mbernard@roanderson.com or lbiaggi@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)**

Douglas County School Board  
Thomas H. Moore, President  
Printed Name By Scott McCullough Signature [Signature] Date 8/29/13

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"=20', 1"=50', 1"=100') or architectural scale (e.g., 1/4"=1', 1/8"=1') that is appropriate to the project size, and clearly define and identify all of the required information.

**APPLICANT/APPLICANT'S REPRESENTATIVE:**

R.O. Anderson Engineering, Inc.  
Linda Biaggi  
Printed Name \_\_\_\_\_ Signature [Signature] Date 08-29-13

11-6

# Land Division Submittal Requirements

	Amended Parcel Map	Amended Subdivision Map	Boundary Line Adjustment	Division of Land into Large Parcels	Final Parcel Map	Final Division of Land into Large Parcels	Tentative Parcel Map	Reversion of Map/Lot Consolidation	Final Subdivision Map	Tentative Subdivision Map	Variance to Improvement Map	Minor Modification	Major Modification	Merger and Resubdivision
FEE Please see "Douglas County Community Development Application/Administration Fees"														
1. APPLICATION FORM	2/4*	2/4*	1	2/4*	2	2	2/4*	1	2	2/4*		2/4*	2/4*	2/4*
2. ORIGINAL MAP MYLAR			YES		1	1		YES	1					
3. MAP COPIES	4/6*	4/6*	2	20	4	9	15	2	4	30		4/6*	30	30
4. REDUCED MAP	1	1		15		1	15		2	10			10	10
5. TM APPROVAL LETTER					2	2			2			2/4*		
6. CONDITIONS DOCUMENT					2	2			2					
7. WATER RIGHTS				YES					YES					
8. RECORDING FEE			**	**					**					
9. APPROVED IMPROVEMENT PLANS OR NOTICE OF COMPLETION					1				1					
10. COST ESTIMATE					1				1					
11. FINANCIAL SECURITY					1				1					
12. WILL SERVE LETTERS				2			2		2			2	2	2
13. NDEP RECOMMENDATION							2		2			2	2	2
14. OFF-SITE DEDICATION							2		2			2	2	2
15. FINAL MAP ON DISK			1		1	1		1	1					
16. MASTER PARCEL PLAN							2/4*							
17. AREA STUDY							2/4*							
18. TAX RECEIPT	1	1	1	1	1	1	1	1	1	1			1	1
19. PERSONAL NOTIFICATION	YES	YES		YES			YES		YES			YES	YES	YES
20. VICINITY MAP	1	1		1			1		1			1	1	1
21. TITLE REPORT	1	1	1	2			2/4*	2	2/4*			2/4*	2/4*	2/4*
22. GRADING/DRAINAGE PLAN							2/4*		2/4*			2/4*	2/4*	2/4*
23. STORM DRAINAGE STUDY & CHECKLIST							2/4*		2/4*			2/4*	2/4*	2/4*
24. TRAFFIC STUDY & CHECKLIST							2/4****		2/4*			2/4*	2/4*	2/4*
25. WCAC				YES			YES		YES			YES	YES	YES
26. SOILS REPORT & CHECKLIST							2		2			2	2	2
27. JUSTIFICATION	2/4*	2/4*		2/4*			2/4*		2/4*	2/4*	2/4*	2/4*	2/4*	2/4*
28. PROJECT DESCRIPTION														
29. DEVELOPMENT AGREEMENT								YES						
30. VARIANCE TO IMPVMT. STDS.										YES				
31. BOUNDARY LN. AD/REVERSION TO AC.			YES					YES						
32. ROAD NAME RES./APPVL. APP	YES	YES					YES		YES					YES
33. UTILITY STATEMENTS			YES					YES						
34. HYDROLOGY & HYDRAULICS STUDY	***	***					***		***					***
35. DIGITAL COPY OF APPLICATION		1		1					1			1	1	1
36. AFFIDAVIT				1			1		1					1

\* If a project is located within a town boundary.

