

Main Street Gardnerville <Final Budget>

Account Number	Description	2014 Finance Officer	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
Fund	811	Gardnerville Main Street					
Revenue							
Department	000	Revenue					
<u>Intergovernmental Revenue</u>							
331.120	NV Commission on Tourism	\$0.00	\$0.00	\$0.00	\$3,450.00	\$0.00	\$1,500.00
331.135	Distr. from County	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$50,000.00
331.138	Distr. from Town	\$68,000.00	\$68,000.00	\$68,000.00	\$60,000.00	\$75,000.00	\$25,000.00
331.140	Grant In Aid Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,500.00
332.120	Grant-USDA	\$0.00	\$0.00	\$0.00	\$2,500.00	\$15,000.00	\$17,488.70
	Total Intergovernmental Revenue	\$64,000.00	\$68,000.00	\$78,000.00	\$75,950.00	\$90,000.00	\$100,488.70
<u>Interest Revenue</u>							
361.200	Interest On Investment	\$500.00	\$500.00	\$80.76	\$848.97	\$990.36	\$1,177.41
361.205	Investment-FMV Adjust	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Interest Revenue	\$500.00	\$500.00	\$80.76	\$848.97	\$990.36	\$1,177.41
<u>Miscellaneous Revenue</u>							
360.210	Merchandise Sales	\$500.00	\$500.00	\$6,886.00	\$17,321.50	\$6,118.00	\$950.00
360.220	Memberships	\$3,000.00	\$3,500.00	\$841.10	\$3,910.00	\$5,995.00	\$5,245.00
360.221	Promotions	\$25,500.00	\$23,500.00	\$15,987.50	\$37,116.65	\$27,326.34	\$31,054.00
360.800	Miscellaneous	\$0.00	\$0.00	\$1,875.29	\$467.00	\$2.00	\$8,477.00
367.102	Donations	\$0.00	\$0.00	\$36.00	\$211.00	\$0.00	\$0.00
	Total Miscellaneous Revenue	\$29,000.00	\$27,500.00	\$25,625.89	\$59,026.15	\$39,441.34	\$45,726.00
<u>Beg.Fund Bal./Reserves</u>							
301.000	Opening Fund Balance	\$32,440.00	\$32,440.00	\$0.00	\$0.00	\$0.00	\$0.00
	Total Beg.Fund Bal./Reserves	\$32,440.00	\$32,440.00	\$0.00	\$0.00	\$0.00	\$0.00
	Department Total: Revenue	\$125,940.00	\$128,440.00	\$103,706.65	\$135,825.12	\$130,431.70	\$147,392.11

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Main Street Gardnerville <Final Budget>

Account Number	Description	2014 Finance Officer	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
Fund	811						
	Gardnerville Main Street						
Revenue Totals		\$125,940.00	\$128,440.00	\$103,706.65	\$135,825.12	\$130,431.70	\$147,392.11
Expenses							
Department	960						
	Gardnerville Main Street						
<u>Salaries & Wages</u>							
510.000	Salaries & Wages	\$47,015.00	\$53,100.00	\$33,124.62	\$39,055.97	\$38,467.91	\$37,687.26
510.125	Salaries-Other	\$0.00	\$0.00	\$0.00	\$875.26	(\$41.94)	\$2,585.30
511.170	Overtime	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.171	Holidays	\$0.00	\$0.00	\$1,719.03	\$1,604.35	\$1,806.94	\$1,912.47
511.173	Vacation	\$0.00	\$0.00	\$1,839.20	\$836.00	\$1,972.88	\$0.00
511.174	Sick	\$0.00	\$0.00	\$1,442.10	\$2,173.60	\$624.03	\$1,232.69
	Total: Salaries & Wages	\$47,015.00	\$53,100.00	\$38,124.95	\$44,545.18	\$42,829.82	\$43,417.72
<u>Employee Benefits</u>							
511.180	Benefits	\$22,280.00	\$21,858.00	\$0.00	\$0.00	\$0.00	\$0.00
511.181	Retirement	\$0.00	\$0.00	\$7,786.54	\$10,310.73	\$9,217.51	\$8,751.22
511.182	Pact Workers Comp	\$0.00	\$0.00	\$1,162.14	\$1,281.55	\$1,146.78	\$1,255.27
511.183	Group Insurance	\$0.00	\$0.00	\$6,013.71	\$7,222.68	\$6,827.52	\$6,369.36
511.184	Unemployment	\$0.00	\$0.00	\$187.60	\$197.83	\$209.86	\$196.80
511.186	Medicare	\$0.00	\$0.00	\$552.45	\$632.79	\$621.17	\$592.92
511.190	Pact Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511.195	Oasdi	\$0.00	\$0.00	\$331.05	\$0.00	\$0.00	\$0.00
	Total: Employee Benefits	\$22,280.00	\$21,858.00	\$16,033.49	\$19,645.58	\$18,022.84	\$17,165.57
<u>Services & Supplies</u>							
520.055	Telephone Expense	\$1,200.00	\$1,200.00	\$458.62	\$241.79	\$0.00	\$0.00
520.060	Postage/Po Box Rent	\$300.00	\$300.00	\$0.00	\$0.00	\$44.00	\$0.00
520.064	Travel	\$4,750.00	\$2,100.00	\$0.00	\$4,588.18	\$2,819.04	\$4,155.65
520.072	Advertising	\$1,000.00	\$0.00	\$2,508.96	\$6,069.50	\$2,111.78	\$427.03
520.079	Insurance	\$2,300.00	\$1,500.00	\$2,244.00	\$249.00	\$2,710.20	\$599.80
520.169	EMRB Assessment	\$0.00	\$0.00	\$6.25	\$5.25	\$4.25	\$0.00
520.170	Memberships	\$500.00	\$500.00	\$400.00	\$400.00	\$400.00	\$400.00
520.200	Training & Education	\$2,750.00	\$7,500.00	\$1,015.00	\$3,121.45	\$860.00	\$1,953.94

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Main Street Gardnerville <Final Budget>

Account Number	Description	2014 Finance Officer	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
Fund	811	Gardnerville Main Street					
Department	960	Gardnerville Main Street					
521.100	Professional Services	\$3,000.00	\$3,000.00	\$0.00	\$4,773.70	\$113.00	\$19,201.66
532.055	Books & Periodicals	\$0.00	\$0.00	\$0.00	\$0.00	\$59.20	\$0.00
532.056	Subscriptions	\$0.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00
533.800	Office Supplies	\$400.00	\$416.00	\$0.00	\$0.00	\$0.00	\$0.00
533.806	Software	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,384.99
533.817	Small Projects	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,922.88
541.001	Grants	\$750.00	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00
550.001	Miscellaneous Expenses	\$0.00	\$0.00	\$752.42	\$1,097.80	\$4,353.48	\$791.78
550.235	Organization Committee	\$7,100.00	\$4,600.00	\$451.11	\$1,852.20	\$3.00	\$7,256.44
550.236	Design Committee	\$13,800.00	\$13,000.00	\$3,806.03	\$19,717.39	\$5,508.09	\$17,339.85
550.237	Promotion Committee	\$16,000.00	\$15,000.00	\$5,828.43	\$10,428.25	\$10,215.74	\$10,949.13
550.238	ER Committee	\$0.00	\$1,060.00	\$0.00	\$0.00	\$15,600.00	\$0.00
Total: Services & Supplies		\$53,850.00	\$51,036.00	\$17,470.82	\$52,544.51	\$44,801.78	\$71,383.15
Ending Fund Bal/Reserves							
699.000	Ending Fund Balance	\$2,795.00	\$2,446.00	\$0.00	\$0.00	\$0.00	\$0.00
Total: Ending Fund Bal/Reserves		\$2,795.00	\$2,446.00	\$0.00	\$0.00	\$0.00	\$0.00
Department Total: Gardnerville Main Street		\$125,940.00	\$128,440.00	\$71,629.26	\$116,735.27	\$105,654.44	\$131,966.44

Main Street Gardnerville <Final Budget>

Account Number	Description	2014 Finance Officer	2013 Amended Budget	2013 Actual Amount	2012 Actual Amount	2011 Actual Amount	2010 Actual Amount
Revenue Totals:		\$125,940.00	\$128,440.00	\$103,706.65	\$135,825.12	\$130,431.70	\$147,392.11
Expense Totals		\$125,940.00	\$128,440.00	\$71,629.26	\$116,735.27	\$105,654.44	\$131,966.44
Fund Total: Gardnerville Main Street		\$0.00	\$0.00	\$32,077.39	\$19,089.85	\$24,777.26	\$15,425.67
Revenue Grand Totals:		\$125,940.00	\$128,440.00	\$103,706.65	\$135,825.12	\$130,431.70	\$147,392.11
Expense Grand Totals:		\$125,940.00	\$128,440.00	\$71,629.26	\$116,735.27	\$105,654.44	\$131,966.44
Net Grand Totals:		\$0.00	\$0.00	\$32,077.39	\$19,089.85	\$24,777.26	\$15,425.67

Action Plan--Technical Assistance

Responsible: Design Committee

BUDGET \$300

Goal: Provide technical assistance to 3 businesses and/or 3 property owners in maintaining their buildings and land appropriately.

Strategy Number: **1**

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Distribute copies of the Design Guidelines to those with interest and need	Carol S.	08/18/10	Ongoing		
2	Meet with property owners of dilapidated buildings to determine levels of interest in working with MSG	Design Committee	08/18/10	Ongoing		
3	Locate and work with qualified historic based architect in assisting property owners	Design Committee	08/18/10	Ongoing		Robbie Oxoby is available as needed
4	Work with graphic artist that can take digital photos and manipulate them to show what can be accomplished to property owners and the community	Carol L.	08/18/10	Ongoing		as needed for each project
5	Assist property owners with maintenance by coordinating work teams to clean, paint, maintain structures in the district whose owners are not physically and/or financially able to perform needed maintenance.	Design Committee	08/18/10	Ongoing		

1-6

Action Plan--Streetscape

Responsible: Design Committee

BUDGET

\$1,000

Strategy Number:

2

Goal:

Assist the Town administration with continued streetscape improvements including the highest level of cleanliness and well maintained public investments, more consistent signage and 10 additional pieces of street furniture

Priority:

1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Secure sponsors for benches and plaques	Carol S./Paula/Design Committee	Ongoing	Ongoing		Sponsors will be presented with a certificate at each bench warming event.
2	Placement & installation of benches	Carol S./Josh/Tom	as needed	Ongoing		Possible additional costs for installation and easements
3	Maintain displays and information in Kiosk	Paula/Carol/Sandi/Yu	8/19/2010	Ongoing		weekly updates of posters & event info.
4	Research signage needs for MSG and obtain bids and possible funding options	Carol/Jennifer/Tom	8/19/2010	Ongoing		To include gateway signage
5	Update Sidewalk Gallery on empty bldg. at the corner of Main and Eddy Streets as needed.	Carol/Martha	8/19/2010	Ongoing		Working with DHS Photo Club and other organizations on this project
6	Plan and execute Town "Clean-up" Day	Paula/Carol/Tom	7/1/2013			Determine date(s) and needs with Town. Possibly one in the Spring and one in the Fall. Recruit volunteers as needed.
7	Research banner flags for light poles (26) to install in 2014	Carol/Tom/Paula	1/5/2012	1/1/2014		Meet with Visitors Authority to discuss this project as this is in their strategic plan. Committee initially planned to get sponsors and research grant funding for this project. Approximate cost at this time for the flags is \$3760.
8	Basque mural creation and placement within the district	Design Committee, Fundraising Committee & Town	09/01/11	12/31/13		Once funding is acquired, Design will coordinate with artist and building owner for creation and easement paperwork.

11-7

Action Plan--Flowers

Responsible: Design Committee/Flower Committee

BUDGET \$7,500

Strategy Number: 3 & 4

Goal: Manage and improve the flower programs for MSG

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Recruit "Gardeners of Gardnerville" volunteers	DC&FC Chairs	8/19/2011	Ongoing		Currently 15 active members; 12 FY only
2	Manage/Provide 68 Flower Baskets	Flower Comm.	8/19/2012	June 2013		Production costs per basket is \$55 x 68 = \$3740. (So to break even we need to sell 44 at current rate of \$85 each.) If all 68 baskets are sold, total revenue would be \$5780.
3	Manage/Provide 62 Adopt-a-pots	Flower Comm.	8/19/2012	June 2013		Production costs per pot is \$25 x 62 = \$1550. If all 62 are sold at \$40 each total revenue would be \$2480.
4	Plan & Host Flower Sponsor Thank You Event	Linda & Flower Comm.	6/15/2012	Fall 2013		
5	Maintain plantings in Eddy St. planter	Flower Comm.	8/19/2011	Ongoing		Volunteers continue to maintain the planter.
6	Replace flag with new proposed hardscape design	Flower Comm.	6/1/2013	6/1/2014		Proposed design currently in review then will be submitted to Design Committee, MSG Board, and if needed, the GTB, for approval.
7	Organize removal of 2013 baskets and adopt-a-pots with volunteer assistance	Flower Comm.	Summer end 2013	Fall 2013		Empty pots and baskets and clean for storage
8	Make contact with flower providers for 2013 and sign contracts	Linda Dibble	10/1/2012	1/15/2013		Completed for 2013
9	Maintain Hoop House at Heritage Park	Linda/Carol	7/1/2013	6/30/2014		

11-8

Action Plan--Flowers, continued

10	Design/Create a "Flower Tree" for Historical Society 2013 Gala Tree Event	Flower Comm.	11/1/2012	11/30/2013		Volunteers are choosing flower designs.
11	Identify new possibilities to keep "Main Street in Bloom"	Flower Comm.	9/17/2012	Ongoing		Item on monthly agenda. Members encouraged to present new ideas.
12	Design/Create book markers promoting FC projects	Linda	3/1/2013	5/1/2013		Design complete. ~\$100 printing cost
13	Hiring of Seasonal to water flowers baskets	Tom, Paula & Carol				Possible costs would be shared with Organization and Promotions Committees on a percentage base. (Approximately \$2,000)

11-29

Action Plan--Heritage Park Gardens

Responsible: Design Committee/HPG Committee

Complete a Master Plan for "Heritage Park Gardens" and continue with garden installation to provide opportunities for community involvement including educational experiences.

BUDGET \$5,000

Strategy Number: 5

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Continue infrastructure installation and maintenance as per Master Plan (earthwork/grading, trenching, irrigation needs)	HPG Committee, Town	07/01/13	Ongoing		Still awaiting Army Corp of Engineers report
2	Completion of Labyrinth construction	HPG Committee, Town	07/01/13	Ongoing		Possibly \$1000-2000 may still be needed to complete this project, to include irrigation installation. Will look for other sources of funding opportunities.
3	Build small storage area on site for tools	HPG Committee	07/01/13	Summer 2013		Funding request submitted to Fundraising Committee during FY 2012-13.
4	Continue agreements with Demonstration Garden participants	Carol Sandmeier & Paula Lochridge	2013/2014 season	End of FY2013-14		Master Gardeners & Native Plants Club
5	Identify and apply for funding--grants, donations, sponsors	Carol Sandmeier, Paula Lochridge & Fundraising Subcommittee	Ongoing	Ongoing		
6	Rent available raised beds for FY 2013-14 and change configuration as needed to increase capacity per community needs	HPG Committee	Ongoing	Ongoing		Tiered rent fees (\$30 for 4'x5', \$50 for 4'x10', \$70 for 4'x15')
7	Insurance coverage for garden participants	Paula Lochridge	Ongoing	Ongoing		Paula working with Tom to determine what the Town's insurance policy covers then she'll present that information to our insurance provider to see what additional coverage is needed.
8	Make quarterly report to the Town Board on progress	Carol Sandmeier	Ongoing	Ongoing		

11-10

Action Plan--Heritage Park Gardens, continued

9	Hold regular work days to involve community; plan activities and publish schedule in advance.	Ron James, Carol Sandmeier & Committee	Ongoing	Ongoing	Involve local youth groups when possible
10	Hold annual special events to increase community engagement and to provide educational experiences. Conduct post-event reviews and compile recommendations for the next FY.	Committee	7/1/2013	End of FY2013-14	Fall Harvest Celebration on Oct. 5, Daffodil Day in Spring and Open House, Plant Swap & Sale in June.
11	Participate in public programs to increase awareness of HPG/MSG programs	HPG Committee	Summer/Fall 2013	10/31/13	2013 Green Living Festival on 9/21/2013, 2 times at Lampe Park Farmer's Mkt. & Fall Farmer's Mkt. at HP
12	Create "Garden Goodies" for sale at local events	Sandi Morrison & Committee	ongoing	ongoing	All items will be garden related
13	Grow and deliver food to local Food Closet	Committee	Spring/Summer 2013	10/01/13	Dedicate 1 plot and surplus from other spaces
14	Beautify HPG area with flower plantings	Committee & Community	ongoing	ongoing	Use plants donated by community
15	Design & establish Children's Garden area	Committee, Town, contractors and Fundraising Committee	07/01/13	ongoing	Creating list for Fundraising Committee to look for sponsors and grant funding. Total estimate for long-term project would be around \$10,000.

11-11

Action Plan-ER Loan Pool

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$0

Goal: Develop a Revolving Loan Pool of \$500,000 to assist with efforts to renovate buildings and provide micro-loans to businesses.

Strategy Number: **1**

Plan Number

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Market RLF as a "tool in the toolbox" for businesses and property owners through the MSG website, press releases, etc.	Paula	ONGOING	Ongoing		
2	Revisit RLF guidelines/documents and interest rate annually and adjust as applicable	Paul/ER Committ	02/01/12	6/1/2013		Revisit these guidelines for both additional funding possibilities and also for monies that are being re-paid into our RLF account.
3	Research Intermediary Loan Program potential and need; ER committee to make recommendation to MSG Board in May/June '12	Margaret Pross- Research and report to Committee	04/02/13	6/1/2013		Looking into additional funding sources from USDA. Research other avenues, if need be.

11-12

Action Plan-Benchmarking

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$1,000

Goal: Develop a comprehensive benchmarking program consisting of at least a business directory (updated semi-annually); an ownership directory (updated annually); sales tax revenues (updated quarterly) and property values (updated annually).

Strategy Number: 2
 Plan Number _____
 Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Complete accurate inventory of 263 parcels in district (SF of building, condition, parking spaces, ownership, assessed value of land and buildings for past 3 years, etc)	Tom/Paula/Carol L.	01/02/13	06/01/13		Land and property values, building conditions, hours, parking etc.
2	Obtain annual updates from the Center for Regional Studies on district employment and sales numbers in the July timeframe	Paula/Tom D.	12/01/12	Ongoing		Revisit: \$900 annual cost (employment-\$300 and sales \$600)
3	Research and possibly create an online, interactive business and vacancy directory that can be utilized by the public and perspective newcomers to the district.	Paula/Tom D.	06/01/13	Ongoing		Review status of GIS or Google Mapping with Eric Schmidt

11-13

Action Plan-Investment Opportunities

Responsible: ER Committee-Margaret Pross, Chair

BUDGET \$50

Goal: Develop district business and property investment opportunities for both existing and new businesses.

Strategy Number: **3**

Plan Number

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Facilitate a working relationship with the brokerage community and maintain a close relationship with downtown property management companies by setting up one-on-one meetings	Paula/Debra	09/11/12	Ongoing		Established relationship with Debra Evans, Dick Silveira and Gary Moreira.
2	Create a program for property owners so they know to call MSG when they have a vacancy. <i>Program should include "window dressing" to put a positive spin on the vacancy.</i>	Paul/Paula	06/01/13	Ongoing		Design should be involved with the window dressing design aspect. The development of the GIS program from Strategy #2, Step # 3 will enable us to do this.
3	Use the Market Analysis to allow MSG to educate and encourage property owners on the benefits of clustering.	Committee	06/01/13	Ongoing		
4	Assist non-resident property owners to understand the best use for their vacant property.	Committee	12/01/12	Ongoing		Obtain non-resident property owner information from ToG. Develop relationships.
5	Provide copies of Market Analysis to owners of vacant properties and brokers/managers when appropriate.	Marg./Paula/Carol	03/01/13	Ongoing		
6	Provide information developed to Organization Committee to assist in PR and communications with stakeholders and public	Committee	03/01/13	10/31/10	Ongoing	Update information in preparation for printing
7	Focus on developing niche of similar and/or complementary businesses (nodes) for critical mass.	Committee	01/12/10	Ongoing	Ongoing	Update base maps for in-house use.

11-14

Action Plan- Recruiting Strategies

Responsible: ER Committee-Margaret Pross, Chair

Goal: Use market analysis to develop recruiting strategies focusing on startups from nearby communities and home based businesses if applicable.

BUDGET \$0

Strategy Number: 4

Plan Number

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Focus on visiting businesses outside the district/in surrounding areas as "secret shoppers"	ER Comm	07/01/13	Ongoing		Review plan of action as to which businesses and what types of businesses would be beneficial to recruit to our district.

11-15

Action Plan - Plan Development and Implementation

Responsible: Organization Committee

BUDGET \$300

Goal: Ensure each committee to develops an action plan on an annual basis, reviews their specific action plan quarterly and update as needed.

