



GARDNERVILLE TOWN BOARD

Meeting Agenda

Ken Miller, Chairman
Cassandra Jones, Vice Chairwoman
Lloyd Higuera, Board Member
Linda Slater, Board Member
Mary Wenner, Board Member

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

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

Tuesday, March 7, 2017

4:30 p.m.

Gardnerville Town Hall

MISSION STATEMENT

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

Copies of the finalized agenda were posted on March 2, 2017 on or before the third day prior to the meeting date, by Carol Louthan, Administrative Services Manager, Signed: _____: in accordance with NRS Chapter 241 at following locations;

Carson Valley Chamber of Commerce, 1477 Hwy 395 N, Gardnerville NV 89410 at _____: _____ A.M.

Douglas County Historic Courthouse, 1616 8th Street, Minden NV 89423, at _____: _____ A.M.

Gardnerville Post Office, 1267 US HWY 395 #L, Gardnerville NV 89410 at _____: _____ A.M.

Gardnerville Town Offices, 1407 HWY 395 N, Gardnerville NV 89410 at _____: _____ A.M. and on the Internet at www.gardnerville-nv.gov.

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

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

Notice: Items on the agenda may be taken out of order; the Gardnerville Town Board may combine two or more agenda items for consideration; and the Gardnerville Town Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. All items shall include discussion and possible action to approve, modify, deny, or continue.

Notice: "Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board and do not necessarily represent the religious beliefs or views of the Board in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Board. Copies of the policy governing invocations and setting forth the procedure to have a volunteer deliver an invocation are available upon written request submitted to the Town Board of Gardnerville"

INVOCATION – Father Teo from St Gall Catholic Church

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

PLEDGE OF ALLEGIANCE – Cassandra Jones

PUBLIC INTEREST COMMENTS (No Action)

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

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

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

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

February 7, 2017 Regular Board meeting, with public comment prior to Board action.



CONSENT CALENDAR FOR POSSIBLE ACTION

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

1. **For Possible Action:** Correspondence.
2. **For Possible Action:** Health and Sanitation & Public Works Departments Monthly Report of activities.
3. **For Possible Action:** Approve February 2017 claims.
4. **For Possible Action:** Approve moving \$55,000 from Board Designated to Capital Projects for completion of Hellwinkel flood channel LOMR flood study to relocate the flood way and a flood study to evaluate the effects of the future storm drain improvements at the Hwy 395 "S" curve & Mission Street on the flood plain.

ADMINISTRATIVE AGENDA

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

5. **Not for Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2017. (approx. 10 minutes)
6. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Zoning Map Amendment application DA 17-013 to change the zoning district from Neighborhood Commercial to Mixed Use Commercial for two parcels within the Town of Gardnerville, 1317 & 1321 Highway 395 (APN's 1220-04-602-001 & -002); with public comment prior to Board action. (approx. 30 minutes)
7. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Major Design Review DA 17-012 for construction of a 19,526 square foot church, including classrooms, meeting room, multipurpose room, offices, kitchen and associated parking lot and picnic areas, within the Town of Gardnerville, APN 1320-33-310-004; with public comment prior to board action. (approx. 45 minutes)
8. **For Possible Action.** Discussion on the review of the current Town Strategic Plan, Vision and Mission: with public comment prior to board action.(approx. 30 Min)
9. **For possible Action:** Discussion on the preliminary Town Capital Improvement Projects (CIP) and review priorities for next 5 years and project priorities to be completed during the 17-18 fiscal year; with public comment prior to board action. (approx. 45 minutes)
10. **For possible Action:** Discussion the preliminary town budget for fiscal year 17-18 fiscal year, and provide direction to staff for the tentative budget at the April Meeting; with public comment prior to board action. (approx. 45 minutes)
11. **For Possible Action:** Discussion to purchase a reconditioned 2006 refuse truck in the amount of \$141,000 authorizing a 20% down payment (\$28,200) at signing the contract with Alliance Refuse Trucks, and once the refuse truck is received, authorize staff to send truck 609 to be reconditioned and rebuilt in the amount of \$89,803.20 authorizing the town manager to sign the contracts and paperwork with public comment prior to board action. (approx. 15 minutes)
12. **For Possible Action:** Discussion to direct staff to pursue the purchase of one reconditioned trash truck and pursue trading in truck 615, and sending truck 601 to auction, paying the difference in costs from trade in value for a refurbished truck, and authorize the town manager to sign the contracts and paperwork; with public comment prior to board action. (approx. 10 minutes)
13. **Not For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for February 2017. (approx. 10 minutes)
14. **Not For Possible Action:** Discussion on the Town Manager's Monthly Report of activities for February 2017. (approx. 10 minutes)
15. **For Possible Action:** Discussion to change the date of the July 4, 2017 Gardnerville Town Board Meeting; with public comment prior to board action. (approx. 5 minutes)