\*\* Paid directly to the Recorder at the time of recording. Please specify contact name and phone number of responsible party.

\*\*\* Two copies of a Hydrology and Hydraulics Study must be submitted if required by Title 20, Floodplain Management. If not submitted, a justification letter from the applicant's engineer is required. (Refer to fee schedule for additional review fees).

\*\*\*\* A Traffic Study and Checklist are not required for TPMs on residentially zoned property.

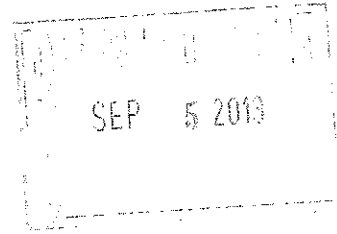
NOTES: 1. Refer to the following pages for specific submittal requirements of each numbered category.

2. Numbers in the squares refer to the number of copies of that particular item that are required to be submitted with a completed application.



September 3, 2013

Douglas County Community Development  
Post Office Box 218  
Minden, Nevada 89423



**Statement of Justification/Project Description**  
**Tentative Parcel Map for Douglas County School District**

RECEIVED  
SEP 03 2013

DOUGLAS COUNTY  
COMMUNITY DEVELOPMENT

To Whom It May Concern:

On behalf of the applicant, Douglas County School District, please consider this letter our statement of justification and project description for a Tentative Parcel Map.

The applicant is requesting a tentative parcel map to divide 12.04 acres into two parcels, the smallest being 1.31 net acres in size. The tentative map is located near the intersection of Toler Lane and U.S. Highway 395 and is the current Gardnerville Elementary School parcel. The project is located in the Minden-Gardnerville Planning Area and is listed as Assessor's Parcel Number 1320-33-402-059. The site is zoned PF (Public Facilities) and has a Master Plan designation of Community Facilities. The applicant is pursuing the parcel map to separate the existing "Heritage Building" from the existing school and its recent addition.

Tentative Parcel Map Findings:

The following is our analysis of the required findings for a Tentative Parcel Map pursuant to Douglas County Code Section 20.712.060.

A. *The property to be divided is zoned for the intended uses and the density and design of the division conforms to the requirements of the zoning regulations contained in the development code;*

**Comment:** The proposal conforms to the requirements of the development code. The proposal is consistent with the density as identified in the existing zoning and Master Plan designations.

B. *The proposed parcel map conforms to public facilities and improvement standards of this land development code;*

**Comment:** The project site is located with the Gardnerville Water Company and Minden-Gardnerville Sanitation District service areas. Both buildings on the site are currently served by water and sewer along with existing power, gas, and telephone.

11-8

Statement of Justification  
Douglas County School District Tentative Parcel Map  
September 3, 2013  
Page 2 of 2

Will-serve letters have been obtained by these entities. There are no access improvements contemplated as the site is served by the existing entrances from Toler Lane. A traffic study is not required pursuant to the pre-application meeting with County staff and as the existing uses are in place.

*C. The proposed parcel map conforms to the improvement and design standards contained in this title;*

**Comment:** The proposed parcel map will conform to the County's design standards for public improvements.

*D. There are no delinquent taxes or assessments on the land to be divided, as certified by the county treasurer;*

**Comment:** The parcel is exempt from taxes as evidenced by the Treasurer's receipt provided with the application materials.

*E. The project is not located within an identified archeological or cultural study area, as recognized by the county. If the project is located in a study area, an archeological resource reconnaissance has been performed on the site by a qualified archeologist and any identified resources have been avoided or mitigated to the extent possible per the findings in the report.*

**Comment:** The project is not located within an identified archeological or cultural study area.

Thank you for your consideration regarding this tentative parcel map. Should you have any further questions, please do not hesitate to contact me.