Strategy Number: 1

Strategic Plan Number

Priority: 3

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Status
1	Conduct annual action plan development meeting and include specific training for new board members.	Each Committee Organization	01/08/13	02/20/13		
2	Draft plan for MSG Board review.	Committee Chairs	02/20/13	03/20/13		
3	Review plan prior to adopting.	MSG Board	03/20/13	03/20/13		
4	Allow public input at MSG Board meetings and monthly coffee meetings..	MSG Board	03/05/13	03/20/13		
5	Adjust plan per public input and publish once finalized.	MSG Board and Program Manager	03/320/13	04/17/13		
6	Implement action plan and conduct quarterly reviews at the committee and board level to track progress.	Committee Chairs	7/1/2013	4/17/2014		

10-16

Action Plan - Internal Controls

Responsible: Organization Committee

BUDGET \$0 - Covered

Goal: Maintain strong internal controls for financial purposes, including an internal budget process; updated in December/January, working closely with the Town Board and its administration.

Strategy Number: **2**

Strategic Plan Number

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	After reviewing the action plan, determine a budget that will be suitable for the needs of the plan.	MSG Board	02/20/13	04/17/13		
2	Review proposed budget with Gardnerville Town Board to secure support.	Board President Program Manager				
3	Final budget to Gardnerville Town Board.	Board President Program Manager				
4	Update and revise policy manual as necessary.	Board/Program Manager	09/01/09	Ongoing		

11-17

Action Plan - CPA

Responsible: Organization Committee

BUDGET \$0 - Covered by Professional Services Budget Line

Goal: Retain CPA for completion of taxes.

Strategy Number: 3
 Strategic Plan Number: 2a
 Priority: 3

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Select a qualified bookkeeper to work with CPA.	MSG Board	Ongoing	Ongoing		
2	Work with CPA.	Board President Program Manager	Ongoing	Ongoing		CPA will continue to do our taxes if we work with a qualified book keeper to organize the data.
3	File tax returns for 2013.	Board President Program Manager CPA	Ongoing	04/15/14		

11-18

Action Plan - 501(c)3 Status

Responsible: Organization Committee

BUDGET \$1,000

Goal: Establish an independent corporate structure and finalize 501(c)3.

Strategy Number: **4**

Plan Number **2b**

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Complete application and submit.	Carol Sandmeier Margaret Pross Dorette Caldana	01/25/12			
2	Subcommittee will complete follow-up to separate from MSG if 501(c)3 status granted.	Carol Sandmeier Margaret Pross Dorette Caldana	Ongoing			Approximate cost of \$150 with recording fees and \$750 determination letter. IRS re-evaluate on a yearly basis.

11-19

Action Plan - Fundraising Plan

Responsible: Organization Committee

BUDGET \$1,100

Develop major fundraising plan that focuses on sponsorships and underwriters as well as memberships for our program.

Strategy Number: 5

Strategic Plan Number 1b

Priority: 1

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Increase fundraising committee membership.	Org. Committee	01/10/12	Ongoing		
2	Update current sponsors/underwriters	Fundraising subcom.	02/01/12	Ongoing		
3	Develop fundraising plan identifying annual funding requirements for next five years.	Fundraising subcom.	04/20/13	07/01/13		
4	Conduct annual review and update of fundraising plan.					

11-20

Action Plan - Committee Structure

Responsible: Organization Committee

Goal: Maintain a committee structure within the board, per the by-laws of the organization; at least one committee for each of the four points of Main Street, with a board member on each committee, preferably serving as the chairperson.

BUDGET \$0

Strategy Number: 6

Plan Number 3

Priority:

Step #	Policy Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Review committee structure.	MSG Board	07/01/12			Or with installation of new board members.
2	Appointments by the Town of Gardnerville Board	Program Manager Town Board	Ongoing			
3	Board Elections	MSG Board	07/17/13	07/17/13		

11-21

Action Plan - Communication Tools

Responsible: Organization Committee

BUDGET \$2,000

Goal: Maintain a regular communication tool allowing the Main Street Board to communicate quickly and regularly with its stakeholders. This will include a quality website with the capability to track a minimum of 2,000 hits per year.

Strategy Number:	7
Strategic Plan Number	5
Priority:	1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Determine the best options for communication to stakeholders; paper newsletter, e-newsletter, hand-outs as well as use of the latest technology. (Minimum monthly E-blasts; email signup forms, etc.)	Organization and Promotion Committees	Ongoing	Ongoing		
2	Provide current information for postings on a timely basis (bi-weekly). This will include all minutes and agendas as well as upcoming events.	Organization and Promotion Committees	Ongoing	Ongoing		
3	Assist with website support.	Organization and Technical Advisor(s)	Ongoing	Ongoing		
4	Complete an Annual Report and post on web.	Organization Committee	01/01/13	01/31/14		
5	Identify and implement strategies to increase number of visitors to website.					

11-22

Action Plan - Program Manager

Responsible: Organization Committee

BUDGET \$0

Strategy Number: 8

Plan Number

Priority: **Ongoing**

Goal: Maintain and clearly define the role of the program manager. Review progress on an annual basis.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Program manager review.	Board President Board Vice President Town Manager	01/01/14	02/19/14		Yearly Review
2	Report to MSG Board.	Board President Board Vice President Town Manager	02/19/14	03/19/14		

11-23

Action Plan - Training

Responsible: Organization Committee

BUDGET \$7500*

Goal: Maintain ongoing training for Board of Directors and Program Manager.

Strategy Number: **9**

Strategic Plan Number: **6**

Priority: **Ongoing**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Attend 2013 National Conference.	MSG Board	Ongoing	Ongoing		Annual during the Spring
2	Attend grant writing workshops/classes.	Board President Program Manager	Ongoing	Ongoing		
3	Training for MSG Board.	Board President Program Manager	Ongoing	Ongoing		Researching
4	Attend Rural Round Up-2014.	Program Manager				
5	Attend CA Downtown Assoc. or MS CA Conference.	Program Manager	07/01/12			
6	Select a candidate from MSG to attend the Chamber of Commerce's Leadership Program.	TBA	1/1/2014	11/30/2014		

**This \$7500 amount is divided between two budget lines: Travel \$4750 and Training \$2750. It's shown in this action plan since it's an activity of the Organization Committee however, the money is not in the Org Line... only the Travel and Training Lines.*

11-24

Responsible: Organization Committee

BUDGET \$200

Goal: Provide opportunities for professional development for MSG members, property owners, and volunteers.

Strategy Number: **10**

Strategic Plan Number: **6**

Priority: **2**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Provide information to businesses and volunteers.	Organization Committee	07/01/13	Ongoing		
2	Develop workshops for businesses/volunteers as need arises.	Organization Committee	07/01/13	Ongoing		
3	Conduct a minimum of two workshops per year.	Organization Committee	07/01/13	Ongoing		
4	Collect and review feedback on workshops and modify workshop content as necessary.	Organization Committee	07/01/13	Ongoing		

11
20
cc

Responsible: Organization Committee

BUDGET \$2,500

Goal:
Host annual volunteer and business recognition event.

Strategy Number: 11
Strategic Plan Number: 3
Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Conduct annual volunteer recognition activity.	Org. & Promo Committees	07/01/13			Second annual event to be held on 04/04/13. (FY 2012-13)
2	Review event attendance and scope of recognition and draft recommendations for the following year's event.	Org. Committee	7/1/2013			
3	Draft written procedures for the planning and execution of the event.					

1126

Action Plan--Promotional Events

Responsible: Promotion Committee

Continue to develop and maintain an annual, comprehensive program of five promotions, that provide opportunities for social interaction, drawn on the areas culture and heritage, with locals, tourists and the downtown stakeholders; each with its own appropriate marketing plan.

BUDGET \$0.00

Strategy Number: 1

Plan Number

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Working with Town Administration, and stakeholders, develop an overall plan of at least four but no more than six, promotion programs complete with marketing plans.	Promo Comm	Ongoing	Ongoing		Current events: Thirsty Third Thursday Wine Walks (5); Holiday Shopping Bazaar; Cash Mobs (12); Open Range Dinner; July 4th Event in connection with the Town of Gardnerville
2	Obtain approval of MSG Board for Promotion plan prior to implementing	Susie	1/18/2012	Prior to each event		Once a plan is created, place on agenda for board approval.
3	Include fund raisers in most of the promotions utilizing various strategies	Promo & Org Comm	Ongoing	Ongoing		

11-27

Action Plan--Promotions/Thirsty Third Thursday

Responsible: Promotion Committee

BUDGET \$5,000

Goal: Thirsty Third Thursday (5 events two of which start in previous fiscal year)

Strategy Number: 1
 Plan Number: _____
 Priority: 2

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain approval of MSG Board for Promotion plan each year prior to implementing	Susie	1/15/2014	Ongoing		Place on agenda in first quarter of 2014 for approval
2	Increase Wine Walk volunteer recruitment	Susie & Promo Comm	Ongoing	Ongoing		
3	Hold a wine walk training/wine presentation meeting to educate volunteers and business participants	Promo Comm & Org Comm	1/1/2014	3/1/2014		Explain how the event benefits the business and downtown.
4	Permits	Paula	4/1/2014			
5	Insurance Coverage	Paula	4/1/2014	2/16/2014		
6	Wine Glasses	Paula	4/1/2014	Ongoing		Using a forever glass. Monitor inventory for re-orders.
7	Checklist, themes, details & volunteer follow through	Promo Comm	1/7/2014	4/1/2014		
8	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Paula & Promo Comm	3/1/2014			As needed per wine walk event
9	Advertising-Poster/flier distribution	Promo Comm	4/1/2014			As needed per wine walk event

EVENT advertising dollars are not included in strategy #5 PROGRAM advertising plan.

11-28

Action Plan--Promotions/July 4th Event

Responsible: Promotion Committee

BUDGET \$250

Strategy Number: 1

Plan Number

Priority: 4

Goal:
Create a special event, in collaboration with the Town of Gardnerville, to celebrate the July 4th holiday.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain approval of MSG Board and Gardnerville Town Board on the Promotion plan prior to implementing	Tom D./Paula L./Susie	11/1/2012	3/1/2013		
2	Determine person(s) in charge of overseeing the event	Tom D./Paula L./Susie	3/1/2013	3/31/2013		Tom, Paula & Susie
3	Create work plan with assignments	Tom D./Paula L./Susie	11/1/2012	4/1/2013		
4	Permits	Tom D./Paula L.	4/1/2013	6/1/2013		
5	Insurance Coverage	Tom D./Paula L.	4/1/2013	6/1/2013		
6	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Tom D./Paula L./Susie	3/1/2013	6/30/2013		
7	Acquire Sponsorships	Org Comm	4/1/2013	7/1/2013		Start this process in first quarter of 2014 for the July 4, 2014 event.

EVENT advertising dollars are not included in strategy #5 PROGRAM advertising plan.

Action Plan--Promotions/Holiday Shopping Bazaar

Responsible: Promotion Committee

Goal: Holiday Shopping Bazaar (November 2014)

BUDGET \$3,000

Strategy Number: 1

Plan Number

Priority: 3

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Susie & Promo Comm	3/1/2014	5/1/2014		
2	Determine Event Chair Person	Promo Comm	1/7/2014	3/1/2014		
3	Finalize Workplan	Event Chair & Promo Comm	3/1/2014	5/15/2014		
4	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Paula & Event Chair	5/15/2014	11/1/2014		
5	Advertising-Poster/flier distribution	Promo Comm	5/15/2014	On going		
6	Permits, if needed	Paula & Event Chair	5/15/2014	10/1/2014		
7	Insurance Coverage	Paula	5/15/2014	10/1/2014		

EVENT advertising dollars are not included in strategy #5 PROGRAM advertising plan.

11-30

Action Plan--Promotions/Merry Main Street

Responsible: Promotion Committee

Goal: Merry Main Street (2013) To focus on an open house the day of the Parade of Lights (12/7/2013) while promoting everything else scheduled throughout the district during the holiday season.

BUDGET \$750
 Strategy Number: 1
 Plan Number _____
 Priority: 5

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Susie	5/1/2013	7/1/2013		
2	Determine Event Chair Person	Promo Comm	3/1/2013	4/1/2013		
3	Finalize Workplan	Event Chair & Promo Comm	6/1/2013	8/1/2013		
4	Create a list of all retail promotions/events that are taking place in the district throughout the holiday season.	Promo Comm	7/1/2013	10/1/2013		
5	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Paula & Event Chair	8/1/2013	12/1/2013		
6	Partner on the Town of Gardnerville's Carson Valley Christmas Kickoff (12/5/2013)	Promo Comm/Town of Gardnerville	9/1/2013	11/30/2013		
7	Parade of Lights Announcing Stand or Float Entry in Parade	Promo Comm/Town of Gardnerville	9/1/2013	11/30/2013		Board to decide which we'll participate in. Coordinate with the Town.

EVENT advertising dollars are not included in strategy #5 PROGRAM advertising plan.

11-8

Action Plan--Promotions/Website & Social Media

Responsible: Promotion Committee

BUDGET \$1,750

Strategy Number: 2
 Plan Number
 Priority: 1

Goal: Maintain a high quality, current, accurate, and informative web site that has tracking capability and that receives at least 2,000 primary hits per year.

1	Use site as communication tool to program stakeholders	Paula/Promo Comm	Ongoing	Ongoing	
2	Coordinate with Committee Chairs for additional information and to help with updates for website and social media sites.	Paula/Promo Comm	Ongoing	Ongoing	

11-30

Action Plan--Information Packets

Responsible: Promotion Committee

Goal: Create and maintain quality packets of information to attract tourists, including a first class brochure providing information on opportunities for tourists to interact with available events and activities in downtown Gardnerville.

BUDGET \$250

Strategy Number: 3

Plan Number

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain additional pieces from businesses to provide packets of information at events, for bus tours, and at convention opportunities. Price appropriately for fund raising opportunity.	Promo Comm	Ongoing	Ongoing		As needed for certain events
1.a	Research bus tour companies	Shannon Hickey	Ongoing	Ongoing		Establish relationships with Tour Operators
1.b	Research conventions and local events	Promo Comm	Ongoing	Ongoing		Establish relationships with sponsors/hosts of the conventions and local events.
2	Maintain supplies of materials and keep them "fresh", current, and accurate.	Paula/Promo Comm	Ongoing	Ongoing		

11-35

Action Plan--Regional Events

Responsible: Promotion Committee

Goal: Coordinate with five regional events to build brand and knowledge to highlight downtown Gardnerville.

BUDGET \$0

Strategy Number: 4

Plan Number

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Develop a list of organizations that host local and regional events	Promo Comm	08/18/10	Ongoing		Town of Gardnerville, Douglas County Historical Society, Chamber and Visitors Authority, other.
2	Determine which events MSG should be represented at and in what manner and media	Promo Comm	Ongoing	Ongoing		
3	Contact those organizations hosting events where MSG wants to be represented	Promo Comm	Ongoing	Ongoing		
4	Offer to co-host events that are appropriate for MSG and also where a suitable venue is available.....think future.	Promo Comm	Ongoing	Ongoing		

July 4th event, Movies in the Park, Carson Valley Christmas Kickoff, Genoa Cowboy Festival, Green Living Festival, DCHS Haunted Weekend

11-30

Action Plan--Promotions/Program Advertising

Responsible: Promotion Committee

BUDGET \$5,000

Goal:
Create an advertising plan for promoting the Main Street Gardnerville program.

Strategy Number: 5

Plan Number

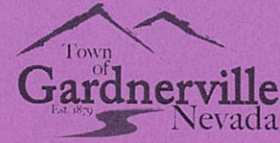
Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Susie	6/1/2013	10/1/2013		Possibilities: Newspapers, magazines, billboards, online, etc.
2	Recruit someone with advertising knowledge to oversee this planning	Promo Comm	6/1/2013	10/1/2013		
3	Recruit someone to create a Community Calendar tracker and update it regularly with program events	Promo Comm	6/1/2013	ongoing		

Add this to strategic plan.

11-35

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not for Possible Action:** Discussion, Presentation and update on the Douglas County Community Center/Senior Center project, APN: 1220-04-601-027. Presentation by Jeremy Hutchings, R.O. Anderson Engineering.

2. **Recommended Motion:** None
Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Tom Dallaire

4. **Meeting Date:** May 7, 2013 **Time Requested:** 20 minutes

5. **Agenda:** Consent Administrative

Background Information: Jeremy Hutchings, Director of Engineering with RO Anderson offered to present a status report of the proposed Douglas County Community Center and Senior Center, located at 1329 Waterloo Lane, East of the existing skate park, APN: 1220-04-601-028.

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

7. **Board Action:**

Approved

Denied

Approved with Modifications

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on a request for clarification and possible modification to the Ranch at Gardnerville, LLC (PD) 04-008-4, specifically to amend the conditions of approval from the Town of Gardnerville dated October 27, 2004, Item number 1, “ development shall provide linkage from the existing end of the Martin Slough Maintenance Road behind CVMS through to the new Town boundary” (Zerolene Road) clarifying the requirement to construct the maintenance path within the open space at phase I and determining the extent of those path improvements, APN’s: 1320-32-614-001, 1320-29-000-008, -014, 1320-33-210-033 & 1320-32-501-017, with public comment prior to Board action.
2. **Recommended Motion:** Motion to construct a 10’ wide maintenance path constructed of 6” DG, or Type II base compacted to 90%, 2” below the adjacent grade, provided the NDOT grant application is not awarded by April 2014. The Maintenance path is to extend to the previously designed location terminated at a maintenance vehicle turn around. The entire maintenance path within the open space should be constructed by Phase IIE. If NDOT funding is secured the maintenance path will provided in conjunction with the NDOT TAP grant funded project.

Funds Available: Yes N/A

3. **Department: Administration**

Prepared by: Tom Dallaire

4. **Meeting Date: May 7, 2013** **Time Requested: 40 minutes**

5. **Agenda:** Consent Administrative

Background Information: This trail issue came up at the April 2, 2013 Town Board meeting. Town Staff attended a meeting with the developer, the development engineer and county staff to discuss the intended construction requirements of the trail required by the Town of Gardnerville staff back in 2007. The county is holding the developer to the conditions the town has set as far as requiring a maintenance trail. There is not clear direction as to the size of the trail or when the trail is to be constructed.

See the attached sheet for more background information.

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

7. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Background information continued:

The maintenance trail is necessary to provide public safety to the new homeowners of the Ranch at Gardnerville and the existing homeowners along Circle Drive that back up to the open space of the Seeman Ranch. Town staff needs to have access throughout the open space in an effort to reduce the fuels, thereby reducing the risk of wild land fire within the town.

The cost of the trail has grown from concept during the original review of the project in 2004, where notes in the file indicate town staff was thinking of a dg DG maintenance path, into a paved pedestrian trail as shown on the proposed improvement plans that were submitted to the town in 2008 and virtually approved, although staff was not able to find an actual approval letter, only condition letters.

Town staff believes these “nice” to have features: benches, trash cans, bike racks, interpretive signs, landscaping and pavement, are very important to the users of the path, but are not as critical as having access to the 32 acres of open space along the Martin Slough for general maintenance. The grant being proposed to NDOT did not include these amenities either. It is simply a 10’ paved trail with 24” of DG on each side of the paved multi-modal trail. The town will be able to apply for additional grant funding to provide these “nice to have” features in the years to come, if the maintenance path is installed by the developer.

With the approval of this development and the conditions and comments to the developer at the time this was being reviewed the town wanted to be able to maintain this open space area along the Martin Slough, and it is important to be able to share this open space with residents and visitors of Gardnerville. With the town’s willingness to maintain the 32 acres of open space, it saves the developer from having to create a homeowners association for the development which would then own and maintain that open space with the burden on only the homeowners of the Ranch at Gardnerville.

The Martin Slough access path was dirt along the wetlands located behind CVMS, which was paved in 2008. The proposed plans in 2008 included an 8’ wide paved path with 24” of base on each side, clusters of landscaping, several benches, trash cans, and turn around areas. This work was estimated to cost \$145,000 in 2008. The costs of a basic trail could potentially be reduced to around \$50,000 in improvements using the provided itemized list of improvements identified in the engineers estimate dated July 2008.

The developer should be recognized for dedicating the additional open space and access north of Zerolene Road previously **not a part** of the original development plan (approximately 3 plus acres was dedicated to provide the pedestrian access from Zerolene north to the County property east of Buckeye road. This additional open space will be dedicated as part of phase II, to allow for the trail system to be constructed prior to the development. The developer

did dedicate the additional 250 feet of 25 foot right of way for the maintenance trail within the town boundary as part of the boundary line adjustment.

At the Town of Gardnerville's strategic planning workshop the Board identified their focus on having and providing pedestrian access through and around town. This maintenance path would provide direct access from the Ranch at Gardnerville to the middle school, Heritage Park and the existing trail system within the Town.

Town staff recommends the Town Board require the maintenance path along the Martin Slough. This would not be a pedestrian trail, as they did dedicate an additional 3 plus acres for the right-of-way through the development to the county owned property along the slough and provided an access from the 32 acres of town property to Zerolene Road. The trail links that form the parking area are provided as part of the phase II work and will be shown on the next set of improvement plans. The town and county have reduced the development requirements in the past on the curb, sidewalk and landscaping median on local roads. They are selling homes and virtually sold out of Phase I. Access to the 32 acres is important and necessary to provide the health and safety to the residents of Gardnerville. The trail standard needs to be set by this Board. The county will support your decision tonight.