GARDNERVILLE TOWN BOARD MEETING AGENDA – CONT'D

- 16. Not For Possible Action: Discussion on the Board members activities and liaison committee reports including but not limited to; Carson Valley Arts Council, Nevada League of Cities, and Main Street Gardnerville. (approx. 10 minutes)**

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

Adjourn

Next monthly meeting April 4, 2017



GARDNERVILLE TOWN BOARD

Meeting Minutes

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Tuesday, February 7, 2017

4:30 p.m.

Gardnerville Town Hall

INVOCATION – Pastor Norm Miltz

4:33 P.M. Chairman Miller called the meeting to order and made the determination a quorum is present.

PLEDGE OF ALLEGIANCE – Chairman Miller led the flag salute.

PUBLIC INTEREST COMMENTS (No Action)

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No public comment.

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

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

Motion Higuera/Slater to approve the agenda.

No public comment.

Upon call for the vote, motion carried unanimously.

FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:

January 3, 2017 Regular Board meeting, with public comment prior to Board action.

Motion Wenner/Jones to approve the previous minutes of January 3, 2017.

No public comment.

Upon call for the vote, motion carried unanimously.

CONSENT CALENDAR FOR POSSIBLE ACTION

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1. **For Possible Action: Correspondence.**
Read and noted
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities.**
Accepted.
3. **For Possible Action: Approve January 2017 claims.**
Approved.
4. **For Possible Action: Approve Change Order #1 and final payment to Bramco Construction Corp. for work done at Gardnerville Station.**
Approved.

No public comment.


Motion Higuera/Wenner to approve the consent calendar. Motion carried unanimously.

ADMINISTRATIVE AGENDA

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

5. Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for January 2017

Mrs. Lochridge reported she is excited about the flower basket program. This is the fastest we have had this many sold. We have 40 sponsored. We have 28 flower baskets left. We do have our mingle scheduled for next Thursday, February 16. Our focus is on the upcoming wine walk season. We had a meeting with our USDA representative to discuss a possible grant for a market analysis update. We had members of Main Street Minden join as well. They don't have funds available yet for that particular project. They are hoping to find out in April if there will be money available. There are some other grants that the town and main street may be able to apply for. We are currently working on our action plan revisions. We hope to take those to our board at the end of this month to have final approval. We are relaunching the revolving loan program. We have just over \$32,000 in that account. I have spoken with most of the original members of our loan committee and almost everyone is in to continue this process. We are spending a lot of time working on the upcoming transition. We are still working on logging in the hours from our volunteers. As of last week for 2016 our volunteers had logged just over 4700 hours.

- 6.  For Possible Action: Discussion on Main Street Gardnerville's affiliation with the Town of Gardnerville. Provide direction to staff and town counsel to bring back to the board, documents to separate Main Street Gardnerville from the town and county structure. Discussion on, but not limited to:**
- a. amending the contract with Main Street, based upon return of investment, that provides support for Main Street program management including but not limited to financial support and office facilities;**
 - b. opening Main Street operating account for deposit of funds previously designated the County's 811 fund which should be closed;**
 - c. confirming Main Street's board direction to post for the replacement of Main Street Gardnerville Executive Director on a contract basis; with public comment prior to Board action.**

Mr. Dallaire went to the Main Street board meeting to talk about how we will replace awesome Paula. We looked at the bylaws and how it was created. The county had a new auditor company and we had some audit flags in the last couple years because of this program. We had a contract that came forward in 2015 to have the town provide the program manager to Main Street and then Main Street would reimburse the town for the benefits for the program manager. That way it was being tracked on our payroll. The end of the year when the county reports to the state the county merges the 811 fund with 610 and the numbers get adjusted. They do work hard at trying to get money for the program. They are earning about \$43,000. The program is going into its 8th year. We are hoping to get some direction from the board to prepare these documents.

Chairman Miller explained for the successful programs we have seen in the national conferences, there is a separate taxing function within the community that the town does not run the program. They have a contract employee as an executive director run the program. The funding mechanism does not work because the town has money and they are supporting the program, so why do we need to get donations. With the Enrichment Council there is a mechanism to get donations with a 501c3 to help out. The original thought was to break off Main Street eventually and have it independent from the town. This is a step in that direction. It would become self-supporting down the road. This is one of the roads to get to that point.