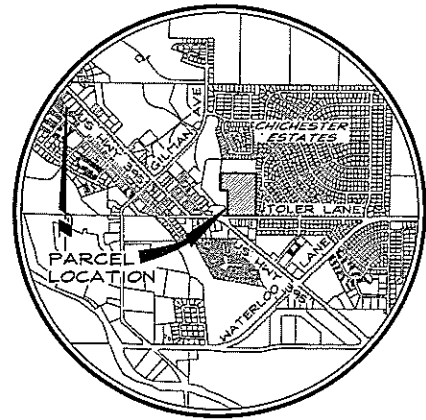
Sincerely,

R.O. ANDERSON ENGINEERING, INC.



Linda Biaggi, P.L.S.  
Professional Land Surveyor





VICINITY MAP  
NO SCALE

**TITLE CERTIFICATE**

THIS IS TO CERTIFY THAT THE PARTIES AS LISTED WITHIN THE OWNERS CERTIFICATE ARE THE ONLY PARTIES OF RECORD HAVING INTEREST IN THE TRACTS OF LAND EMBRACED WITHIN THE GRAPHIC BORDER SHOWN ON THIS PLAT. THE FOLLOWING IS A COMPLETE LIST OF LIEN AND/OR HOLDERS OF RECORD.

FIRST AMERICAN TITLE COMPANY OF NEVADA

SCALE: 1" = 60'

**COUNTY TAX COLLECTOR'S CERTIFICATE**

I, TED THRAN, DOUGLAS COUNTY CLERK-TREASURER AND EX-OFFICIO TAX COLLECTOR, DO HEREBY CERTIFY THAT ALL PROPERTY TAXES ON THIS LAND FOR THE FISCAL YEAR HAVE BEEN PAID. (A.P.N. 1320-33-402-059)

TED THRAN DATE  
DOUGLAS COUNTY CLERK-TREASURER

**UTILITY COMPANIES' CERTIFICATES**

WE, THE UNDERSIGNED PUBLIC UTILITIES, ACCEPT AND APPROVE THE PUBLIC UTILITY EASEMENT AS SHOWN ON THIS PLAT. THIS APPROVAL DOES NOT GUARANTEE ACCESSIBILITY FOR SERVICE.

FRONTIER COMMUNICATIONS  
SIGNATURE: DATE:  
PRINTED NAME:

CHARTER COMMUNICATIONS  
SIGNATURE: DATE:  
PRINTED NAME:

A PUBLIC UTILITY EASEMENT IS HEREBY GRANTED TO SOUTHWEST GAS CORPORATION WITHIN EACH PARCEL FOR THE EXCLUSIVE PURPOSE OF INSTALLING AND MAINTAINING UTILITY SERVICE FACILITIES TO THAT PARCEL, WITH THE RIGHT TO EXIT THAT PARCEL WITH SAID UTILITY FACILITIES FOR THE PURPOSE OF SERVING ADJACENT PARCELS.

SOUTHWEST GAS CORPORATION  
SIGNATURE: DATE:  
PRINTED NAME:

A PUBLIC UTILITY EASEMENT IS HEREBY GRANTED TO NV ENERGY WITHIN EACH PARCEL FOR THE EXCLUSIVE PURPOSE OF INSTALLING AND MAINTAINING UTILITY SERVICE FACILITIES TO THAT PARCEL, WITH THE RIGHT TO EXIT THAT PARCEL WITH SAID UTILITY FACILITIES FOR THE PURPOSE OF SERVING ADJACENT PARCELS, AT LOCATIONS MUTUALLY AGREED UPON BY THE OWNER OF RECORD AT THAT TIME OF INSTALLATION AND THE UTILITY COMPANY.

NV ENERGY  
SIGNATURE: DATE:  
PRINTED NAME:

**COUNTY CLERK'S CERTIFICATE**

IT IS HEREBY CERTIFIED THAT THIS PLAT WAS PRESENTED TO THE DEPARTMENT OF COMMUNITY DEVELOPMENT ON THE DAY OF \_\_\_\_\_, 20\_\_\_\_, AND WAS DULY APPROVED. IN ADDITION, THERE ARE NO PUBLIC ROADS OFFERED FOR DEDICATION AS A PART OF THIS MAP, AND ALL OFFERS OF DEDICATION FOR PUBLIC USE ELEMENTS WERE REJECTED WITH THE RESERVATION TO ACCEPT SAID OFFERS AT A LATER DATE.