Staff recommends;

The developer provide the 10' wide maintenance path constructed of 6" DG, or Type II base compacted to 90%, 2" below the adjacent grade,

IF

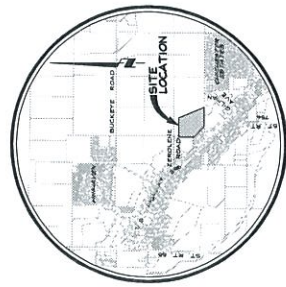
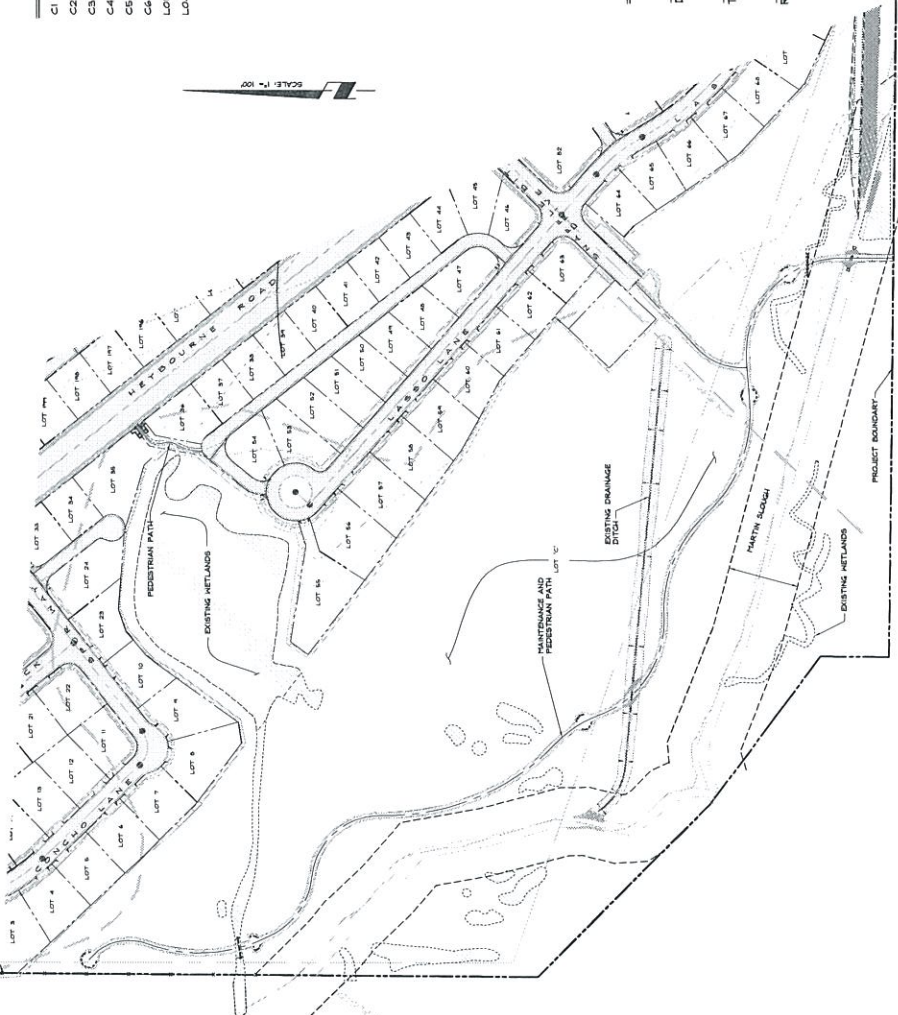
the NDOT Transportation Alternatives Program (TAP) application is not funded by April 2014. The maintenance path is to extend from the existing path at CVMS, the previously designed location, and terminate at a maintenance vehicle turn around. The entire maintenance path within the open space should be constructed by Phase III.

IF

NDOT funding is secured the maintenance path will be provided in conjunction with the NDOT TAP grant funded project.

This only leaves the trail extension to Zerolene, if a trail needs to be provided to the wetlands within future phases. Are these additional trails going to be required to be provided by the Developer? This should be discussed among the Board and decided with this motion.

IMPROVEMENT PLANS MAINTENANCE AND PEDESTRIAN PATH THE RANCH AT GARDNERVILLE, LLC



VICINITY MAP
NO SCALE

PROJECT SUMMARY

APPLICANT: THE RANCH AT GARDNERVILLE, LLC
1835 COLLEGE PARKWAY, SUITE 200
CARSON CITY, NV 89706

BUILDER: A & A CONSTRUCTION
MINDEN, NV 89423

ENGINEER: R. O. ANDERSON ENGINEERING, INC.
P.O. BOX 2729
MINDEN, NEVADA 89423

ZONING: A-19 PD

MASTER PLAN: RECEIVING AREA

FLOOD ZONE: PARTS OF ZONE 'AE' ZONE 'SHADED X',
AND ZONE 'UN-SHADED X'

TOTAL AREA: 88.85 ACRES

SERVICES

MATER: TOWN OF MINDEN
P.O. BOX 208
MINDEN, NEVADA 89423
(775) 762-8476

SHEET INDEX

C1	COVER SHEET
C2	LEGEND, ABBREVIATIONS AND NOTES
C3	EROSION CONTROL PLAN
C4	GRADING PLAN
C5	DETAILS AND GRADING PLAN
C6	DETAILS
L01 - L03	LANDSCAPE PLAN
L04 - L06	LANDSCAPE IRRIGATION



APPROVALS

DOUGLAS COUNTY COMMUNITY DEVELOPMENT DATE _____

TOWN OF GARDNERVILLE DATE _____

R. O. ANDERSON ENGINEERING, INC. DATE _____

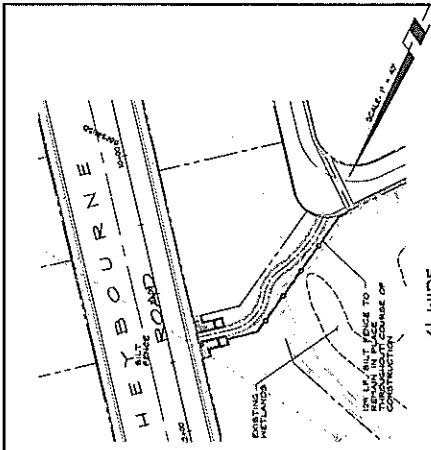
NO.	DATE	REVISION BLOCK	BY

R. O. Anderson
1835 COLLEGE PARKWAY, SUITE 200
CARSON CITY, NV 89706
(775) 762-8476

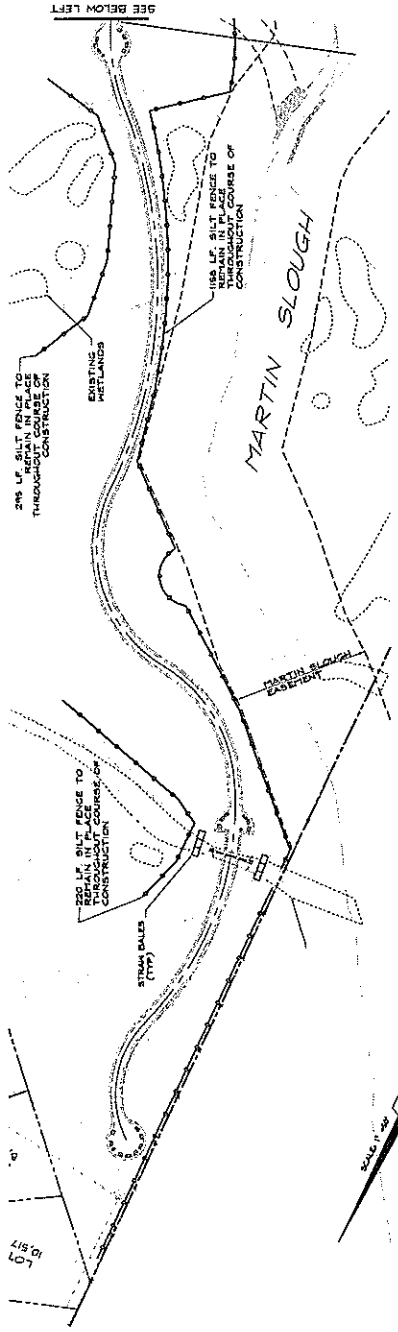
COVER SHEET

RANCH AT GARDNERVILLE SUBDIVISION
MAINTENANCE & PEDESTRIAN PATH
THE RANCH AT GARDNERVILLE, LLC

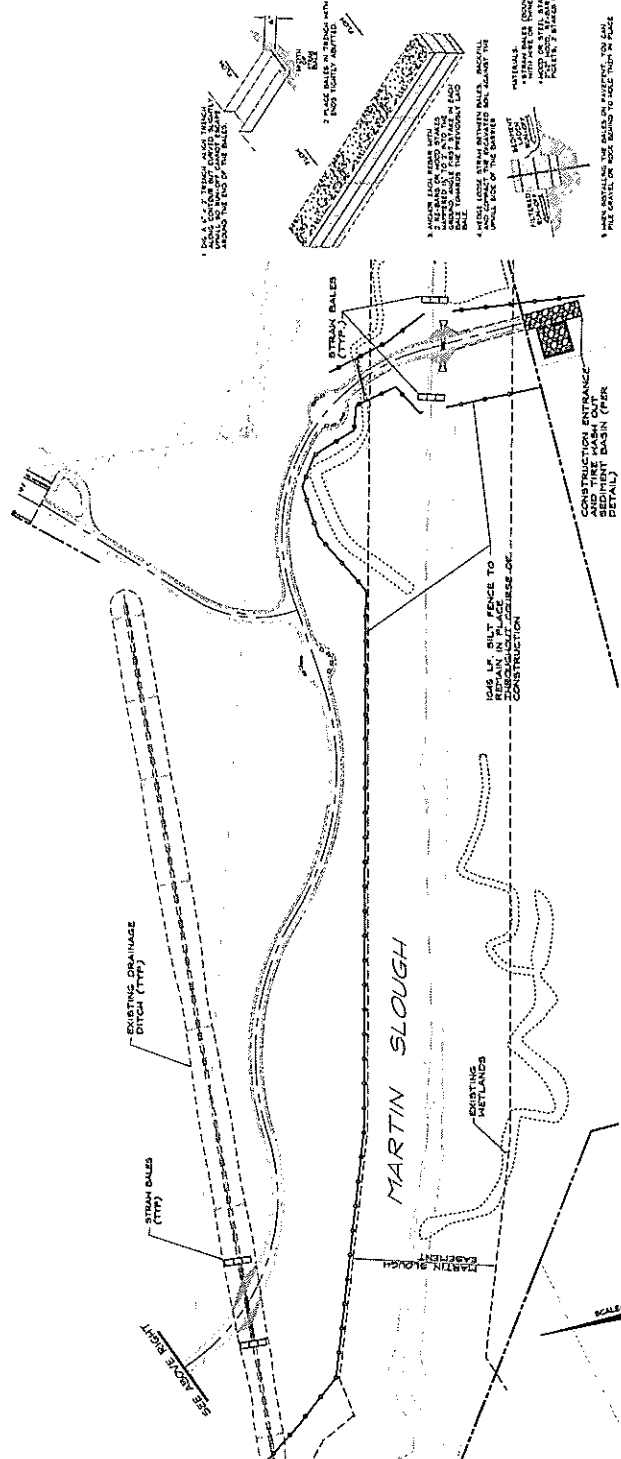
PROJECT NO. 0228-093
DRAWING NO. 0228-093
ENGINEER: ROA
SCALE: AS SHOWN
SHEET: C1
DATE: 07/16/08 OF: 6 SHEETS



6' WIDE PEDESTRIAN PATH
SCALE 1" = 40'



12' WIDE MAINTENANCE AND PEDESTRIAN PATH
SCALE 1" = 50'

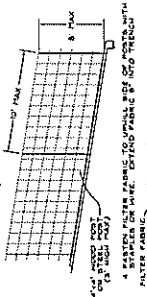


24' WIDE SILT FENCE TO REMAIN IN PLACE THROUGHOUT CONSTRUCTION

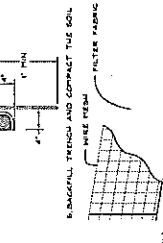
18' WIDE SILT FENCE TO REMAIN IN PLACE THROUGHOUT CONSTRUCTION

18' WIDE SILT FENCE TO REMAIN IN PLACE THROUGHOUT CONSTRUCTION

1. THESE NOTES ARE MORE THAN OF THESE AND SHALL BE READ IN CONJUNCTION WITH THE GENERAL NOTES AND SPECIFICATIONS TO THE CONTRACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
2. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
3. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
4. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.



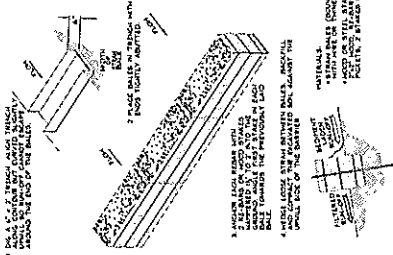
6' WIDE TRENCH AND COMPACT THE SOIL



6' WIDE TRENCH AND COMPACT THE SOIL

1. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
2. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
3. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
4. THE SILT FENCE SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.

STRAIN BALES SEDIMENT BARRIER
SCALE 1" = 50'

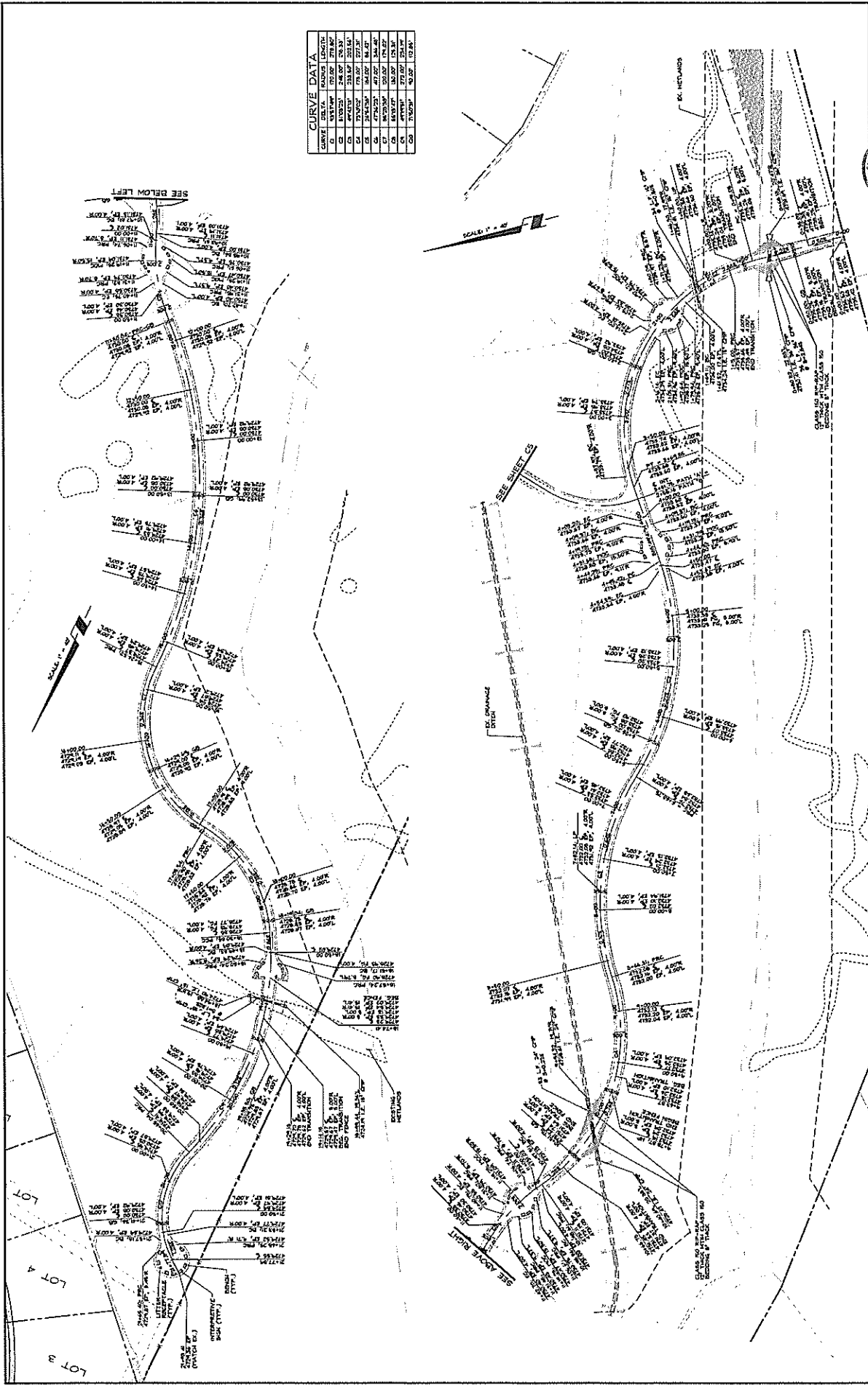


1. THE STRAIN BALES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
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3. THE STRAIN BALES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.
4. THE STRAIN BALES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT CONSTRUCTION.

NO.	DATE	REVISION BLOCK	BY

R O Anderson
1001 W. 10th Street, Suite 200
Gardnerville, NV 89415
PHONE: 775-781-1111 FAX: 775-781-1112

PROJECT: RANCH AT GARDNERVILLE SUBDIVISION
DRAWING: MAINTENANCE & PEDESTRIAN PATH
SCALE: 1" = 50'
DATE: 07/16/08
SHEET: C3
OF: C3 SHEETS



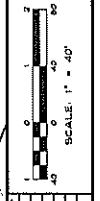
CURVE DATA			
CURVE	DELTA	RADIUS	LENGTH
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C2	110.00°	100.00'	157.08'
C3	110.00°	100.00'	157.08'
C4	110.00°	100.00'	157.08'
C5	110.00°	100.00'	157.08'
C6	110.00°	100.00'	157.08'
C7	110.00°	100.00'	157.08'
C8	110.00°	100.00'	157.08'
C9	110.00°	100.00'	157.08'
C10	110.00°	100.00'	157.08'

DRAWN BY: J. SMITH
 CHECKED BY: R. ANDERSON
 SCALE: 1" = 40'
 DATE: 07/16/08

GRADING PLAN

RANCH AT GARDNERVILLE SUBDIVISION
MAINTENANCE & PEDESTRIAN PATH
THE RANCH AT GARDNERVILLE, LLC

R O Anderson
 REGISTERED PROFESSIONAL ENGINEER
 STATE OF NEVADA
 LICENSE NO. 10000



NO.	DATE	REVISION	BY

Douglas County Community Development Department
 1594 Esmeralda Avenue
 Post Office Box 218
 Minden, Nevada 89423
 (775) 782-6217



FOR STAFF USE ONLY	
File Number	Receipt Number
Received By	Date

MIXED USE COMMERCIAL DEVELOPMENT/ PLANNED DEVELOPMENT APPLICATION

INSTRUCTIONS TO APPLICANT

The following application form is provided for persons who propose to submit for a **Mixed Use Commercial Development** or a **Planned Development**. The submittal must be in conformance with Douglas County Code, Chapter 20.676. *For applicants proposing a MUC project, the submittal must also be in conformance with Code Section 20.664.125 (MUC Specific Standards), and where there is a conflict between the provisions of 20.676 and 20.664.125, the provisions of 20.664.125 govern.*

As an applicant, you must complete this form and incorporate all requested information, as prescribed by the application submittal requirements and Douglas County Code, before the application is accepted for processing by the Community Development Department.

A. Project Location

Street Address (if available): East of Zerolene Road Community: Minden/Gardnerville

Assessor's Parcel Number(s): 1320-29-000-008, 014; 1320-33-210-063

Approximately 0 -Feet North or South of Buckeye Road
(Circle one) (Street Name)

Approximately 0 -Feet East or West of Zerolene Road
(Circle one) (Street Name)

B. Project Description

Request to develop a total of 201.45 acres into _____ parcels and 633 total units.