Mr. Higuera was very impressed with the way the Main Street Board is willing to go independent. That seemed to be the overall feeling. It will mean a lot more work for them. They like the idea of independence.

Chairman Miller thought one of the solutions to the questions about an executive director on a contract basis is to pay them a stipend for benefits.

Mrs. Slater thought \$43,000 in revenue comingling with town money is questionable.

Ms. Wenner asked who would be doing the evaluation if it is a contract employee.

Mr. Dallaire answered the Main Street board has been doing evaluations through the county program. I suspect it will be similar to my review and it would be all board members reviewing the director. We would still have some reviewing capabilities on the action plans and an annual report. Lloyd could provide an update unless you want the executive director here at every meeting. There are some reservations about the program, but we have volunteers that are working on projects that are very invested in the flowers, adopt a pots and the gardens,. They are running on their own. The volunteers are still there doing those programs. The action plans would be kind of our time to coordinate. They will get their books done a lot quicker than we can. Maybe two times a year they could do a report. We can assign a value on each program, for instance, the hanging baskets. Having that program exist and the coordination has a value. The value could be equal to a staff member to coordinate. Main Street is doing that so there is a value for those programs. Paula always promotes our movies. We partner in the fun run and kickoff. There is value added that is not included in the return on investment. Minden based it on volunteer hours. Minden gave Main Street Minden office space, two or three road closures down main street and use of the park twice. They gave a value to that and then Minden said they wanted 140 volunteer hours for the events. The return on investment is an easier, cleaner way to deal with it. Give staff the direction to move forward and we will bring this back next time. This gets us to the point where we will hire the employee or we can post it tomorrow for Main Street on their website. I've talked to four individuals that are interested in it. The plan is the Main Street board will have a special meeting and do the interviews.

Mrs. Slater would like a better figure. We are already providing the manager's salary. We need to look at that figure during budget. If they are breaking off they need to become self-sufficient.

Mr. Dallaire sees this as the next step to becoming self-sufficient. This will save them 15 to \$20,000.

Vice-Chairwoman Jones pointed out Independent contractors don't normally get benefits. No stipend is needed. They are not an employee. They are an independent contractor. We are already providing rent, lease computers, copies and \$50,000.

Town Counsel Yturbide advised they don't have to write it in terms of an amount for a salary. It's just leaving the option for the town to provide some kind of financial support to Main Street based on the fact that they give a return of value to the town. So it's really that broad and can be in any form of package. Tom is trying to give you some idea about what you spend right now so you can think of how much would be available in the budget to continue to support Main Street. They support the town and they provide value for services, streets and other projects that you do.

Ms. Wenner asked if the salary would continue until July 1.

Mr. Dallaire explained when Paula leaves it would discontinue.

Vice-Chairwoman Jones is comfortable separating and the organization maturing. There is a different personality of the executive who starts an organization and the executive who continues and grows it. The shape of the organization changes, so this makes a lot of sense. It's also giving Main Street the opportunity to learn and eventually we can wean Main Street off the town and set them up to succeed by diversifying their sources of income.

Mr. Dallaire noted there will be some investment on their part. We will probably have to do a resolution.

Vice-Chairwoman Jones would like to have some consent from the board members. We will be cutting down on direct oversight. We're looking at reports twice annually and continuing to have a confirmation would be necessary.

Chairman Miller would need a clause in the contract that says we will review the contract as a town board annually.

Town Counsel Yturbide advised that is a part of how you keep your approval.

Vice-Chairwoman Jones thought the first contract should be a shorter period and reviewed in March as part of the budget. That way we get on the right cycle. It will affect the person hired as director.

Chairman Miller likes the idea of a semi-annual report.

Mrs. Slater thought if we keep our representative he can report back. I would like to see that carried over.

Vice-Chairwoman Jones reviewed right now we donate in-kind. We are stepping back and saying instead of designating the employee we are going to give you cash and you can spend it any way you want.

Ms. Wenner added they just have to report back on what they are spending it on.

Public comment.

Mrs. Dibble, President of the Main Street board just wanted to reiterate a few points. We do want some oversight from the town board. We are venturing down an avenue we've never been down. We are going to be looking to you for some guidance. We envision, when we hire this individual, the individual will be answering to nine people. So there will be quite a bit of oversight and direction of the individual. They will never be working autonomous, always working under our guidance. There may be times when we may need further guidance from you. I agree that we should at least report back on a biannual basis. We have Lloyd as our liaison. The only issue that is a little uncertain is how quickly we post this position. What we proposed at our meeting is that we look at it on a 6 month basis. Then we would review it to determine whether we need a contract employee or consider making the position an employee of Main Street. I wanted to make sure that was clear. Six months may not be long enough to actually evaluate and make that decision. Maybe we need to look at a year. At our board meeting that was the proposal we approved. We wanted to leave that as an open possibility.