TED THRAN  
COUNTY CLERK

**OWNER'S CERTIFICATE**

I, THOMAS H. MOORE, BOARD PRESIDENT OF DOUGLAS COUNTY SCHOOL DISTRICT CERTIFY THAT I AM THE LEGAL OWNER OF THIS PARCEL AND DO HEREBY GRANT PERMANENT EASEMENTS FOR UTILITY INSTALLATION AS DESIGNATED ON THIS MAP, AND CONSENT TO THE PREPARATION AND RECORDING OF THIS MAP.

DOUGLAS COUNTY SCHOOL DISTRICT

BY ITS BOARD PRESIDENT  
THOMAS H. MOORE

STATE OF NEVADA SS.  
COUNTY OF DOUGLAS

ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ IN THE YEAR \_\_\_\_\_ BEFORE ME, A NOTARY PUBLIC, PERSONALLY APPEARED THOMAS H. MOORE, PERSONALLY KNOWN BY ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE INSTRUMENT WHO ACKNOWLEDGED THAT THEY EXECUTED THE SAME IN THEIR AUTHORIZED CAPACITIES AND THAT BY THEIR SIGNATURE ON THE INSTRUMENT, THE PERSONS, OR THE ENTITY ON BEHALF OF WHICH THE PERSONS ACTED, EXECUTED THE INSTRUMENT.

WITNESS MY HAND AND OFFICIAL SEAL.  
NOTARY'S SIGNATURE \_\_\_\_\_  
MY COMMISSION EXPIRES: \_\_\_\_\_

**SURVEYOR'S CERTIFICATE**

I, LINDA M. BIAGGI, A PROFESSIONAL LAND SURVEYOR LICENSED IN THE STATE OF NEVADA CERTIFY THAT:

- 1) THIS PLAT REPRESENTS THE RESULTS OF A SURVEY CONDUCTED UNDER MY DIRECT SUPERVISION AT THE INSTANCE OF DOUGLAS COUNTY SCHOOL DISTRICT.
- 2) THE LANDS SURVEYED LIE WITHIN A PORTION OF THE SOUTHWEST 1/4 OF SECTION 33, T.13N., R.20E., M.D.M. AND THE SURVEY WAS COMPLETED ON \_\_\_\_\_.
- 3) THIS PLAT COMPLIES WITH THE APPLICABLE STATE STATUTES AND ANY LOCAL ORDINANCE IN EFFECT ON THE DATE THAT THE GOVERNING BODY GAVE ITS FINAL APPROVAL.
- 4) THE MONUMENTS DEPICTED ON THE PLAT ARE OF THE CHARACTER SHOWN, OCCUPY THE POSITIONS INDICATED AND ARE OF SUFFICIENT NUMBER AND DURABILITY.

LINDA M. BIAGGI, P.L.S. 19808



**COMMUNITY DEVELOPMENT DEPARTMENT CERTIFICATE**

IT IS HEREBY CERTIFIED THAT THIS PLAT WAS REVIEWED AND APPROVED BY THE DOUGLAS COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_. THIS PLAT IS IN SUBSTANTIAL CONFORMANCE WITH THE TENTATIVE MAP AND ALL CONDITIONS OF APPROVAL HAVE BEEN SATISFIED. IN ADDITION, THERE ARE NO PUBLIC ROADS OFFERED FOR DEDICATION AS A PART OF THIS MAP AND ALL OFFERS OF DEDICATION FOR PUBLIC USE ELEMENTS WERE REJECTED WITH THE RESERVATION TO ACCEPT SAID OFFERS AT A LATER DATE.