Types of proposed uses (*please check all applicable*):

Single-Family Residential Commercial (retail, office, medical, restaurant)

Multi-Family Residential Industrial (manufacturing, warehousing)

Current Zoning designation(s): SFR 8000/PD A19 Current Master Plan designation(s): Receiving Area, Ag

Proposed Zoning designation(s): PD Overlay Proposed Master Plan designation(s): No Change

Floodplain designation(s) (from FIRM maps): See Map FIRM #: _____ FIRM Date: _____

List any previous applications which have been filed on this site: PD 04-008, DA 08-040, DA 09-052,

13-10

APPLICANT:

Contact Name: Carrie McAninch Company: Ranch at Gardnerville, LLC
Address: 1830 College Parkway STE 200 City/State/Zip: Carson City, Nevada 89706
Telephone No: (775) 883.9555 Fax No: (775) 887.1263
E-mail: cmcaninch@baylisscpa.com

OWNER:

Contact Name: Same as Above Company: _____
Address: _____ City/State/Zip: _____
Telephone No: () _____ Fax No: () _____
E-mail: _____

ENGINEER/REPRESENTATIVE:

Contact Name: Rob Anderson, 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: randerson@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)

Carrie L. McAninch Carrie L. McAninch 4/23/2013
Printed Name Signature Date

Printed Name Signature Date

Note: This application must include the names of all owners and, if a corporation, all stockholders and officers (Douglas County Code Section 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:

Stephanie A. Hicks, AICP Stephanie A. Hicks 4/23/2013
R.O. Anderson Engineering, Inc. Printed Name Signature Date

April 23, 2013

Via Hand Delivery

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



**The Ranch at Gardnerville PD 04-008-04
Martin Slough Trail
Description and Statement of Justification**

Dear Dirk:

As we have discussed on several occasions over the past three weeks, there now exists a substantial difference between the Applicant's and County staff's understanding of the project's conditions of approval related to the Martin Slough Trail. Based on the results of our meeting together on April 16, 2013, it was agreed that the Ranch at Gardnerville, LLC, as Applicant, would prepare and submit a request for a 'Major Modification' to obtain the County Commission's confirmation of the conditions of approval as written and adopted, most particularly by their action on November 1, 2012. Amongst other matters, County staff agreed to waive the required fees for a Major Modification Application and to process this request such that it will be heard at the Board of County Commissioners' June 6, 2013 meeting.

Accordingly, on behalf of our client, Ranch at Gardnerville LLC, please consider this letter as the statement of justification and description for this request to reaffirm the conditions of approval for the subject planned development in regards to the Martin Slough regional trail only. Again, the Applicant does not seek and is not requesting any changes or modifications to the existing conditions of approval as we believe that when considered in context they are definitive and logical. However, as noted above, there exists a significant difference of understanding between County staff and the Applicant as to the requirements for construction of the Martin Slough trail. Pursuant to the understanding we reached together during our recent meeting, we will submit this matter to both the Town of Gardnerville and the Town of Minden such that they could review and consider it prior to the Board of County Commissioners' meeting in June.

Background

The Ranch at Gardnerville Planned Development was originally submitted to Douglas County for development review in the fall of 2004 as the 'Anker-Park Subdivision'. At that time, the planned location of the Martin Slough Trail was depicted on development plans because the trail was designated as a master planned facility and, therefore, required to be shown on the plans. During the review process of that application, the Town of Gardnerville imposed conditions of approval requiring that the development provide linkage from the existing end of the Martin Slough Maintenance Road behind CVMS through to the new Town boundary. The Town's

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conditions of approval were submitted on its letter dated October 27, 2004, and the applicable condition stated,

Applicant shall dedicate approximately 27.12 acres as open space and convey interest to the Town of Gardnerville. Homes backing up to this area shall be constructed with fences to deter "free" access. The maintenance road shall be constructed from its current termination through the new parcel and terminate at the new Town boundary. An access trailhead with parking shall be constructed per the tentative map. A trail shall be constructed from the trailhead to the maintenance road.

The Town of Minden's review of this same development application included the following conditions:

3. Coordination with the Town of Minden regarding storm drain detention, sand oil separation, and the development of access along the Martin Slough as a Gardnerville/Minden linear park.

9. Plan review and approval of parks, medians, parkway areas, and landscape improvements.

The Douglas County Board of Commissioners approved the project on December 2, 2004. The official letter summarizing the project's approval was issued on December 14, 2004, by Douglas County Community Development staff member Heather Bovat, Senior Planner. This letter included the following two conditions which are related to the Martin Slough Trail:

13. The proposed detention basin shall be landscaped to include non-buoyant materials such as turf, cobble rock and low spreading ground cover. Access to the Martin Slough shall include improved parking areas, and pedestrian trails. Final locations to be determined at the time of final map submittal.

16. The applicant shall meet all conditions of approval recommended by the Town of Minden, and the Town of Gardnerville, except as modified by these conditions of approval.

Please note that none of the above listed conditions of approval, either by the Town of Gardnerville or as adopted by the Board of County Commissioners relative to the Martin Slough "Maintenance Road", specify how or to what standards the road was to be constructed¹, what alignment this road should have, what the total width will be, or by when or within what phase of the trail must be constructed. Further, none of the above conditions of approval when read in

¹ As an example, during our meeting together on April 16, 2013, Mr. Dallaire indicated that the existing sections of the Martin Slough Maintenance Trail as constructed by the Town of Gardnerville have been constructed of compacted native materials without any base or pavement section.

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context imply (let alone state) that the Developer is responsible for constructing the planned Martin Slough regional trail.

Subsequent to the project's approval in 2004, the project was sold to The Ranch at Gardnerville, LLC, which then began the development process in earnest. To that end, in November 2007, Site Improvement Plans for Phases I – III and IX were submitted to Douglas County for review and approval.

In December 2007, the Phase I Final Map for this development was submitted to, reviewed by and ultimately approved by Douglas County. This final map included an offer of dedication of the open space adjoining Phase I – III and IX to the Town of Gardnerville. The final map also included a jurat, which was duly signed by the authorized agent of Town of Gardnerville, accepting the offer of dedication of the open space². The area of the open space dedication exceeded the requirement as listed in the Town of Gardnerville's letter of approval. A Subdivision Improvement Bond was submitted by the Applicant for those improvements contemplated as being required to serve Phase 1 subdivision, which included certain off-site improvements such as Gilman Avenue Extension. As part of the submittal for the Phase 1 Final Map, while responding to the applicable conditions of approval, with respect to County Condition No. 13, we responded on behalf of the Applicant that "...Access to the Martin Slough in the southern half of this project includes improved parking areas and pedestrian trails as required." This statement is true and accurately reflects the Applicant's understanding of the timing of certain access and parking improvements. Those specific improvements (parking and pedestrian trails) were shown to be constructed with the improvements for Phase II of the development.³ Douglas County staff members reviewed and ultimately approved the proposed improvement agreement as well as the Engineer's Estimate of Probable Construction Costs for the Phase 1 Improvements contemplated at that time. Based on staff's review, the Phase 1 final map was recorded on December 13, 2007.

In December 2007, at the request of Mr. Jim Park, who was then the Manager of the Town of Gardnerville, the Site Improvement Permit application was submitted for the Martin Slough Maintenance Road. In June or July 2008, the Town of Gardnerville finally approved the proposed design; however, Douglas County never issued the requested Site Improvement Permit.

April 2008, Site Improvement Permit #538 for Phases I – III and IX was approved by Douglas County.

² At the request of Douglas County, this dedication was re-affirmed by separate, quitclaim deed dated March 23, 2012.

³ It should be noted that the Amended Planned Development Application, as approved on October 4, 2012, served to re-design the street and parking area that was located in this area some of which is the basis of the pending boundary line adjustment.

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At no time did the Applicant believe the Martin Slough Maintenance Road was required to be constructed with Phase 1 improvements; it could have been, but it was not required to be constructed with Phase 1. The existence of a draft set of improvement plans for the planned maintenance road is not at all dissimilar to the inclusion of the design of improvements required for Phase II and Phase III with the designs of the Phase I improvements. Had either County staff members or representatives of the Town of Gardnerville believed the maintenance road improvements were required prior to Phase 1 final map being recorded, they would have made it a requirement to record the final map and include sufficient security to construct the improvements.

In July 2008, the Douglas County Board of Commissioners approved a request by The Ranch at Gardnerville to modify the development schedule. This schedule modification was similarly approved by both the Town of Gardnerville and the Town of Minden.

After significant discussion with Douglas County Community Development staff members extending over a period of months, in October 2011 an Amended Final Subdivision map for Phase I was submitted. This development application included several variance requests to improvement standards, but none that related to the Town of Gardnerville's Martin Slough maintenance road. The Amended Final Subdivision Map was reviewed and approved by Douglas County. The amended map was recorded on March 30, 2012.

In April 2012, NDOT Transportation Enhancement Grant Opportunity was identified which if granted would provide funding for the Martin Slough Multi-modal Trail project. To apply for and be eligible for this grant, Douglas County had to own or control the alignment of the regional trail. At that time (and even now), the only sections of the alignment of this planned regional improvement that the County did not own or control between Lucerne Street in Minden and Gilman Avenue in Gardnerville, were through properties owned by the Ranch at Gardnerville. Representatives of the County contacted the Ranch at Gardnerville and requested that they consider dedicating those portions of the planned alignment that traversed their property in advance of when otherwise required to do so based on the conditions of approval so that the grant application could be submitted. The Ranch at Gardnerville agreed to cooperate with Douglas County and the Towns in their efforts to obtain grant funding for this important regional improvement. To that end, they offered to dedicate the necessary land areas north of Zerolene Road so that Douglas County could demonstrate that it would own or control the necessary right-of-way. The Ranch at Gardnerville further agreed to make a cash contribution of \$100,000 to be used as match funding if the grant was approved. Douglas County, therefore, prepared and submitted its application for this grant with a total grant request of \$581,488 of a total estimated project cost of \$781,488.

June 2012, an application for a Major Modification to the Planned Development was submitted to Douglas County and both Town Boards. In addition to its project description and justification, the Applicant submitted new development plans and an updated Phasing Plan. With respect to the Martin Slough Trail, the new development plans clearly and concisely depicted the planned location of the Martin Slough Trail and indicated that it would be constructed "by others." The

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planned alignment of the trail was shown to be coincident with the previously planned alignment of the maintenance road. The requests within the major modification was reviewed and approved by both Town Boards. The Board of Commissioners approved the Applicant's request for the major modification on October 4, 2012; the enabling ordinance was approved on November 1, 2012.

The project's conditions of approval as approved by the Board of County Commissioners on November 5, 2012, relative to the Martin Slough Trail and maintenance road improvements are now listed in Condition 8b and 8c:

- b. Per the letter dated April 12, 2012, the applicant shall dedicate a 25-foot right of way to accommodate the Martin Slough Multi-modal Trail project.*
- c. The pedestrian trail must be constructed to county standards, per the Douglas County Design Criteria and Improvement Standards, Detail AC 035.*

The Applicant was then, and is now, agreeable to these conditions of approval. That is, the Applicant is ready, willing and able to grant the necessary 25-foot wide easement or right-of-way to accommodate the Martin Slough Multi-Modal Trail project and to make the \$100,000 donation to that project when the sought after grant is approved. Furthermore, the Applicant is prepared to and will construct to Douglas County standards the pedestrian trails that provide linkage to the proposed Martin Slough Multi-modal Trails, as shown on the development plan submitted with this major modification.

However, at no time since making the offer to cooperate with and support the County's grant application, did the Applicant expect, plan, propose or otherwise agree to:

- a) offer for dedication the required right-of-way for the planned Martin Slough Multi-modal Trail, plus
- b) make a \$100,000 cash contribution if the grant is approved, but
- c) if the pending grant application should fail, also be required to construct the Town of Gardnerville's maintenance road to county adopted standards for roads, trails or even pedestrian paths.

As you know, during our meeting of April 16, 2013, Douglas County staff indicated that it intended to delay any further action on the pending boundary line adjustment between the Town of Gardnerville and the Applicant until the following two items are addressed to the County's satisfaction:

- a) submits a deed conveying the planned 25-foot wide strip of land to accommodate the future Martin Slough Multi-Modal Trail, which strip is located south of Zerolene Road and on the project's west boundary, and
- b) the Applicant prepares improvement plans for the Martin Slough Maintenance Road and posts financial security for those improvements; and

As we discussed then, the Applicant is agreeable to and will dedicate the requested 25-foot dedication in advance of recording any one of the sub-phases of Phase II of the project. Although not technically required at this stage of the project, the Applicant will continue to

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cooperate with the County wherever possible. However, the Applicant does not agree to and will not prepare the requisite improvement plans for the Martin Slough Trail or even the Martin Slough Maintenance Road; nor submit and process those plans through the County's plan review process or, once approved, post acceptable financial security to secure the completion of these improvements. The basis of the Applicant's objection to such requirements is provided above, but suffice it to say that it is the Applicant's interpretation of the clear meaning of the project's approvals that it is not responsible for planning, designing or constructing the sought after improvements.

During our meetings together County staff has indicated that the Maintenance Road was required with Phase 1 and the costs of those improvements should have, therefore, been included in the Engineer's Estimate of Probable Cost for Phase 1 improvements. We do not believe there is a basis for such a conclusion in the written conditions of approval for the project. In response, County staff stated that because the planned alignment of the former Maintenance Road was within areas dedicated to the Town of Gardnerville with the Phase 1 final map, then any planned improvements should have been constructed or secured for prior to recording the map. Based on the facts that the former Maintenance Road was not permitted with Phase I and the Engineer's Estimate of Probable Cost did not include the projected cost of the Maintenance Road, we believe it is clear that the Applicant didn't perceive the Maintenance Road to be a part of Phase I. The fact that Douglas County staff reviewed not only the project's Phase I improvement plans, but also reviewed and approved the Phase I Final Map as well as the Amended Phase 1 Final Map, and that as recently as March 30, 2012, we believe affirms that the County's staff members also didn't expect the Maintenance Road to be required with Phase 1.

Finally, and most recently, the Applicant's intention and commitment relative to responsibility for the planned Martin Slough Trail was clearly set forward on its application for an Amended Planned Development. In the drawings depicting the planned improvements to be constructed with this development, on behalf of the Applicant we clearly indicated that the Martin Slough Trail was to be constructed by others. In response to this designation, the former conditions of approval for this development relative to these improvements were amended by the County Commissioners by adopting the Applicant's offer to accelerate the land dedication and make a \$100,000 contribution in support of the Martin Slough Multi-Modal grant application.

Therefore, due to the differences in understanding between County staff and the Applicant of the project's conditions of approval related to the Martin Slough Trail, we respectfully request the Board of Commissioners to reaffirm these conditions of approval for the subject planned development.

The following paragraphs provide our analysis of the required findings for a Planned Development per Douglas County Code §20.676.040:

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Planned Development Findings:

1. *The plan is consistent with the statement of objectives of a planned development contained in the master plan and in this chapter.*

Comment: The stated purpose of a planned development process in Chapter 20.676.010 is to provide a method of comprehensive planning for smaller, less complex development projects than are typically processed with a specific plan, and which meet certain criteria. These criteria are as follows:

- i. The project site contains topographic constraints, environmental resources, or other features which require special planning consideration;

Comment: The project site is not constrained by physical or environmental features that would otherwise render it subject to the stated criteria. Douglas County requires that a planned development application be filed for this project since the site is located within a designated Receiving Area.

- ii. A more efficient and desirable design can be achieved through flexible design standards or mixed land use patterns than can be attained through the strict adherence to zoning standards;

Comment: By carefully planning both the street patterns and connections to the adjoining regional roads, the project meets the objectives of the receiving areas as contained in Douglas County code.

- iii. Adequate public facilities and infrastructure exist or can be provided to the project site to serve the proposed type and intensity of development;

Comment: Adequate public facilities exist to serve the proposed development, including all typical urban services (community sewer, community water, storm drainage) and related key infrastructure. Minden-Gardnerville Sanitation District (MGSD) and the Town of Minden will provide community sewer and community water service to all lots within the proposed development, respectively.

- iv. Detailed development plans are known at the time the comprehensive development plan is prepared, allowing combined review and approval.

Comment: Detailed development plans have been submitted with this application.

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- v. Build-out of the planned development project area is contemplated within the scope and duration of the plan.

Comment: It is anticipated that the project build-out will coincide with the duration of the plan. The project will be constructed in up to 21 phases, the timing of which will be determined based upon market conditions then present in the community.

- vi. The project is located within a receiving area as shown on the master plan land use maps, and is proposing to utilize transfer development rights.

Comment: The project is located within a receiving area and will transfer an adequate number of development rights to the site concurrently with or immediately prior to the recordation of each final map.

- 2. *The extent that the plan departs from zoning and subdivision regulations otherwise applicable to the property, including but not limited to density, bulk and use are deemed to be in the public interest.*

Comment: The proposed development does not require any variances to the standard subdivision regulations with respect to density, bulk and use and is consistent with the Receiving Area land use density regulations and policies as previously discussed. Other variances sought will provide for consistency with previous decisions regarding the proposed project, including the original 2004 approval which permitted direct access to Heybourne Road.

- 3. *The ratio of residential to non-residential use in the planned development is consistent with the master plan.*

Comment: This finding is not applicable to this particular application.

- 4. *The purpose, location and amount of the common open space in the planned development, the reliability of the proposals for maintenance and conservation of the common open spaces are adequate as related to the proposed density and type of residential development.*

Comment: Common facilities include the regionally significant Martin Slough riparian area parcel and the detention ponds. Perimeter fencing will be privately maintained. As previously approved, Town of Minden has agreed to accept both the detention ponds and the Martin Slough riparian area parcel located north of Zerolene for maintenance purposes. The open space parcel south of Zerolene has been previously accepted by the Town of Gardnerville.

- 5. *The physical design of the plan and the manner in which the design of the planned development makes provisions for adequate public facilities, as required by this code.*

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Comment: All public facility requirements contained within the adopted code are met with the proposed development, including adequate water, sewer, streets, drainage and open space.

6. *The beneficial relationship of the proposed planned development to the neighborhood in which it is proposed to be established, as expressed in the compatibility standards of this code.*

Comment: No compatibility standards are specifically expressed in the development code; however this proposal is compatible with adjacent land uses as it provides similar residential land uses as adjacent approved developments.

7. *Where a development plan proposes development over a period of years, the sufficiency of the terms and conditions intended to protect the interests of the public, residents and owners of the planned development and the integrity of the plan and, where the plan provides for phases, the period in which the application for each phase must be filed.*

Comment: As indicated in previous paragraphs, the project will be constructed in a series of 21 phases. The timing and scope of each respective phase will be dependent on market and economic factors within the community.

8. *That each individual unit or phase of the development, if built in stages, as well as the total development, can exist independently and be capable of creating a good environment in the locality and be as desirable and stable in any phase as in the total development.*

Comment: The accompanying project phasing plan demonstrates that each phase can exist independently with adequate access and utility services being provided to each phase.

9. *The uses proposed will not be a detriment to the present and proposed surrounding land uses, but will enhance the desirability of the area and have a beneficial effect.*

Comment: The planned development will increase the desirability of the area by promoting a high quality neighborhood that is compatible with surrounding development.

10. *Any deviation from the standard ordinance requirements is warranted by the design and additional amenities incorporated in the development plan which offers certain unusual redeeming features to compensate for any deviations that may be permitted.*

Comment: The developer has incorporated a number of features with the accompanying plan that will increase the project's desirability. These features include the variation of lot sizes integrated into each street, a street pattern that provides a good connection and continuity for

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both the proposed residences and existing residences within adjacent developments, and protection of the important and regionally significant Martin Slough riparian areas.

11. The principles incorporated in the proposed development plan indicate certain unique or unusual features which could not otherwise be achieved under the other zoning districts.

Comment: Development within a receiving area requires a planned development overlay zoning district; there is no other alternative approach for entitling development within these areas.

12. The planned development will not result in material prejudice or diminution in value of surrounding properties, and will not endanger the health, safety and welfare of the community.

Comment: The project is proposed to be developed at land use types and densities that are similar to adjacent residential developments. Therefore, the proposal will not result in material prejudice or diminution of value of these surrounding properties. There exists no evidence or findings to date that indicate the proposal will endanger the health, safety or general welfare of the community.

13. The subdivision of land proposed in the planned development meets the requirements of the Nevada Revised Statutes and this code.

Comment: The proposed subdivision meets the requirements of NRS Chapter 278 and Douglas County Development Code Planned Development standards.

14. The subdivision of land proposed in the planned development conforms to the density requirements, lot dimension standards and other regulations applicable to planned developments.

Comment: The proposal is consistent with the regulations applicable to planned developments within receiving areas in Douglas County's urban areas.

15. The subdivision of land proposed in the planned development conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards.

Comment: All of the proposed improvements conform to Douglas County's design standards consistent with the requested variances.

16. Where applicable, adequate transfer development rights have been established consistent with the number of proposed units within the planned development.

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Comment: Transfer of development rights will occur prior to or concurrent with the recordation each phase of this proposed subdivision development.

17. The planned development has a beneficial relationship to the neighborhood in which it is proposed to be established.

Comment: The Planned Development is consistent with the neighborhood development within this area of Minden and Gardnerville.

Tentative Subdivision Map Findings:

1. The property to be subdivided is zoned for the intended uses and the density and design of the subdivision conforms to the requirements of the zoning regulations contained in Part II of this development code;

Comment: With the proposed Planned Development, the proposal conforms to the requirements of Part II of the development code.

2. If planned development is proposed, the tentative subdivision map conforms to the density requirements, lot dimension standards and other regulations applicable to planned developments;

Comment: The tentative map conforms to the planned development regulations.

3. The tentative subdivision map conforms to public facilities and improvement standards contained in the development code;

Comment: All adequate public facilities are provided with this development application.

4. The tentative subdivision map conforms to the improvement and design standards contained in the development code and adopted design criteria and improvement standards;

Comment: All public improvements conform to the improvement and design standards contained in the development code and the design manual.

5. If applicable, that a phasing plan has been submitted and is deemed acceptable;

Comment: The project will be developed in a series of not more than 21 phases.

6. The approval contains terms that plan for the possibility of abandonment or termination of the project;

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Comment: The project-phasing plan has been developed so that any phase of the project can stand alone and independent of subsequent phases in case of abandonment or termination of the project.