FITZL HESS  
COMMUNITY DEVELOPMENT DIRECTOR

**COUNTY ENGINEER'S CERTIFICATE**

I, ERIK NILSSEN, DOUGLAS COUNTY ENGINEER, DO HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND IT IS TECHNICALLY CORRECT.

ERIK NILSSEN, P.E. DATE  
DOUGLAS COUNTY ENGINEER

**RECORDER'S CERTIFICATE**

FILED FOR RECORD THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AT \_\_\_\_\_ MINUTES PAST \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., IN BOOK \_\_\_\_\_ OF OFFICIAL RECORDS, AT PAGE \_\_\_\_\_, DOCUMENT NO. \_\_\_\_\_ RECORDED AT THE REQUEST OF DOUGLAS COUNTY SCHOOL DISTRICT.

DOUGLAS COUNTY RECORDER

SCALE: 1" = 100' SHEET 1 OF 1

TENTATIVE PARCEL MAP  
LDA \_\_\_\_\_  
FOR  
DOUGLAS COUNTY  
SCHOOL DISTRICT

LOCATED WITHIN THE SW1/4 OF SECTION 33,  
T.13N., R.20E., M.D.M.  
DOUGLAS COUNTY, NEVADA

0005-118-13  
0005-118TP1-GE5.dwg

09/10/13

X:\CLIENTS\118\0005-118TP1-GE5.dwg 09/10/2013 7:13:31 AM LINDA M. BIAGGI

11-10

PRELIMINARY  
For Review Only

**NOTES**

- TOTAL AREA: 12.04 ACRES PARCELS: (2)
- THIS MAP REFERENCES THE RECORD OF SURVEY TO SUPPORT A BOUNDARY LINE ADJUSTMENT FOR HELLMINKEL, EXEMPTION, MARITAL AND SURVIVOR'S TRUSTS RECORDED OCTOBER 31, 2011 IN BOOK 1011, AT PAGE 5482, AS DOCUMENT NO. 37025 AND THE FINAL MAP FOR CHICHESTER ESTATES, PHASE 1, RECORDED SEPTEMBER 12, 1995 IN BOOK 995, AT PAGE 1407, AS DOCUMENT NO. 37025.
- A 7.5' PUBLIC UTILITY EASEMENT ALONG ALL ROAD FRONTAGES AND A 5' PUBLIC UTILITY EASEMENT ALONG THE SIDE AND REAR LOT LINES SHALL BE GRANTED AS SHOWN PER THIS MAP.
- THE SUBJECT PARCEL LIES WITHIN FLOOD ZONES 'SHADED-X' AND 'AO-2' PER F.E.M.A. COMMUNITY MAP PANEL 32005C0255G AND EFFECTIVE DATE 10/22/12 (LO1R REVISION).
- APPURTENANT TO THIS PARCEL IS AN EASEMENT FOR UTILITY FACILITIES AS RECORDED BY GRANT OF EASEMENT TO SIERRA PACIFIC POWER COMPANY (NV ENERGY) IN BOOK 312, AT PAGE 8002, AS DOCUMENT NO. 799955.

**BASIS OF BEARING**

N00°39'45"E - CENTERLINE OF SOUTH MARION RUSSELL DRIVE AS SHOWN ON FINAL MAP FOR CHICHESTER ESTATES, PHASE 1, RECORDED SEPTEMBER 12, 1995 AS DOCUMENT NO. 37025.

**LEGEND**

- FOUND 1/2" IRON PIPE, NO TAG
- FOUND POSITION AS NOTED
- FOUND FENCE CORNER
- ⊙ FOUND CENTERLINE MONUMENT IN WELL, 5/8" REBAR WITH ALUMINUM CAP, PLS 6899
- △ FOUND MAG NAIL AND WASHER, PLS 19808
- ▲ SET 5/8" REBAR WITH PLASTIC CAP, OR MAG NAIL AND WASHER, PLS 19808

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