7. *There are no delinquent taxes or assessments on the land to be subdivided, as certified by the County Treasurer.*

Comment: All taxes are paid current as demonstrated by the receipt from the County Treasurer's office that is attached to this application.

8. *The project is not located within an identified archeological/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 site is not located in an identified cultural resources study area.

NRS 27A380 and 410 The following is a discussion on the criteria prescribed by Nevada Revised Statute (NRS) 278A.380 and 278A.410. Comments to these two sections are below:

In addition to the findings required by Title 20 for planned development approval, NRS 278A.380, (Purposes of provision for enforcement and modification) and NRS 278A.410 Section 2, provides:

"The enforcement and modification of the provision of the plan must be to the further mutual interest of the residents and owners of the planned development and of the public in the preservation and integrity of the plan as finally approved. The enforcement and modification of the provisions must be drawn also to insure that modifications, if any, in the plan will not impair the reasonable reliance of the residents and owners upon the provision of the plan or result in changes that would adversely affect the public interest."

Comment: The applicant is not requesting a modification to the existing approval, only seeking clarification of the original conditions placed on the project specifically relating to the Martin Slough trail.

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NRS 278A.410 (2) Modification of the plan by City and County provides as follows:
"All provisions of the plan authorized to be enforced by the city or county may be modified, removed or released by the city or county, except grants or easements relating to the service or equipment of a public utility unless expressly consented to by the public utility, subject to the following conditions:

1. No such modification, removal or release of the provisions of the plan by the city or county may affect the rights of the residents of the planned unit residential development to maintain and enforce those provisions.

Comment: This request does not change or impact the enforcement or maintenance of the plan under the existing CC&R's.

2. No modification, removal or release of the provisions of the plan by the city or county is permitted except upon a finding by the city or county, following a public hearing that it:

- (a) Is consistent with the efficient development and preservation of the entire planned unit development;

Comment: As conditioned, the plan will not impact the residents within and adjacent to the proposed development. Measures to reduce traffic and noise have been addressed by limiting access points, buffering with open space, and compatibility with the surrounding residential character.

- (b) Does not adversely affect either the enjoyment of land abutting upon or across a street from the planned unit development or the public interest; and

Comment: This request will not result in a change of conditions which would adversely affect neighboring properties as described or the public interest.

- (c) Is not granted solely to confer private benefit upon any person.

Comment: The applicant is not requesting a modification to the existing approval, only seeking clarification of the original conditions placed on the project specifically relating to the Martin Slough trail.

Douglas County Community Development
The Ranch at Gardnerville Justification and Project Description
April 23, 2013
Page 14 of 14

Thank you for your consideration regarding this matter. Should you have any further questions, please do not hesitate to call.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

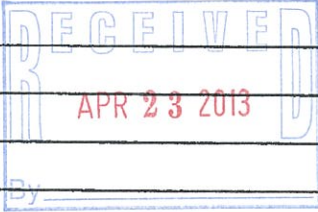
Robert O. Anderson /sh

Robert O. Anderson, P.E., CFM, WRS
Principal Engineer

cc. Jim Cavilia, Esq.
Tom Dallaire, P.E.
Jenifer Davidson
Cynthea Gregory, Esq.
Carrie McAninch

Douglas County Community Development Site Improvement Permit Application, Resubmittal and Change Order	Received:
---	------------------

This Application is for (check one)	<input checked="" type="checkbox"/> New Permit Plan Review (1 st Review) <input type="checkbox"/> 1 st Plan Review Resubmittal (No Fee) <input type="checkbox"/> _____ Plan Review Resubmittal Fee \$ _____ <input type="checkbox"/> Change Order to SIP No. _____, \$103.00 Fee
Assessor's Parcel Number(s):	1320-33-001-005
Job Site Address/Location:	Between Zerolene Road and Gilman Avenue
Project Description:	Gardnerville, NV, 89410
Maintenance and Pedestrian Path ~2,450' with Base and Surface, some culvert crossings, railings, benches, litter receptacles, interpretive signs, landscaping and irrigation water lines.	



Owner	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
The Ranch At Gardnerville, LLC 1789 East College Pwy, Ste 124 Carson City, NV 89706		775-782-3999 775-783-9462
Applicant	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
Greg Painter P.O. Box 37 Genoa, NV 89411		775-782-3999 775-783-9462
Engineer	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
Claire Provan License No. NV # 16270 1603 Esmeralda Avenue Minden, NV 89423		775-782-2322 775-782-7084 E-mail: provan@ROAnderson.com
Contractor	Name	Phone
	Address	Fax
	City/State/Zip	E-mail
A & A Construction P. O. Box 995 Minden, NV 89423		775-782-5957 775-782-0322

I will save, indemnify and keep harmless the County of Douglas, its officers, employees and agents against all liabilities, judgments, costs and expenses which may accrue against them in consequence of the granting of this permit, inspections, or uses of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances and laws.

Applicant Signature: Date: 12/11/07

Engineer's Estimate: \$ 143,612.50	Plan Review Fee Schedule:
Plan Review Fee: \$ 1,718.06	For projects \$1 to \$100,000: 1.50% of Estimate
2 nd or Additional Plan Review Fee: \$ _____	For projects over \$100,000 to \$200,000: \$1,500 + 0.5% of the value over \$100,000
Change Order Fee: \$103.00	For projects over \$200,000: \$2,000 + 0.25% of the value over \$200,000
In-House Use Only: _____	For 2 nd plan review submittal: 10% of the site improvement permit fee
Paid On: _____	All additional plan review submittals: 5% of the site improvement permit fee
Receipt Number: _____	
<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card	

See Page 2 for Submittal Requirements

13-26

Site Improvement Permit Submittal Requirements

Douglas County Community Development, P.O. Box 218, Minden, NV 89423

All plans must conform to Title 20 and the Douglas County Design Criteria and Improvement Standards.

Check the category that best fits the description of the work you are performing. Each application must include a complete set of submittals. **Citing previous submittals, plans or studies filed with other divisions of Douglas County are not acceptable unless pre-approved by the County Engineer.** If you have any question regarding the submittal requirements for a particular situation, call the Engineering Division at 775-782-6235.

- Category 1:** Grading Only, 5,000 c.y. or less. Check if building pad certification is required.
- Category 2:** Improvements with no modification or impact to existing driveways, roads, drainage or utilities.
- Category 3:** Improvements which include installation or modification of driveways, roads, drainage or utilities.
- Category 4:** Improvements for Subdivisions, Parcel Maps, Public Works Projects or grading in excess of 5,000 c.y.

SUBMITTAL REQUIREMENTS: Mark the column "NA" if an item is not applicable to the work being performed.

Req'd NA

- Four or Five Sets of Plans:** Submit five (5) sets of plans for all projects served by Douglas County sewer or water. Plans must conform to Division 7 of the Douglas County Design Manual. Plans must be signed and wet stamped by a Nevada P.E.; or signed by a licensed Nevada Contractor or include an Owner Builders Certificate as appropriate to the work being performed.
- Cost Estimate – Categories 1 & 2:** Attach one copy of the following: a signed cost affidavit by the owner along with an owner builder's certificate; a signed contractor's estimate; or a sealed engineer's estimate.
- Cost Estimate – Category 3 & 4:** Attach either an executed itemized contract or a sealed engineer's estimate.
- Design Review Committee:** Cite DRC Case Number: (PD) 04-008 include copy of DRC letter of approval.
- NDEP Bureau of Safe Drinking Water Review and Approval:** Provide written approval for all water system work.
- Supplemental Government / Utility Review and Approval:** Attach a summary list of all supplemental permits and approvals associated with the work (i.e. Town, General Improvement District, other County, Fire Marshall, State, NDOT, TRPA, Federal or Public Utilities.) Indicate if the approval has been obtained (submit copy of approval) or provide the anticipated date of approval.
- Road Pavement:** A copy of the soil resistance value and structural calculations for the roadway section.
- Soils/Geologic Report:** One copy of a sealed soils / geologic which address the respective construction issues pertinent to the project. A Professional Geotechnical Engineer must stamp and sign the report.
- Drainage Report:** One copy of the final drainage study. If the sealed final study is on file with Community Development check here: List date of final report: _____ and DRC Case #: _____
- Construction Specifications:** One copy of the material specifications.
 Check here if the construction specifications are incorporated with the improvement plans.
- Erosion Control Plan:** Two copies of both a temporary and permanent erosion control plan (IBC 1803).
 Check here if the erosion control plans are incorporated with the improvement plans.
- Landscape Plans:** If landscape is proposed to be installed with this permit include two copies of the plans. The cost of landscape improvement must be included with the cost estimate.
- Hill Side Grading:** Work conducted on slopes of 15% or greater must comply with and contain the submittals as outlined in Title 20.690.030K and Appendix C of Douglas County Code.

Notes:

- 1. Additional Submittal Requirements:** This list represents the items commonly associated with standard development. If your work involves an unusual circumstance please contact the Engineering Division at 775-782-6235.
- 2. Electrical & Retaining Walls:** Work involving electrical installation or the construction of retaining walls require a separate building permit, contact the Building Division at 775-782-6224 for further information.

**MAINTENANCE AND PEDESTRIAN PATH
THE RANCH AT GARDNERVILLE, LLC
ENGINEER'S PRELIMINARY ESTIMATE OF PROBABLE CONSTRUCTION COSTS
December 11, 2007**

A. SITE PREPARATION

NO.	ITEM	QUANTITY	PRICE	TOTAL
1	CLEAR AND GRUB	1 LS	\$ 2,000.00 /LS	\$ 2,000.00
2	ONSITE EARTHWORK	1 LS	\$ 5,000.00 /LS	\$ 5,000.00
3	EROSION AND DUST CONTROL	1 LS	\$ 3,000.00 /LS	\$ 3,000.00
4	SILT FENCE	2,310 LF	\$ 3.00 /LF	\$ 6,930.00
5	STRAW BALE SEDIMENT BARRIER	20 EA	\$ 40.00 /EA	\$ 800.00
6	STABILIZED CONSTRUCTION ENTRANCE	1 EA	\$ 1,500.00 /EA	\$ 1,500.00
SUBTOTAL FOR SITE PREPARATION				\$ 19,230.00

B. SITE IMPROVEMENTS

NO.	ITEM	QUANTITY	PRICE	TOTAL
7	STREET PAVING (2 1/2" AC) W/ SEAL COAT	22,340 SF	\$ 1.75 /SF	\$ 39,095.00
8	AGGREGATE BASE (6 1/2")	33,850 SF	\$ 0.85 /SF	\$ 28,772.50
9	4' VINYL FENCE	352 LF	\$ 20.00 /LF	\$ 7,040.00
10	BOLLARDS	3 EA	\$ 400.00 /EA	\$ 1,200.00
11	4' LONG BENCH	26 EA	\$ 400.00 /EA	\$ 10,400.00
12	18" CMP	34 LF	\$ 20.00 /LF	\$ 680.00
13	18" FLARED END SECTIONS	2 EA	\$ 450.00 /EA	\$ 900.00
14	24" CMP	53 LF	\$ 25.00 /LF	\$ 1,325.00
15	24" FLARED END SECTIONS	2 EA	\$ 450.00 /EA	\$ 900.00
16	30" CMP	35 LF	\$ 30.00 /LF	\$ 1,050.00
17	30" FLARED END SECTIONS	2 EA	\$ 450.00 /EA	\$ 900.00
18	24 GAL LITTER RECEPTACLE	7 EA	\$ 250.00 /EA	\$ 1,750.00
19	SURVEY MONUMENT	20 EA	\$ 300.00 /EA	\$ 6,000.00
20	BIKE RACK	2 EA	\$ 200.00 /EA	\$ 400.00
21	INTERPRETIVE SIGN BASES	14 EA	\$ 200.00 /EA	\$ 2,800.00
22	ADJUST MANHOLE COVERS	1 EA	\$ 500.00 /EA	\$ 500.00
SUBTOTAL FOR SITE IMPROVEMENTS				\$ 103,712.50

C. LANDSCAPING IMPROVEMENTS

NO.	ITEM	QUANTITY	PRICE	TOTAL
23	2 1/2 INCH CAL DECIDUOUS TREES	84 EA	\$ 60.00 /EA	\$ 5,040.00
24	5 GAL SHRUBS	87 EA	\$ 15.00 /EA	\$ 1,305.00
25	PLANT LABOR 2 1/2 INCH TREES	84 EA	\$ 30.00 /EA	\$ 2,520.00
26	PLANT LABOR 5 GAL SHRUBS	87 EA	\$ 15.00 /EA	\$ 1,305.00
27	IRRIGATION MATERIALS	1 LS	\$ 3,000.00 /LS	\$ 3,000.00
28	IRRIGATION LABOR	2,500 LF	\$ 3.00 /LF	\$ 7,500.00
SUBTOTAL FOR LANDSCAPING IMPROVEMENTS				\$ 20,670.00

NEED IRRIGATION CONNECTION NOW FOR PHASE IIa # II #

Town control (4)

1200?

37,427.50

E 56,657.5

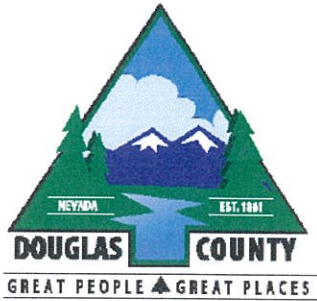
TOTAL FOR FEE WORK UNDER THIS SITE IMPROVEMENT PERMIT \$ 143,612.50
 County Plan Review Fee \$1,718.06
 County Site Improvement Permit Fee \$2,636.13

Notes & Clarifications to Preliminary Estimate of Probable Costs:

- 1 Estimate based on improvement plan set dated 12/12/07
- 2 Estimated unit prices were obtained from recent quotations received on similar development projects in Carson Valley.
- 3 No allowance has been made for such potential items as dewatering or soil amendments, etc.
- 4 Estimate does not include dry utilities such as power, gas, cable, and phone conduit or design costs.

Robert O. Anderson
 ROBERT O. ANDERSON
 CIVIL
 EXP 12.31.08
 12.14.07

13-28



COMMUNITY DEVELOPMENT
1594 Esmeralda Avenue, Minden, Nevada 89423

Mimi Moss
COMMUNITY DEVELOPMENT DIRECTOR

775-782-6201
FAX: 775-782-6297
website: www.douglascountynv.gov

Building Division
Engineering Division
Planning Division
Code Enforcement

MEMORANDUM

Date: May 1, 2013

To: Gardnerville Town Board Members

From: Dirk Goering, AICP, Associate Planner, Direct Line 782-6212

Subject: PD 04-008-5 (Planned Development Modification); for The Ranch at Gardnerville, LLC, to clarify and possibly modify conditions of approval.

Dear Gardnerville Town Board Members,

At the last Town meeting on April 2nd, the Town Board approved a boundary line adjustment for the Ranch at Gardnerville Planned Development. While the boundary line adjustment seemed relatively straight forward, county staff expressed concerns with the boundary line adjustment because it would circumvent trail improvements required with the recording of the Phase II final map. At this meeting Mr. Anderson, with RO Anderson Engineering, presented the request with his belief that certain trail improvements were not requirements of the Planned Development approval. As part of the Town Board's agenda for this May 7th meeting, the Board will be formally discussing these requirements.

Since the meeting on April 2nd, county staff has done significant research on the subject access and pedestrian trail, including the review of town staff reports, town meeting minutes, town approval letters, county staff reports, county meeting minutes, and county approval letters from 2004 through 2012. Based on this review and discussion with the Community Development Director and District Attorney's Office, it is clear that access to the Martin Slough via pedestrian trail improvements were clearly required by the Town of Gardnerville in 2004 and again in 2012.

Since 2004, the Town Board has required a maintenance road along the Martin Slough, access trails, and a parking area. The Douglas County Board of Commissioners affirmed the Town's conditions of approval in 2004 and 2012. County staff met with the owner on April 16th and due to disagreements on the type of improvements required, county staff requested the applicant submit a modification to the Board of Commissioners regarding the pedestrian access trails and maintenance road.

The bulleted items below are listed chronologically and are provided for clarification and to support county staff's position as well as dispute claims made by the applicant at the April 2, 2013 Town Board meeting and in the statement of justification recently submitted.

- November 3, 2004, the Town of Gardnerville issued an approval letter for the Park Anker Planned Development, now known as the Ranch at Gardnerville (See Attachment 1), which was heard at the November 2, 2004 Town Board meeting. The approval letter included two relevant conditions of approval:
 - "Development shall provide linkage from the existing end of the Martin Slough Maintenance Road behind Carson Valley Middle School through to the new Town boundary. The applicant shall dedicate approximately 27.12 acres as open space and convey interest to the Town of Gardnerville. The maintenance road shall be constructed from its current termination through the new parcel and terminate at the new Town Boundary. An access trailhead with parking shall be constructed per the tentative map. A trail shall be constructed from the trailhead to the maintenance road."
 - "All future improvements shall be required to strictly adhere to an approved phasing plan." The open space parcel now owned by the Town of Gardnerville was in Phase 1 in 2004 and still is today.

As stated before, county staff finds these conditions to be quite clear and reasonable. In the 2004 staff report, by Jim Park, the maintenance road was to be constructed for the purpose of maintenance operations and the preservation of the Martin Slough open space for drainage. Furthermore, it's worth noting that much of the open space is within the floodplain and is undevelopable. Therefore, if the Town did not accept this area as open space, the developer would be responsible for the lifelong maintenance of this area, a cost now being paid for by Gardnerville Town residents.

- On December 6, 2007, the Ranch at Gardnerville, LLC, submitted a final map for Phase I.
 - Prior to county staff processing a final map, the applicant must demonstrate compliance with all conditions of approval. With regards to improvement requirements, such as a maintenance road or a trail, an applicant must construct or financially secure for the improvements. County staff has attached a letter from the applicant identifying how each condition of approval had been met (See Attachment 2). Please note page 7 and 8 where the applicant acknowledges the requirement to construct parking areas and pedestrian trails. In addition, condition #14, where the applicant acknowledges construction of open space improvements and states that such improvements have been secured as a result, the Phase I final subdivision map recorded on December 13, 2007.
 - On December 17, 2007, the applicant submitted SIP #00570 for an 8-foot wide asphalt pedestrian path along the Martin Slough including access trails from the subdivision. This 8-foot wide maintenance road/trail was determined to satisfy the maintenance road requirement from 2004, by the Town and therefore the County. This site improvement permit was never issued because the applicant never submitted revised plans to the County.

- In 2012, the Ranch at Gardnerville, LLC, submitted to the County a Major Modification to the Planned Development to alter the subdivision design, the planned development boundary, the development schedule, and the total number of single-family dwellings compared to multi-family dwellings.
 - Contrary to the applicant's belief, at no point during this modification process did the applicant ask for a modification to the conditions of approval for the maintenance road or access trails. As a result, the conditions of approval for the maintenance road and trail access remained and were memorialized in the Gardnerville Town Approval Letter dated September 5, 2012 (See Attachment 3).
 - Additionally in 2012, the Town of Minden conditionally approved the modification requiring access to the proposed trail system in the Town of Minden as was previously done in 2004 (See Attachment 4).

- On April 2, 2013, the Town of Gardnerville heard Mr. Anderson request for approval for a boundary line adjustment involving the Ranch at Gardnerville, LLC, and the Town of Gardnerville.
 - Mr. Anderson advised the Town Board that a letter from the applicant, which was referenced in the County's October of 2012 approval letter, dedicating a 25-foot right-of-way and matching funds for the Martin Slough NDOT grant of \$100,000 replaced the original conditions of approval by the Town for the maintenance road and access trails. This is incorrect. The applicant did not request a modification to trail improvements required by the Town or the County. In addition, staff is **not** asserting that the \$100,000 match is required in addition to any trail improvements. Staff is simply stating that the applicant offered funds for the grant, but did not ask to be relieved from constructing the access or pedestrian trails in case the grant was not approved.
 - During the April 2nd meeting, Members of the Board felt that it was not reasonable for the developer to be responsible for improvements which were assumed to cost \$750,000. This estimate is **incorrect**. The County's Engineering Division has estimated the price of trail improvements in the Town of Gardnerville (Phase I and II) to be around \$80,000. This estimate assumes a 12-foot wide 4-inch aggregate base maintenance road and three 10-foot wide asphalt access trails (@Snaffle Bit Drive, Heybourne Road, and Zerolene). Based on the number of dwelling units in the Town of Gardnerville for this subdivision, this equates to approximately \$334 per dwelling unit.

Conclusion

As a stipulation of this current modification, county staff required the applicant to go before both Towns and seek clarification of the conditions, and if needed and deemed appropriate by the town Board Members modify any necessary conditions of approval. County staff is asking the Gardnerville Town Board to clarify whether or not a maintenance road is required, and if so, to what standard. In addition, county staff is seeking clarification on whether access trails were required in 2004 and 2012, and if so, to what standard. While access trails were required in 2004 by the Towns and the County, an actual design was not specified. Therefore, county staff added language in 2012 to specify the design of the access trails. Currently, the County's conditions require access trails to be a 10-foot wide asphalt trail to match the design of the Martin Slough Trail as proposed in the 2012 NDOT grant. Therefore, if the grant is approved, the access trails would match the improvements constructed under the grant.

All planned developments must meet certain findings for approval or modification. County staff has reviewed the findings and believe that the maintenance road, access trails, and parking area requirements to be reasonable and pertinent to the required findings, especially when considering the benefit to the developer, by alleviating their responsibility to maintain the open space areas indefinitely. Staff finds the following planned development findings from Title 20, Section 20.676.040 to be relevant:

- #4. The purpose, location and amount of the common open space in the planned development, the reliability of the proposals for maintenance and conservation of the common open spaces are adequate as related to the proposed density and type of residential development.
- #7. Any development-related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods, are mitigated by improvements or modifications either on-site or within the public right-of-way.
- #10. The uses proposed will not be a detriment to the present and proposed surrounding land uses, but will enhance the desirability of the area and have a beneficial effect.
- #11. Any deviation from the standard ordinance requirements is warranted by the design and additional amenities incorporated in the development plan which offers certain unusual redeeming features to compensate for any deviations that may be permitted.

In addition, county staff finds the following Master Plan goal and policies to be relevant:

TP Policy 5.31: Maintain and implement the adopted Douglas County Comprehensive Trails Plan to provide opportunity for non-motorized transportation within the County that meets both recreational and commuter needs.

TP Policy 5.32 Ensure development and maintenance of multi-purpose (hiking, equestrian, bikeway and off-road bicycle) trail systems throughout Douglas County, connecting with public lands and recreation facilities of local and regional interest. See additional policies in the Douglas County Comprehensive Trails Plan.

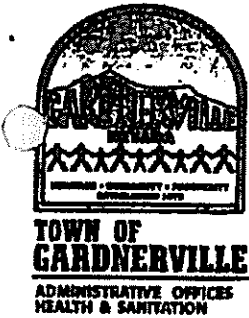
MG Goal 10: To provide a comprehensive circulation system for existing and future Minden neighborhoods with an emphasis on pedestrian facilities and connections.

Thank you for your time and attention to this matter.

Attachments:

- 1) 2004 Gardnerville Town Board Approval Letter and minutes from 2004 meeting.
- 2) 2007 Applicant's Response to Conditions of Approval.
- 3) 2012 Gardnerville Town Board Approval Letter.
- 4) 2012 Minden Town Board Approval Letter.

ATTACHMENT 1



NOV 02 2004
COMMUNITY DEVELOPMENT

November 3, 2004

Heather Bovat
Planning Division, DCCD
PO Box 218
Minden, NV 89423

RE: Park Anker PD

Dear Heather,

The Gardnerville Town Board took action at their meeting last night to approve the Park Anker Planned Development. Attached please find the appropriate documentation, and please note that the panned in comments/changes are from the Board's action last night.

Please contact me if I can be of further assistance and thank you for working closely with all parties on this quality addition to the community.

Very truly yours,

Jim Park
Gardnerville Town Manager

Enclosures (3)

cc: Mimi Moss, Planning Manager
Keith Ruben, RO Anderson Engineering, Inc.
Jennifer Roman, JWA
Bruce Scott, Town of Minden
A&A Construction, Inc.

Town Manager
James E. "Jim" Park Jr.
1407 Hwy 395 North
Gardnerville, NV 89410
(775) 782-7134
(775) 782-7135 Fax
<http://www.gardnerville.nv.us>

5/1/2013

Item 13-8

13-35

Gardnerville Town Board

AGENDA ACTION SHEET

1. **Title:** DISCUSSION AND POSSIBLE ACTION ON PD 04-008, A REQUEST TO ESTABLISH A PLANNED DEVELOPMENT OVERLAY ZONE INCLUDING A TENTATIVE SUBDIVISION MAP DIVIDING 201.4 ACRES INTO 616 PARCELS AND 640 TOTAL UNITS WITHIN AN A-19 (AGRICULTURAL, 19-ACRE MINIMUM PARCEL SIZE) ZONING DISTRICT IN THE MINDEN PLANNING AREA, LOCATED AT 1178 ZEROLENE ROAD, APN'S 1320-33-001-001, 1320-33-001-002, 1320-29-000-006, AND 1320-29-000-008, PARK CATTLE COMPANY, APPLICANT. THE GARDNERVILLE TOWN BOARD WILL BE ADDRESSING THE PORTION OF THE PROPOSED PLANNED DEVELOPMENT GENERALLY LOCATED SOUTH OF ZEROLENE ROAD

2. **Recommended Motion:** Approve PD 04-008 conditioned with staff comments.

Funds Available: Yes N/A

3. **Department:** Administration

Prepared by: Jim Park **Phone Number:** 782-7134

4. **Meeting Date:** 11/2/04 **Time Requested:** 45 minutes

5. **Agenda:** Consent Administrative

6. **Background Information:** Refer to attached staff report.

7. **Other Agency Review of Action:** Minden Town Board, Douglas County Planning Commission, Board of County Commissioners

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Approved 5-0 with staff recommended conditions from reports dated October 27 and November 2, 2004. (Include conduit for future traffic lights at Gilman/Chichester-11/2 report; delete "ALL" from condition #4, October 27 report).

MEMORANDUM

Town of Gardnerville

Paul Lindsay, Chairman
Tom Cook, Vice Chairman
Mike Phillips, Board Member
Randy Slater, Board Member
Jerry Smith, Board Member



Jim Park
TOWN MANAGER

TO: Gardnerville Town Board
FROM: Jim Park, Town Manager
SUBJECT: Park Anker PD Staff Report Additional Comments
DATE: November 2, 2004

In addition to the staff report included in your packet for the November 2 meeting, staff is recommending the following conditions of approval be included:

- o Annexation of the land generally located south of the proposed extension of Zerolene Road to the Town of Gardnerville upon approval of the Planned Development by the Board of County Commissioners.
- o The proposed space parcel (27.12 +/- acres) shall be deeded to the Town upon annexation.
- o All future improvements shall be required to strictly adhere to an approved phasing plan.

o Development shall include installation of compact AT (12mm) choker for more traffic controls.

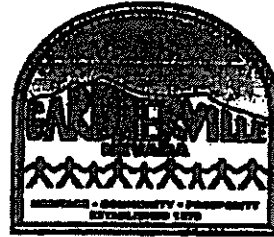
Respectfully submitted,

Jim Park
Gardnerville Town Manager

MEMORANDUM

Town of Gardnerville

Paul Lindsay, Chairman
Tom Cook, Vice Chairman
Mike Phillips, Board Member
Randy Slater, Board Member
Jerry Smith, Board Member



Jim Park
TOWN MANAGER

TO: Gardnerville Town Board
FROM: Jim Park, Town Manager
SUBJECT: PD 04-008, Park-Anker Planned Development Overlay and Tentative Subdivision Map
DATE: October 27, 2004

The requested Planned Development Overlay proposes approximately 208 single-family residences (SFR) and 30 Multi-Family Residential units (MFR) south of Zerolene Road (area within the future annexation of Gardnerville) with the balance of the proposed development north of Zerolene Road (future Minden).

The water conveyance advisory committee has reviewed the project and conditioned the proposal that any subsequent improvement plans will need to be reviewed by that committee in the future.

Key areas of review with this proposal other than general compliance with code and planning requirements include:

- Linkage of Gardnerville and Minden along the Martin Slough and access for maintenance operations and preservation of Martin Slough open space for drainage.
 - Staff comments: Development will need to provide linkage from the existing end of the Martin Slough Maintenance Road behind CVMS through to the new Town boundary. This can be accomplished by either a dedicated easement allowing the maintenance road to continue, or by preferably dedicating the remainder of the parcel (approx 27.12 acres) as open space and conveying interest to the Town of Gardnerville. Homes backing up to this area shall be constructed with fences to deter "free" access. Access to and through this area shall be provided by the continuance of the maintenance road.
- The proposed extension of Gilman Avenue.
 - Gilman is proposed to be constructed as a collector collector. County transportation plans show Ironwood as a future road in this area, and the Gilman extension should satisfy roadway planning as a replacement for Ironwood. Ironwood was shown on transportation maps to be constructed adjacent to Chichester to the north, eventually tying into Muller Parkway. A future stubout of this extension will be shown on the revised maps with a buffer zone between Chichester.
 - Landscaped traffic medians comparable to the medians between Heritage Park halves should be constructed near the end of the current Gilman section near Chichester to provide traffic calming and enhance safety for pedestrians using the Martin Slough Nature Trail and students crossing Gilman to and from CVMS.
 - Future development to the east of Chichester will undoubtedly generate additional school bus traffic. All efforts to provide an alternative school bus access to and from CVMS should be explored, including the extension of High School Street from Gilman to the campus. Cooperative measures for cost-sharing this extension should be explored and implemented.

- **Compatibility with adjacent development.**
 - Single-family residential (SFR) lots range from approximately 6500 SF to upwards of 13,000 SF-compatible with adjacent residential development.
 - Multi-family residential (MFR) zoning is compatible-adjacent parcel currently zoned MFR.

Staff recommends approval of the proposed portions generally south of Zerolene with the following conditions:

1. Development shall provide linkage from the existing end of the Martin Slough Maintenance Road behind CVMS through to the new Town boundary. Applicant shall dedicate approximately 27.12 acres as open space and convey interest to the Town of Gardnerville. Homes backing up to this area shall be constructed with fences to deter "free" access. The maintenance road shall be constructed from its current termination through the new parcel and terminate at the new Town boundary. An access trailhead with parking shall be constructed per the tentative map. A trail shall be constructed from the trailhead to the maintenance road.
2. The future stubout extension of the roadway to the east located north of Chichester (Ironwood) shall have a buffer of a minimum of 100' between the roadway and the north property line of Chichester parcels. The mailbox cluster units The Town will maintain this area
3. Landscaped traffic medians comparable to the medians between Heritage Park halves shall be constructed near the end of the current Gilman section near Chichester to provide traffic calming and enhance safety for pedestrians using the Martin Slough Nature Trail and students crossing Gilman to and from CVMS. The Town shall maintain these medians.
4. *J* Efforts to provide an alternative school bus access to and from CVMS should be explored, including the extension of High School Street from Gilman to the campus. Cooperative measures for cost-sharing this extension should be explored and implemented. The Town will participate in any proposed cost share to the extent possible. Douglas County is encouraged to participate as well.
5. Town Streets require "acorn" style lights on black steel fluted poles (SPPC standard). Lights shall be installed at turning points, cul-de-sacs, and intersections only. Coordinate design with SPPC, Town will approve final plan.
6. Street lighting on regional roads shall be the same as Town streets. The Town shall approve final design.
7. Traffic signposts and anchors shall be black.
8. The Town will not maintain landscape areas between curb and sidewalks. Perpetual maintenance of these areas is the responsibility of the adjacent property owner or homeowners association (HOA).
 - Automatic irrigation must be included. Irrigation system connected to adjacent property in residential areas. Standalone systems acceptable for commercial or in cases of an HOA.
 - Trees from the "Town Recommended Tree List" shall be used.
 - Cobble Rock Mulch with weed block is highly encouraged in landscape strips.
 - The Town shall approve all landscape plans.
 - The Town will not accept dedication of and maintenance of neighborhood monument signs and fences.
9. Multi-family units shall be served by 2-cubic yard dumpsters, one dumpster per four dwelling units.
10. The newly constructed Gilman section shall be maintained by Douglas County as a regional roadway.
11. All irrigation and/or storm water conveyance facilities shall be piped with the exception of the Martin Slough.
12. Storm drain facilities proposed or required to be maintained privately, including but not limited to storm water treatment devices, piping, catch basins, and retention/detention ponds, that will convey runoff into Town maintained storm drain systems must have a maintenance and operations plan reviewed and approved by the Town. Applicant is required to submit such plan before improvement plans will be approved. Adequate funding for perpetual

mainten . . . such facilities must be demonstrated.
13. The following Standard Town Conditions of Approval shall apply:

- All administrative, engineering, or legal fees incurred by the Town in connection with reviewing the project shall be reimbursed and paid to the Town.
- Improvement plans shall be reviewed and approved by the Town's engineer.
- Estimate of value for all offsite improvements dedicated to the Town is required before final acceptance of those improvements.
- Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
- All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of way, *with the exception of the Martin Slough, which shall remain open in this project.*
- Construction runoff and dewatering practices shall be in accordance with 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 set forth by the Town.
- Maintenance plans and level of service for landscaped areas proposed for care by a homeowner's association are required to be submitted for review and approval by the Town Board, who will either recommend approval or denial to the Board of County Commissioners of the maintenance plan
- 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 a project shall be repaired or replaced by the developer.
- Annexation to the Town is required if development is located outside the current town boundary.
- Two copies of record drawings in both paper and electronic AutoCAD format are required before final acceptance of improvements.
- Projects shall comply with adopted County Master Plan as revised and approved by the Douglas County Board of Commissioners.

Respectfully submitted,


James (Jim) E. Park, Jr., CPM, CPO
Gardnerville Town Manager

GARDNERVILLE TOWN BOARD

Meeting Minutes

November 2, 2004

- **Meeting was called to order by Chairman Lindsay. Flag salute was led by Jerry Smith**

Present:

Paul A. Lindsay, Chairman
Thomas J. Cook, Vice-Chairman
Randall P. Slater
Michael W. Philips, Sr.
Jerry L. Smith

Michael S. Rowe, Town Counsel
Jennifer Roman, JWA Consulting Engineers
Jim Park, Town Manager
Carol Louthan, Secretary Sr.

GUESTS: A list of those present is included in the file of the November 2, 2004 meeting.

- Approval of the Agenda

Motion Cook/Smith to approve the agenda as written. Motion carried unanimously.

- Approval of Previous Minutes-September 7, 2004 Regular Board Meeting

Motion Philips/Smith, to approve the minutes of September 7, 2004. Motion carried unanimously.

- Discuss Good News in Gardnerville

Mr. Park deferred to item # 1.

- Public Comment on Any Item Not on Tonight's Agenda-No Board Action

Mr. Skip Sayer, the new executive director of the Chamber of Commerce, introduced himself and looks forward to working with Gardnerville. He wanted to formally say hello and meet the board members.

1. Discussion and possible action on a presentation from Councilman Mike Pacini of Boulder City, Nevada, and Immediate Past President of the Nevada League of Cities and Municipalities, and David Fraiser, Executive Director of the Nevada League of Cities and Municipalities, regarding Town Board Member Tom Cook's selection as the "Public Official of the Year"

Councilman Mike Pacini is past president of Nevada League of Cities last year and last year's winner of the public official of the year award. He is proud to have voted for Tom and wanted to personally present the award. On the Nevada League of Cities website is the news article about Mr. Cook. This is the first time a board member from a municipality has won this award. It is truly an honor to present the award. Tom shines upon this Board with his commitment to the community and Nevada. It pleases him to present a picture and the trophy.

Mr. Cook accepted the award from Mr. Pacini and Mr. Fraiser, Executive Director of Nevada League of Cities and Municipalities.

CONSENT CALENDAR

Consent items may be pulled at the request of Board Members wishing to have an item or items further discussed. When items are pulled for discussion, they will be automatically placed at beginning of the Administrative Agenda. All items shall include discussion and possible action.

- **Motion to approve consent calendar.**

TOWN DEPARTMENTS

2. Accept Health and Sanitation Monthly Report
Accepted
3. Accept Public Works Monthly Report
Accepted
4. Accept Parks Department Monthly Report
Accepted
5. Recommend approval of a Douglas County Outdoor Festival Entertainment Event application for the Carson Valley

Chamber of Commerce and Visitor's Authority for the annual Parade of Lights on US Highway 395 scheduled for December 4, 2004.

Approved

CORRESPONDENCE

6. Correspondence received by Town-no action.

Read and noted

TOWN MANAGER

7. Approve Claims for September and October 2004

Approved

8. Approve Town "General Improvement Standards" and revised "Standard Town Conditions of Approval" document.

Approved

9. Accept Town Manager's Monthly Report for October 2004.

Accepted

TOWN ENGINEER

10. Accept an update on Town projects

Accepted

No public comment.

Motion Smith/Cook to approve the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA

IF ANY ITEMS WERE PULLED FROM THE CONSENT CALENDAR, THOSE ITEMS WILL BE HEARD AT THIS POINT

11. DISCUSSION AND POSSIBLE ACTION ON PD 04-008, A REQUEST TO ESTABLISH A PLANNED DEVELOPMENT OVERLAY ZONE INCLUDING A TENTATIVE SUBDIVISION MAP DIVIDING 201.4 ACRES INTO 616 PARCELS AND 640 TOTAL UNITS WITHIN AN A-19 (AGRICULTURAL, 19-ACRE MINIMUM PARCEL SIZE) ZONING DISTRICT IN THE MINDEN PLANNING AREA, LOCATED AT 1178 ZEROLENE ROAD, APN'S 1320-33-001-001, 1320-33-001-002, 1320-29-000-006, AND 1320-29-000-008, PARK CATTLE COMPANY, APPLICANT. THE GARDNERVILLE TOWN BOARD WILL BE ADDRESSING THE PORTION OF THE PROPOSED PLANNED DEVELOPMENT GENERALLY LOCATED SOUTH OF ZEROLENE ROAD

Mr. Park went over the map and the area the development would occupy within the Gardnerville boundaries. Staff has no issues. There are additional comments on the report in Board packets. Gilman will need to be constructed to Douglas County standards and some traffic calming devices installed.

Mr. Slater asked has received calls from concerned citizens believing the Heybourne-Gilman extension is the bypass. He asked that be clarified.

Mr. Anderson representing Alton Anker and Park Cattle Company agreed that this street was not the bypass. The bypass is 2600 feet west of Orchard Road. The open space that is part of the proposal would have a walking path and the area would be dedicated to the Town. The drainage is to detention ponds located in Minden and also runoff will drain into the Martin Slough.

Mr. Slater asked about the access to the area.

Mr. Anderson pointed to an access at 6th and Buckeye, another at Heybourne and at Zerolene. The Town of Minden has offered to help resolve some of the problems with constructing the road at Zerolene. The next point of access would be Gilman

Mr. Cook asked if they could put conduit under Gilman when they do the road in case down the road they need a stoplight. That way they don't have to dig up the street again at Gilman and Chichester.

Mr. Anderson thought they could do that very easily.

Mr. Smith asked about Zerolene?

Mr. Anderson explained the Town of Minden will take over Zerolene and maintain it. There is a right-of-way issue at the extreme west edge. The County and the Town of Minden will work to resolve that issue and then the Town of Minden would take the road for maintenance.

Mr. Park indicated they are looking at a buffer. The recommendation would be that the area next to the Martin Slough would be left as open space and the Town would maintain that. The majority of the water will be draining back to the Martin Slough and conveyed to the two detention ponds in Minden. There won't be an actual additional drainage pond.

Mr. Cook would like the issue addressed as far as the water rights north of Heybourne.

Mr. Anderson believed that had been addressed.

Mr. Cook did not believe so and asked they check into it.

Chairman Lindsay called for public comment.

Mr. Beres asked if the Martin Slough is in a flood plain?

Mr. Anderson answered, yes it is.

No further public comment.

Motion Smith to approve PD4-008 with the concerns so noted.

Mr. Park stated there is a staff report with recommended conditions.

Mr. Smith included in his motion the staff conditions as noted.

Mr. Cook asked how this was going to be phased? He doesn't want a dirt road open to Gilman. He would like it paved early.

Mr. Anderson pointed out Anker and Park are not developers. The likelihood is they would not be the people you are dealing with for the phasing. If there is an amendment it would be submitted later on.

Mr. Slater hopes the County and Town work closely with the developer.

Mr. Anderson believed the intent is they would go sequentially. There are a variety of things that can change that. He is concerned with the staff condition referencing the access to CV Middle School that is significantly offsite.

Mr. Park added that the Town would like the ability to work cooperatively together with the developer.

Mr. Anderson did not want there be a misunderstanding that they would build that road.

Mr. Cook pointed out they are putting Gilman through and Chichester on the left. He believed there was a condition that Chichester Estates, the developer that backs up to the ditch, was responsible to put the street in.

Mr. Anderson agreed the original conditions were they put the road with the multifamily.

Mr. Rowe would have to go back to the agreement to read how that was required. He doesn't remember the precise wording. He believes any reimbursement conditions would be something required at the county's level and not here. He can check the agreement and get back to the Board.

Mimi Moss will bring that up with county staff.

Mr. Anderson indicated the only condition he takes exception to is #4.

Mr. Park indicated that condition could be stricken.

Mr. Slater would recommend it staying in. as far as the discussion of it.

Mr. Anderson understands the need for the road.

No public comment.

Motion Smith/Cook to approve PD-008, a planned development overlay with staff recommendations as noted on the October 27, 2004 and November 2 memorandums, and condition # 4 the word "All" being taken out and the sentence reading "Efforts to provide an alternative school bus access to and from CVMS should be explored, including the extension of High School Street from Gilman to the campus." Also adding the condition of installing conduit at Gilman and Chichester. Motion carried unanimously.

(Recess taken to set up a slide presentation)

12. DISCUSSION AND POSSIBLE ACTION ON DA 04-155, A REQUEST FOR A SPECIFIC PLAN FOR 226 ACRES (JACOBSEN RANCH) WITHIN AN A-19 (AGRICULTURAL, 19-ACRE MINIMUM PARCEL SIZE) ZONING DISTRICT IN THE GARDNERVILLE PLANNING AREA, LOCATED EAST OF HIGHWAY 395, SOUTH OF TOLER LANE, AND NORTHWEST OF VIRGINIA RANCH ROAD, APN'S 1220-03-000-022, 1220-03-000-023, AND 1220-03-000-024, SIERRA NEVADA SW ENTERPRISES, APPLICANT. THE PROPOSED SPECIFIC PLAN CONSIDERS THE DEVELOPMENT OF NO MORE THAN 1,020 DWELLING UNITS WITHIN SIX DISTINCT PLANNING AREAS INCLUDING 5,000 TO 8,000 SQUARE FOOT SINGLE FAMILY RESIDENTIAL LOTS, TOWNHOMES, AND MULTI-FAMILY RESIDENTIAL UNITS, A 10.5 ACRE SCHOOL SITE, COMMUNITY PARKS AND OPEN SPACES, COMMERCIAL AND SERVICE/INDUSTRIAL ZONED AREAS

Mr. Keith Ruben, representing Sierra Nevada SW Enterprises, gave a presentation on the Virginia Ranch Specific plan.

Chairman Lindsay called for public comment.

Parallel parking versus diagonal parking was discussed. It was felt by Board members and town staff that narrowing the median or instead of having a long linear 16-foot median going down the whole street, just have it in certain areas to define the pedestrian crossings. Diagonal parking is preferable.

Mr. Ruben suggested not having parking on the other side of the road also, if there is diagonal parking.

Discussion on the Town maintaining the landscaping on the left side of the depiction.

Mr. Ruben indicated there is always an opportunity to form a landscape maintenance district. It had been discussed before and he didn't feel it was well received.

Mr. Park pointed out there is a public-private benefit with the concept of a landscape maintenance district. The Town's contribution would be the 100 foot wide linear park space detention area across the entire length of the project. That has community-wide benefit. According to state statute, if it is community-wide, needs to pitch in and maintain that. It is a drainage element. The Town does maintain drainage. It serves a dual use as an open-space, park and recreational facility. Staff is more than comfortable recommending they take that.

Mr. Cook believed they have to pipe the Company ditch all the way to Highway 395.

Mr. Ruben stated the specific plan does not get into that type of detail. It would have to be addressed when the development goes forward.

There was discussion on the plan's mention of accessory dwelling units.

Mimi Moss advised the County requires ½ acre for an accessory unit. There are lots in Gardnerville that have less that have mother-in-law quarters. It can work. It really depends on the parcel size and access to and from. The County had a concern with that point also.

Mr. Slater mentioned that the accessory units are turning into rentals.

Ms. Moss stated that was okay. It is another form of affordable housing for Douglas County. With this kind of housing though, the owner does have to reside on the property.

Mr. Ruhcn read the condition in the specific plan relating to mother-in-law quarters.

Mr. Slater would recommend they stick with the condition from staff. He would not feel comfortable going along with something he doesn't believe in.

Motion Cook/Philips to approve the Virginia Ranch specific plan with the amendments proposed by the town manager; 1, 2, 3 and 4, inclusive of the October 26 addendum. Motion carried unanimously.

Mr. Rowe asked Mr. Cook to correct the date of the memo in his motion to October 27th.

Mr. Cook had meant the 27th addendum. The 26th and 27th.

(Motion withdrawn)

Motion Cook/Philips to approve the Virginia Ranch Specific Plan with the conditions noted on the October 26 and 27, 2004 Town Manager's reports. Motion carried unanimously.

TOWN ATTORNEY

13. Accept Town Monthly Report of Activities

Mr. Rowe noted there was not too much other than what will be taken up next. In the consent calendar was the general standards policy. That was the only project they did this past month.

14. DISCUSSION AND POSSIBLE ACTION TO APPROVE A NEW LEASE WITH THE CARSON VALLEY ACTIVE 20/30 CLUB #85 FOR THE USE OF THE GARDNERVILLE BRANCH JAIL BUILDING THRU THE YEAR 2026, LOCATED AT 1440 COURTHOUSE STREET, APN 1320-33-402-014, TOWN OF GARDNERVILLE, OWNER. THE PROPOSED NEW LEASE REPLACES THE SUB-LEASE BETWEEN THE TOWN OF GARDNERVILLE AND THE CARSON VALLEY ACTIVE 20/30 CLUB #85 ENTERED INTO IN 1996

Mr. Rowe stated there are two items. Items 14 and 15 are joined at the hip. They do require separate actions. 15 would be conditioned on what is decided on 14. As a result of a comment made by Judge Gamble had recommended that they draft a new lease. He did not order that, but he recommended it strongly. Jim was authorized to meet with representatives of the 20-30 Club and from his meeting he generated a list of items that were discussed. It was on the basis of the discussions he put together this lease agreement and now present it to the Town Board. He understands a copy of this has been provided to the Club. It is a draft lease agreement before you.

Mr. Lindsay called for public comment.

Mr. Blackledge received it Thursday and they are meeting this week to look over it. They plan on meeting with their attorney the end of the week.

Mr. Slater stated this lease is with 20-30 #85 and only 85. He asked if they should send a copy of the lease to 20-30 International?

Mr. Rowe felt they could if they wanted.

Mr. Slater indicated they have nonmembers discussing this. Shouldn't 20-30 International be involved?

Mr. Blackledge explained 20-30 International is the governing body. They set forth a general by-law to be recognized as a member of International. The local club has the right to adopt their own by-laws as long as they do not intercede with International. If they want to send International a copy, that's fine. International has no control over whether they lease, rent or buy a building. They have no control.

Mr. Cook was concerned about their financial status. He believed any money raised in the public has to go back into the community.

Mr. Blackledge answered 10 percent of revenues can be used to run the club. Everything they have discussed is taken back to the Club. The Club is informed of it. They are not doing it on their own.

Mr. Rowe mentioned on page 7 article 3, a communication requires an annual list of membership be supplied to the town, identification of officers, directors and emergency contacts who may act on behalf of 20-30. They have also provided the town manager and 20-30 will meet at least annually to exchange information. 20-30 shall provide a name and number of its designee. The Town shall be able to rely on the designated person. If you want that person to be a member or officer he can change it.

Mr. Blackledge explained the role of the past active. Past actives are a very integral part of the 20-30 Club. They have past active nights. They aid the Club in many ways. They have donated money. Members still go to them for guidance and direction. Past actives are a part of 20-30. He cannot vote. He doesn't have to pay dues. But he is still considered active.

Mr. Rowe stated no Board action needs to be taken at this time.

Mr. Cook commented on page 16 he would like to change Town of Gardnerville to say Chairman, and 20-30 president with an additional two signatures. He would also like it signed by three officers of the Club and the Chairman of the Town Board each year.

Mr. Slater believed this would take an inordinate amount of time if they have to wait to take action until the next Board meeting each time a change is made.

Mr. Blackledge believed it would go faster if they met with Mr. Rowe and worked this out. Then Mr. Rowe could bring the sublease to the Board to be reviewed and approved. If they could work with Mr. Rowe it would save time.

Mr. Slater advised they need to work with Jim so it is not one sided. 20-30 used that as a defense in the lawsuit and he does not want that to be an issue.

Mr. Rowe will make the changes, get them to Jim, and Jim can get them to Jeremy Davidson for review by the Club.

No further public comment.

Motion Cook/ Slater to table the item to next month. Motion carried unanimously.

15. DISCUSSION AND POSSIBLE ACTION TO TERMINATE THE 1976 COOPERATIVE AGREEMENT WITH DOUGLAS COUNTY AND THE TOWN FOR USING AND MAINTAINING THE OLD GARDNERVILLE JAIL FOR A PERIOD OF FIFTY (50) YEARS, AND FORMALLY REQUEST DOUGLAS COUNTY TO TAKE ACTION TO TERMINATE

No public comment.

Motion Slater/Philips to table item 15 until next month. Motion carried unanimously.

Motion Slater/Smith to adjourn the meeting at 7:04 p.m. Motion carried unanimously.

Respectfully Submitted,

Paul A. Lindsay
Chairman

Jim Park
Clerk to the Board

Anderson

December 4, 2007

Brandy Fox, Planner
DOUGLAS COUNTY COMMUNITY DEVELOPMENT
P.O. Box 218
Minden, Nevada 89423

Re: Response to Conditions of Approval dated December 14, 2004

Dear Brandy:

CONDITIONS TO BE MET CONCURRENTLY WITH A BUILDING PERMIT OR SITE IMPROVEMENT PERMIT SUBMITTAL:

1. The applicant shall submit improvement plans to the Douglas County Community Development Department for review and approval. The improvement plans shall comply with Douglas County Code, the Douglas County Design Criteria and Improvement Standards (DCDCIS), and Site Improvement Permit Application or Building Permit Application requirements.
 - a. Heybourne Road/Gilman Lane extension shall be constructed as an urban collector road with 75 feet of right-of-way, 4-foot bike lanes, five-foot sidewalk, and 6-foot park strip. The improvement for Gilman Avenue shall begin from the current edge of pavement on Gilman Avenue to the south, in the Chichester Estates Subdivision, and extending through the project.

RESPONSE: The off-site Gilman Avenue Extension project had a 60' existing right-of-way. We designed a roadway section which included two 4' striped bike lanes and a remaining pavement width of 35' totaling 43' AC pavement. There is a left turn lane at the Chichester Drive intersection, a median island, curb and gutter, and 5' sidewalks as required. Once we cross into the subdivision proper, the Gilman Avenue right-of-way widens to the full 75' and the roadway section included the urban collector road standard of 4' striped bike lanes, 5' sidewalks, and 6' park strips. For Heybourne Road it had been agreed upon by all local agencies that the right-of-way was to be 75' and the road section included two 5' striped bike lanes, three 12' lanes (two through lanes and a center two-way left turn lane), curb and gutter, and 5' sidewalks.

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Minden, Nevada 89423
775.782.2327 • 775.782.7084
www.ROAnderson.com

5/1/2013

13-47

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- e. A 25-foot minimum transportation easement along Heybourne Road, to line up with the transportation easement on the north side of Buckeye Road.

RESPONSE: There will be a 25' minimum transportation easement created along Heybourne Road to line up with the existing transportation easement on the north side of Buckeye Road. However, the exact horizontal location has not been finalized yet. We are currently looking at that easement in combination with the preliminary roundabout design through the intersection of Buckeye Road and Heybourne Road. The location for this 25' future transit easement will be finalized at the time of improvement plan submittal for the northern half of the Ranch at Gardnerville Subdivision.

- f. The applicant shall dedicate an additional 5-feet of right-of-way on the north side of Zerolene Road along the project boundary. Improvements shall include curb, gutter, and sidewalk. The applicant is encouraged to work with the Town of Minden and the adjoining property owners along Zerolene Road at U.S. Hwy 395 to obtain additional right-of-way at the intersection with U.S. Hwy 395. If the right-of-way is obtained, the applicant shall construct the necessary improvements on the north side of Zerolene in this area.

RESPONSE: These additional right-of-way acquisitions are underway for both the north and south sides of the US 395 and Zerolene Road intersection where Zerolene Road is being widened.

- g. The applicant shall provide evidence that the roadway improvements required of the Park PD to the north (Muller Lane extension and signalization, Heybourne Road extension) have been constructed or secured, predicated on a final traffic report as required of condition No. 7
Note: This project approval relies on the improvements to Muller Lane and Heybourne Road to mitigate the additional traffic generated from the project.

RESPONSE: This condition is noted.

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2. A paved pullout for new cluster mailbox location shall be provided. If a new cluster mailbox location is not required then the applicant shall be responsible for providing documentation to that effect from the U.S. Postal Service.

RESPONSE: Cluster mailbox locations for Phase 1 have been located within Ox Yoke Court. These locations have been approved by the USPS as seen in the attached letter. They fall within the Right-of-way of Ox Yoke Court, therefore have no additional easement placed over them.

3. The development will be served by a public sewer system, and the following conditions shall apply:
 - a. The applicant shall meet the requirements of the "sewer will serve letter".

RESPONSE: The applicant has met the requirements of the attached "sewer will serve letter". Additionally, MGSD has signed the Final Map.

- b. Sewer improvements shall meet the requirements of Division 5 "Sewer System" and Appendix C "Sewer System Details" in the Douglas County Design Criteria and Improvement Standards (DCDCIS), or applicable agency standards.

RESPONSE: The improvement plans for the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX have been approved by various local agencies, the Minden-Gardnerville Sanitation District as well as Douglas County.

4. The development is to be connected to a public water system, and the following conditions shall apply:
 - a. The applicant shall meet the requirements of the "water will serve letter".

RESPONSE: The applicant has met the requirements of the attached "water will serve letter" from the Town of Minden. Additionally, the Town of Minden has signed the Final Map.

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- b. Water lines shall meet the recruitments of Division 4 "Water Systems" and Appendix B "Water System Details" in the DCDCIS, or applicable agency standards.

RESPONSE: The improvement plans for the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX have been approved by various local agencies, the Town of Minden as well as Douglas County.

5. The applicant shall submit a final drainage report and plans meeting the requirements of Division 6 "Storm Drainage" and Appendix D "Storm Drainage Details" in the DCDCIS.

RESPONSE: The applicant submitted a Technical Drainage report and improvement plans which met the requirements of Division 6 "Storm Drainage" and Appendix D "Storm Drainage Details" in the DCDCIS as required. The Site Improvement permit which was issued by Douglas County for the southerly half of the Ranch at Gardnerville Subdivision includes Phases I, II, III, and IX. A separate Technical Drainage report will be submitted with the Improvement plan submittal for the northern half of this subdivision within the next few years.

6. The applicant shall submit a floodplain impact analysis in accordance with Title 20.50 "Floodplain Management". A flood plain development application must be submitted to the County according to section 20.50 (Floodplain Management).

RESPONSE: The Phase I Final Map does not include any lots within any current FEMA flood hazard area. A floodplain impact analysis in accordance with Title 20.50 "Floodplain Management" has been submitted for the area surrounding the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX. Additionally a flood plain development application has been submitted to Douglas County according to section 20.50 (Floodplain Management) with the improvements plans. A CLOMR-F has been submitted to Douglas County and is under review.

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7. The applicant shall submit a final traffic report and plans meeting the requirements of Division 2 "Streets and Traffic" and Appendix A "Street Improvement Details".

RESPONSE: Two traffic analysis reports, one entitled Park Cattle Company II Traffic Analysis written by Paul Solaegul dated September 2004 and a more specific traffic report for the southern half of the subdivision project entitled Park Cattle Company II Phase 1 Traffic Analysis written by Paul Solaegul dated April 2005, were submitted along with the improvement plans for the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX. The Improvement plans meet all the requirements of Division 2 "Street and Traffic" and Appendix A "Street Improvement Details" as required.

8. The applicant shall meet all the requirements of the Water Conveyance Advisory Committee.

RESPONSE: All conditions applicable to Phase I of the project have been met.

9. The applicant shall provide documentation that all required improvements are constructed or secured.

RESPONSE: Security for the required improvements has been submitted to Douglas County for final approval. Please see attached security.

10. The applicant shall provide documentation that all utilities are installed or have been secured.

RESPONSE: The applicant is working with the utility companies on design and installation of the utilities. The estimated costs for these improvements have been included in the attached security agreement.

11. Entrances to the subdivision shall be designed with enhanced landscaping and use interlocking pavers as shown on the plans dated 09-14-04.

RESPONSE: The entrances to the subdivision have been designed with subdivision entryway signs as well as landscaping in location as identified on the permitted set of improvement plans for the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX. However, Mr. Jeff Foltz, P.E. requested that interlocking pavers or stamped concrete not be used in this subdivision for maintenance reasons.

12. Final landscape and irrigation plans stamped by a licensed architect, landscape architect, landscape contractor or civil engineer. The landscape and irrigation plans are to be consistent with the revised tentative map and Douglas County Code Section 20.694 and the design manual. The plans shall include landscaping for the park site, park strip next to the bike paths, detention ponds, the Martin Slough where access is allowed, street entrances, front yards, and adjacent to the perimeter fence where landscaping is required.

RESPONSE: Final landscape and irrigation plans stamped and signed by a professional engineer were submitted for the southern half of this project the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX. These landscape and irrigation plans have been approved by various local agencies, the Town of Gardnerville as well as Douglas County. They are consistent with Douglas County Code Section 20.694 and the design manual as required and they include the park strips between the curb and sidewalk as well as the circular ending of various streets as depicted.

13. The proposed detention basin shall be landscaped to include non-buoyant materials such as turf, cobble rock and low spreading ground cover. Access to the Martin Slough shall include improved parking areas, and pedestrian trails. Final locations to be determined at the time of final map submittal.

RESPONSE: For the southern half of the project, the Ranch at Gardnerville Subdivision, Phase I, II, III, and IX, there was no detention pond necessary. However, there is still a proposed detention pond in the northern half of this project which will be

designed in the upcoming few years. Access to the Martin Slough In the southern half of this project includes improved parking areas and pedestrian trails as required.

14. The applicant shall provide evidence that the open space areas have no development rights associated with the area, that the open space has been or will be dedicated with Phase 1 final map recording, that the maintenance of those areas is part of an accepted assessment district or that the appropriate Town will maintain the area, and that construction has been completed or secured.

RESPONSE: There is a note on the map stating that the Open Space areas contain no development rights. The Open Space areas are offered to the Town of Gardnerville and accepted by their signature on the Final Map. Additionally, their signature on the Final Map accepts these areas for maintenance. Construction of any Open Space improvements has been included in the security agreement with Douglas County.

15. The applicant shall submit an application for a major design review for the Multi-Family Residential component of the planned development prior to that phased map for the area.

RESPONSE: Noted

16. The applicant has met all conditions of approval recommended by the Town of Minden, and the Town of Gardnerville, except as modified by these conditions of approval.

RESPONSE: All conditions have been met as represented by the Town of Gardnerville's signature on the map.

17. The applicant shall submit three sets of the revised tentative map which reflect the applicable design changes required of the conditions of approval.

December 4, 2007
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RESPONSE: The county has approved the revisions to the tentative map for Phases I, II, III & IV.

18. The applicant shall submit a deed restriction, in the proper form to be recorded with the final map, stating the following: "Douglas County has declared it a policy to protect and encourage agricultural operations. If your property is located near an agricultural operation, you may at some time be subject to inconvenience or discomfort arising from agricultural operations. If conducted in a manner consistent with proper and accepted standards, these inconveniences and discomforts do not constitute a nuisance for purposes of the Douglas County Code."

RESPONSE: Please see attached deed restriction for recordation with the Final Map.

19. The applicant shall submit a deed restriction, in the proper form to be recorded with the final map, stating, "No access from individual lots will be allowed from Buckeye Road."

RESPONSE: This is not applicable to Phase I.

20. The applicant shall submit documentation that all property taxes and any agricultural liens on the property have been paid in full for the current fiscal year.

RESPONSE: Please see attached tax receipt.

21. The applicant shall provide documentation that the development rights to be transferred to support the residential uses have been certified and are eligible for transfer under section 20.500 of Douglas County Code.

RESPONSE: The TDR certification has been submitted to Mimi Moss for final approval. Upon such approval, a grant deed for the appropriate number of units will be delivered immediately for recordation with the Final Map.

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22. Written evidence that the Douglas County Geographical Information Systems (GIS) Department has reviewed and approved all proposed street names shown on the final map.

RESPONSE: Please see attached letter from MAGIC approving the street names.

23. Approval of this map includes the abandonment of all road easements shown on the map necessary to serve the new lot design.

RESPONSE: Noted.

24. FINAL MAP REQUIREMENTS:

The final map shall show or provide a note for the following:

- a. A seven and one-half (7.5) foot public utility easement along all residential road frontages and a 10 foot public utility easement along all commercial road frontages and a five (5) foot public utility easement along the side and rear lot lines.

RESPONSE: A similar note has been added to the map.

- b. The Community Development Certificated shall state the County rejects the offer of dedication for the public roads with the reservation to accept the offer at a later date.

RESPONSE: The certificate reads correctly.

- c. An easement for any new cluster mailbox location.

RESPONSE: The cluster box for Phase I falls within the right-of-way and therefore does not require a separate easement.

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- d. Drainage easements as necessary for mitigation onsite, offsite, and cross-lot drainage impacts. All drainage easement shall be shown as private.

RESPONSE: The drainage easements are shown correctly. Furthermore, there is a note on the map stating Douglas County will not maintain such easements.

- e. Any further division of these parcels may be subject to subdivision improvements as provided under NRS 278.462(3).

RESPONSE: A note has been placed on the map.

- f. Maintenance of all drainage facilities and easements shall be the responsibility of the individual property owners or other private entity, including a homeowner's association unless accepted by a public entity. Douglas County rejects any offer of dedication of drainage facilities or drainage easements.

RESPONSE: A note has been placed on the map.

- g. Obstructing the flow or altering the course of a drainage channel is prohibited, unless permitted by authorizing agency.

RESPONSE: A note has been placed on the map.

- h. Floodplain Areas: the applicant shall submit a floodplain impact analysis in accordance with Title 20.50 "Floodplain Management". Development in a special flood hazard area required a Conditional Letter of Map Revision (CLOMR) from FEMA prior to receiving a Site Improvement Permit (SIP) or building permit. A Letter of Map Revision (LMR) shall be submitted with the Final Map.

RESPONSE: A floodplain impact analysis in accordance with Title 20.50 "Floodplain Management" has been submitted for the area surrounding the Ranch at Gardnerville Subdivision, Phase I, II, III,

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and IX. Additionally a flood plain development application has been submitted to Douglas County according to section 20.50 (Floodplain Management). A CLOMR-F has been filed with Douglas County and is under review. The Phase I Final Map does not include any lots within any current FEMA flood hazard area. As a result, no CLOMR or LMR is required with this Final Map.

- i. **Blue Line Stream Areas: All development; including buildings, solid fences, and grading, shall be prohibited within the "Restricted Use Areas" for the blue line streams, unless permitted by authorized agency.**

RESPONSE: Noted. These areas are shown on the map.

- j. **The applicant shall identify a drainage easement extending landward 50 feet from both sides of the high water mark of the "blue-line" drainage courses as identified on the USGS 7.5 minute quadrangle map.**

RESPONSE: The easement is shown on the map.

THE FOLLOWING SHALL BE COMPLETED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT OR A SITE IMPROVEMENT PERMIT:

- 25. **The applicant shall submit receipts showing proof of water service from the Town of Minden and Gardnerville Water Company.**

RESPONSE: Noted

- 26. **The applicant shall submit receipts showing proof of sewer service from the Minden Gardnerville Sanitation District.**

RESPONSE: Noted

THE FOLLOWING CONDITIONS MUST BE MET PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY FOR ANY SINGLE-FAMILY UNIT:

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27. All front yard landscaping must be completed prior to C of O, according to the approved landscape plan.

RESPONSE: Noted

THE FOLLOWING CONDITIONS ARE APPLICABLE TO THE NEWLY CREATED PARCELS THROUGHOUT THE LIFE OF THE PROJECT:

28. Douglas County Questions 4, the Sustainable Growth Initiative, was approved by the voters in the 2002 general election, and is the subject of pending litigation. Approval of the Anker Park Planned Development and Tentative Subdivision map does not bind Douglas County to the issuance of residential building permits, which will be subject to applicable law at the time applications for the issuance thereof are filed.

RESPONSE: Under the current Ordinance No. 2007-1199 approved on June 7, 2007 the Anker Park Subdivision is currently exempt from this building permit allocation schedule. Therefore this condition is not applicable to this development.

29. This tentative map approval shall expire two years from the date of approval, if a final map application that conforms to all the conditions of approval is not recorded prior to the expiration date. Extensions of time may be granted in accordance with Douglas County Section 20.30.020.

RESPONSE: Noted

Re: Response to Conditions of Approval dated March 26, 2007

The Douglas County Community Development Department has conditionally approved your request to modify Planned Development (PD) 04-008 (ref. Anker Park Planned Development) as shown on the revised plans dated February 13, 2007 and as discussed in the letter from R.O. Anderson dated February 16, 2007. The following are Staff's responses to your request for a Minor Modification (deleted language is stricken through and added language is underlined):

10/11/2007 10:00 AM

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RESPONSE: Noted

Patlo Homes – In the letter dated December 19, 2006, the applicant made a request to modify the original parcel design adjacent to Buckeye Road (north boundary) to accommodate a patio home development concept. It was stated that the applicant understood that subsequent development applications might need to be filed with Community Development in order to gain final approval of this particular modification.

Douglas County Code, Title 20, Section 20.768.020, states that at any time after Tentative Subdivision Map approval, and before the time required for presentation of a Final Subdivision Map, the subdivider may request an amendment to the approval or conditional approval of the Tentative Subdivision Map. Those requests resulting in no net charge or reduction in the number of parcels, the re-design of the map involving less than ten percent of the total number of parcels or land area, minor clarification of a condition resulting in no impact to public health or safety, or changes to map design resulting from the mapping of environmental constraints or historic sites, an application for a minor amendment may be filed. All other requests shall constitute a major amendment.

The original parcel design adjacent to Buckeye Road was intended for single-family dwellings on individual lots. The proposed patio home development consists of building envelopes surrounded by common area. Staff has made the determination that this modification is a major amendment and cannot be approved as part of this application. Therefore, the applicant must submit an application for a Major Modification for this portion of the request.

RESPONSE: Noted

THE FOLLOWING CONDITIONS SHALL APPLY TO THIS MINOR MODIFICATION:

1. The applicant shall submit a revised Tentative Subdivision Map that includes the following:
 - a. A connection to the Ironwood Drive extension.
 - b. A roundabout outline at the intersection of Heybourne Road and Buckeye Road.

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- c. The approximate dimensions and acreage of each lot, including the proposed location of the Patio Homes.
- d. In tabular form, the number of lots, proposed density, existing zoning district, and Master Plan designation.
- e. All existing and proposed street names. All new street names must be approved by the GIS Department (refer to Road Name Reservation/Approval Application, which must be completed and submitted with the revised Tentative Map).
- f. The width and approximate locations of all existing and proposed easements or right-of-way whether for public or private roads, drainage, sewers, or flood control purposes, shown by dashed lines. Existing easements shall show the name of the easement holder, purpose of easement, and legal reference (Official Records) for the easement.
- g. The location of all areas subject to inundation or flood hazard and the locations, width, and directions of flow of all watercourses and flood control areas within and adjacent to the property involved.
- h. The location of all "Restricted Use Areas", such as wetlands.

RESPONSE: The re-submittal of this major modification has not been completed at this time.

2. The applicant shall comply with the requirements in the Town of Gardnerville letter dated January 12, 2007 and the original requirements from the Town of Minden requirements.

RESPONSE: These requirements have been addressed.

3. The applicant shall provide a revised Phasing Plan that is consistent with the revised Tentative Map.

RESPONSE: A revised phasing plan has been provided.

4. The applicant shall provide ~~documentation that the a 75-foot wide drainage easement strip of land located along the southern boundary line of the project. Can accommodate 4,200 cubic feet per second (cfs) of water flow or provide additional on site land to accommodate 4,200 cfs of water flow.~~ a 75-foot wide drainage easement strip of land located along the southern boundary line of the project. Can accommodate 4,200 cubic feet per second (cfs) of water flow or provide additional on site land to accommodate 4,200 cfs of water flow. The Final Map shall identify the area as a drainage easement.

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RESPONSE: This easement has been provided on the Final Map.

5. The cross section for Heybourne Road on the plans dated February 13, 2007 shall be revised to include the following:
 - a. A six-foot wide landscape strip that runs along the property frontage.
 - b. A five-foot wide sidewalk located at the back curb.
 - c. An eight-foot wide parking lane.
 - d. A five-foot wide bike lane.
 - e. A 12-foot wide travel lane.
 - f. A 12-foot side continuous center left turn lane.

RESPONSE: The cross section has been revised and reflected on the Improvement plans.

THE FOLLOWING CONDITIONS SHALL BE REQUIRED WITH THE SUBMITTAL OF THE FINAL MAP:

6. The applicant shall comply with all of the original conditions of approval for Planned Development (PD) 04-008, except as modified by this letter.

RESPONSE: Noted

7. The applicant shall record a landscape and access maintenance easement over the 6-foot wide landscape strip that runs along the property frontages that face Heybourne Road. A landscape plan including street tress shall be included with the Site Improvement Permit for Heybourne Road.

RESPONSE: This easement is dedicated on the Final Map.

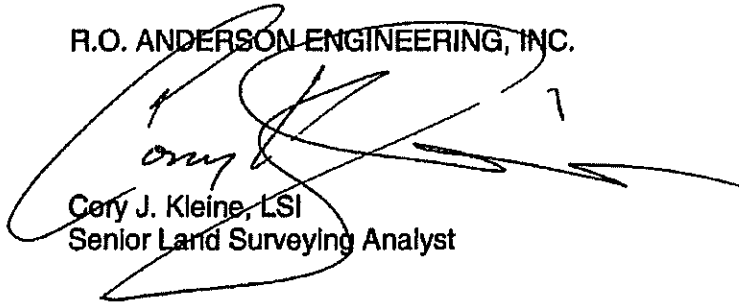
8. The applicant shall provide evidence that the new well site location has been approved by the Town of Minden and/or Town of Gardnerville and does not adversely impact any existing municipal wells.

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RESPONSE: Both parties have agreed to this site and signed the map showing their approval and acceptance of the site.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.



Cory J. Kleine, LSI
Senior Land Surveying Analyst

ATTACHMENT 3



September 5, 2012

Dirk Goering, Associate Planner
Douglas County Community Development
P.O. Box 218
Minden, Nevada 89423

RE: PD 04-008-4 (Planned Development); The Ranch at Gardnerville, Located south of Buckeye Road and north of Gilman Avenue along Heybourne Road extension; APNs: 1320-29-000-008, -014, 1320-33-210-033 and 1320-32-501-017.

Good afternoon, Dirk.

The Gardnerville Town Board took action at last night's, September 4th Board meeting, to conditionally approve REVISED plan for the remaining three (3) phases of the planned development within the Gardnerville Town Boundary. The conditions listed in Town staff report are included, and the modifications discussed during the meeting are included in this approval letter.

The following comments are the modified recommended conditions of approval prior to the Final Map Submittals;

1. The developer work with the towns and county on a compromise solution to the Zerolene Road crossing which would allow for the crossing of Zerolene in a flooded condition.
2. Trailhead access with parking shall be constructed.
3. Town streets require all street signs to be per the approved Town standard, decorative style.
4. Town streets require "acorn" style lights on black steel fluted poles (NV Energy standard). Lights shall be installed at turning points, cul-de-sacs, and intersections only. Coordinate design with Town.
5. The Town will not accept dedication of and maintenance of neighborhood monument signs and fences.
6. Multi-family units shall be served by 2-cubic yard dumpsters, one dumpster per four dwelling units, dumpster location, access, and size shall be coordinated with the Town at the project design review stage.
7. All irrigation and/or storm water conveyance facilities shall be piped with exception of the Martin Slough and Park Ditch. The Park ditch needs to extend from Gilman to the Martin Slough Ditch. Ditch maintenance path and pedestrian access shall be provided.
8. Storm drain facilities proposed are required to be maintained privately, including but not limited to storm water treatment devices, piping, catch basins, and retention/detention ponds, that will convey runoff into Town maintained storm drain systems shall have a maintenance and operations plan reviewed and approved by the town. Applicant is required to submit such plan before improvement plans will be approved. Adequate funding for perpetual maintenance of such facilities must be demonstrated.

9. 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. Estimate of value for all offsite improvements dedicated to the Town is required before final acceptance of those improvements.
 - d. Trash enclosures shall be constructed to Town standards and access for service vehicles shall be approved by Town staff.
 - e. All drainage and agriculture irrigation facilities shall be piped and placed in the public right-of-way, *with the exception of Martin Slough and Park Ditch which shall remain open in this project.*
 - f. 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.
 - g. Maintenance plans and level of service for landscape areas proposed for care by a homeowner's association are required to be submitted for review and approval by the Town Board, who will either recommend approval or denial to the Board of County Commissioners of the maintenance plan.
 - h. 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.
 - i. One paper copy of the record drawings and an electronic file in AutoCAD format 2012 (or less) is required before final acceptance of improvements.
10. Additional items discussed during the Town Board Meeting;
- a. The board would like to see one additional trail link from the sub division to the proposed Martin Slough multi-model trail.
 - b. The final map should indicate the required sight visibility areas at all the proposed intersections. This will be easy to identify the areas possibly within the building envelope that will not be allowed to be blocked by shrubs greater than 3' high and structures. This will allow the developer then to utilize the requested 10' setback.

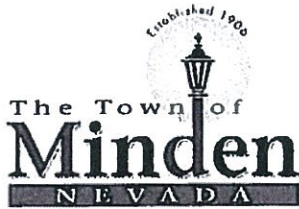
Thank you for the opportunity to provide these comments; further comments may result from review of documentation related to this application that is submitted in the future. If you have any questions or comments, or if you require additional information, please contact me at our office.

Sincerely,



Thomas A. Dallaire, P.E.
Gardnerville Town Manager/Engineer.

Cc:
Keith Rubin, RO Anderson Engineering, Inc.



1604 Esmeralda Avenue, Suite 101
Minden, Nevada 89423

September 6, 2012

Dirk Goering Associate Planner
Douglas County Community Development
P.O. Box 218
Minden, NV 89423

RE: PD 04-008-4 (Planned Development); The Ranch at Gardnerville, Located south of Buckeye Road and north of Gilman Avenue along Heybourne Road extension; APNs: 1320-29-000008-014, 1320-33-210-033 and 1320-32-501-017

Dear Mr. Goering:

I am pleased to advise the Minden Town Board approved (3-1, with Board Member Bernard abstaining) at the September 5th, 2012 Board Meeting a request by the Ranch at Gardnerville, LLC to modify the planned development subject to the following recommendations as stated in the attached letter dated August 30, 2012, prepared Resource Concepts: recommendation 1, 3, 4, 6, 7, 8, 10, 11, 13, 14, 15, 17, 18, and 19.

The Board discussed each of the recommendations prepared by Resource Concepts in great detail during the meeting and requested recommendations 10 and 11 be clarified as follows:

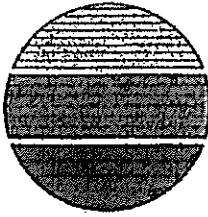
- 10. The Board emphasized the importance of good planning and coordination with the Town prior to the construction of the homes on the smaller 5,000 to 6,000 square foot lots.
- 11. Access to the proposed trail system in the Minden area will be provided in at least one location. The details for access at this location need to be reviewed by the Town Board and included in the final site improvement plan.

Should you have any questions, or need additional information please contact the Town office, or the Town Engineer, Bruce Scott 775-883-1600.

Sincerely,


Jennifer Davidson
Minden Town Manager

Cc: Town of Gardnerville
R.O. Anderson Engineering
Bruce Scott



ENGINEERING • SURVEYING • RESOURCES & ENVIRONMENTAL SERVICES

RESOURCE CONCEPTS, INC.

August 30, 2012

Jenifer Davidson, Town Manager
Town of Minden
1604 Esmeralda Avenue
Minden, Nevada 89423

Subject: *Ranch at Gardnerville Subdivision Project*
RCI Project No. 10004.3
Revision Request to Ranch at Gardnerville Planned Development

Dear Jenifer:

Per our review of the proposed changes/revisions to the Ranch at Gardnerville Planned Development which were submitted on August 24, 2012 and our discussions with yourself and the Town Board committee on development we offer the following items as our recommendations for either additional information needs or our recommendation on specific actions related to proposed modifications.

From the perspective of the effect on the Town of Minden, this proposal is a major change as it relates to lot sizes, open space, and overall quality of the final project.

1. We would recommend the Town encourage the developer to make every effort to minimize driveway access to Heybourne Road with the understanding that in some cases the driveways are unavoidable. This is a collector roadway and backing out into the street should be avoided if possible.
2. The developer has requested a variance in the front yard setback from 20-ft. to 10-ft. A layout of building footprints was provided to the Town, which illustrated that the requested variance is not necessary for the current building footprints. Therefore, we would recommend against the allowance of a reduction in the front yard setback from the existing 20-ft to 10-ft as requested. However, with the construction of the Minden portion of the development being so far in the future, with a number of variables that could change before the actual start of the Minden portions, we would also recommend that the board leave the potential open for the developer to come back to the Town to request the set back variance. Such a request would need to be accompanied by a detailed plan and layout of the building/lot layouts.

2012-R-30 1tr Davidson 10004-3 RYM tr-bs-jm LS-36 V2 td.doc

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5/1/2013

13-68

Item 13-41

3. The request to remove the landscape maintenance easement along front yard areas does not appear to cause any issues for the Town. With the sidewalk located behind the curb, there does not appear to be any need for a landscape easement along front yard areas. Any work on utilities along the frontage that is behind the sidewalk will be supported by the 7.5-ft PUE to be placed along the front yard property line.
4. The amendment to the proposed street section placing sidewalks within the road right-of-way and increasing the local road section to 47-ft is not an issue. However, we would recommend that local roadways intended to connect to either Heybourne Road or Buckeye Road, and those that will serve to extend through the development for future connection of future development have a pavement width of 36-ft as opposed to the proposed 32-ft. This is to allow for a slightly wider driving area on roadways that will see higher traffic in the future.
5. The proposed "single purpose" property owners association for maintenance of the landscape strip along Heybourne Road does not appear to be the best alternative for ongoing maintenance of landscaping within the entire development and differs from the request of the Town for a landscape district. We understand that a landscape district will not provide for the full cost to maintain all the various items contained within it but will provide a revenue source to help offset some of the costs to maintain the landscape areas utilized by the development such as the trail system, park, open space, and parkway landscaping. The Town of Minden has previously indicated its willingness to manage the landscape and related maintenance of a landscape district and to take the lead in the creation of such a district. This would allow for a more attractive development for the Towns and the future residents with no significant cost to the developer and only a small cost to lot owners. We recommend that the Town Board require the creation of a landscape district for the Minden portions of the development at a minimum.
6. The proposed change to the speed limit is acceptable.
7. The request to modify driveway flare outs after five feet from the street edge is not a cause for concern and we recommend approval of this request.
8. In regards to Zerolene Road, the primary concerns are access to Town water facilities either in the roadway or the Town's well site. We recommend that the Board concur with the Town of Gardnerville condition related to the design of Zerolene Road regarding the development of some type of compromise solution.
9. The proposed half-bulbs or "knuckles" are not acceptable and should be removed. These are a major problem for maintenance and trash pick up. Additionally, on-street parking in these areas does not work. The final layout for the development shall not include knuckles.
10. The relocation of the units within the development is not of particular concern. However, the appearance of a significant number of additional single-family lots within Minden in the form of 5,000 to 6,000 SF lots is a concern. The developer has provided some examples of developments that have successfully incorporated 5,000 to 6,000 square foot lots which illustrate that with good planning and development of a plan prior to building houses an attractive neighborhood can be achieved. We recommend that the Board stress to the developer the need for good planning and coordination with the Town prior to construction to ensure that a high quality product is offered in the Town.

11. Access to the proposed trail system in the Minden area needs to be provided. A landscape plan should be provided which shows trails, pathways, trail heads, trail connections, and areas for access and parking. These items need to be included with the final site improvement plans.
12. We understand the extension of the development schedule; however, the completion of a Heybourne Road connection should be moved up significantly. A basic 2-lane roadway, to allow for the connection of the development to Buckeye Road at the earliest possible time should be programmed. Additionally, the Town also needs to have early completion of the water main in Heybourne Road. The Town will participate in over sizing of the required pipeline in Heybourne Road. Depending on timing the Town may need to install the pipeline prior to the initiation of the Minden portions of the Development and we recommend that the Board request the developer to commit to working with the Town on an easement to cross the property should the construction of a new water transmission main become necessary prior to the development of the Minden portions of the development.
13. There are no concerns with the amendment to the boundary of the Planned Development.
14. New building elevations should be provided to the Town for review. Additionally, building footprints to show how these homes will fit on the parcels should be submitted.
15. The Town needs to have written verification from the developer and their engineer that the Town's well site is out of the flood plain and/or floodway and is buildable without the need to file any further application to FEMA.
16. The revised plan creates undefined open space along Heybourne Road, Buckeye Road, and along the west side of the development. The proposed use, access, improvements, and value of these areas is not completely clear. These may be addressed in a landscape and trails plan, but in their present form and location they seem to have very little or no value to the development or the Town. The proposed phasing plan shows the dedication of conservation easements on the proposed open space/drainage areas on the west side of the Town area. It has been mentioned that these areas are to be dedicated to the Town for maintenance and drainage facilities. The existence of conservation easements would make this difficult for the Town to accept depending on the restrictions in the conservation easement. These areas do not appear to have adequate access shown on the revised plan. The creation of the landscape district would be beneficial to help with the maintenance of this open space that would be utilized by the development.
17. When Town of Minden portions are developed, Town lighting per Town standards at the time of development will be required. An overall lighting plan should be approved prior to any development in Minden.
18. Improvement plans shall be reviewed by the Town's engineer.
19. All administrative, engineering, or legal fees incurred by the Town in connection with the project shall be reimbursed to the Town.

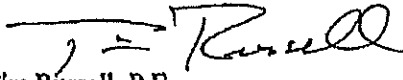
This is a significant change to a significant project for both Minden and Gardnerville. We understand the need to work cooperatively with the developers in trying to support a very fragile economic situation. We feel that with supporting prior changes and modifications to the original

Jenifer Davidson, Town Manager
August 30, 2012
Page 4

approved plan the Town of Minden has significantly helped in that regard. We recommend that the Town work with the developer within the framework provided above to achieve the highest quality development possible.

If there are any question or you wish to discuss further please let me know.

Sincerely,



Tim Russell, P.E.
Reviewing Engineer for the Town

TR:jm:td

cc: *Town of Gardnerville*
Douglas County Community Development – Planning
Douglas County Community Development – Engineering
Douglas County Community Development – Building
R. O. Anderson Engineering – Rob Anderson, P.E.
Ranch at Gardnerville, LLC
Tim Russell, P.E. – RCI
George Keele, Esq.