Vice-Chairwoman Jones doesn't think it makes a difference from our point of view. We are going to provide you in-kind services and cash. I think whether you choose to use that money to pay an independent contractor or to hire an employee is a decision for your board to make.

Mr. Higuera felt an employee is a lot more paperwork than a contract employee.


Mrs. Dibble asked if they had any questions.

Chairman Miller asked about the succession of officers on the board. That will be very important to have the succession of officers down the road.

Mrs. Dibble didn't know how we could guarantee that. There are a lot of concerns and we will have to redraft a lot of paperwork. I suggested forming a small subcommittee of the board. In essence the volunteer team we have believes they give back to the town as much as they give to Main Street. Each time the town has an event there are just as many Main Street volunteers as there are anybody else. It's incredible the amount of hours we get out of the volunteers.

No further public comment.

Motion Higuera/Wenner to direct staff and town counsel to bring back to the board documents to separate Main Street Gardnerville from the town and county structure; including amending the contract with Main Street based upon return of investment that provides support of the Main Street program management, including, but not limited to: financial support and office facilities; opening a Main Street operating account for deposit of funds previously designated the county's 811 fund, which should be closed, and confirming Main Street's board direction to post for the replacement of Main Street Gardnerville executive director on a contract basis. Motion carried unanimously.

7.  **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-079) by Jon & Danielle Stafford, co applicant Gerald Bing, to build a 2,600 square foot automotive repair shop with onsite parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 & 1236 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006 & 007); with public comment prior to Board action.

Mr. Dallaire reviewed the project with board members. Until we have a business license process where we review what businesses actually go into the building, the people do what they want. The tow truck company came to us for design review and we discussed the parking. They weren't going to have any problems on their site. You can go out there anytime and see they are parking on the street. They are loading cars on the street. The oil gets spilled on the street. There are all kinds of issues. The neighbor can't get his delivery trucks in and out of the facility because the tow truck is in the road. Enforcement is a problem.

Mr. Gary Thurm and John and Danielle Stafford are present. Mr. Thurm went over the project. Since last month they have purchased the end parcel. The center lot is owned by Jerry Bing. The Staffords currently lease it and utilize it for parking.

Vice-Chairwoman Jones asked if the bottom of the building will be brick or stucco.

Mr. Thurm answered stucco. It is metal siding and a metal roof,

Mrs. Slater asked if their retention pond is going to be a mud hole.

Mr. Thurm answered It will be partially landscaped and either grass or rock lined. The county requires onsite retention to accommodate a 24 hour rain storm event.

Steve Mason, Douglas County Planning, commented the screening and landscaping of retention ponds is a standard condition. That is part of the landscaping requirement. It will need to be relocated to the back of the property and out of the public view.

No public comment.

Motion Jones/Slater to conditionally approve the proposed major design review DA16-079 for the Stafford Automotive major vehicle service center with the conditions as outlined in the attached staff report and subject to the changes that were presented tonight. Motion carried unanimously.


8.  **For Possible Action: Approval of Resolution No. 2017R-010 - augmenting the Town of Gardnerville budget for fiscal year 2016-2017, with public comment prior to Board action.**

Mr. Dallaire went over how the augmentation differed from previous years and what line items will be getting the extra funds. They are looking into Main Street's numbers.

No public comment.

Motion Slater/Higuera to approve Resolution 2017R-010 augmenting the Town of Gardnerville budget for fiscal year 2016/2017. Motion carried unanimously.

(Board Member Slater left the meeting at 5:53 p.m.)

9.  **For Possible Action: Discussion on the recorded Joint Access Agreement with the adjacent property at the Town Administrative offices following transfer of ownership. Provide direction to Staff and/or Town Counsel to draft an acknowledgment of receipt of the recorded Joint Access and Parking Agreement for signature by the current owner, and any prospective buyers, concerning the common entrance off 395 over the parking lot shared by the Town and the adjacent property; with public comment prior to Board action.**

Chairman Miller felt this would open up parking in this area to the adjacent parking lot. Once these are recorded they are recorded forever unless both property owners agree to take it off.

Town Counsel Yturbide explained a copy of the joint parking agreement that is in existence speaks to it running with the land. This particular one goes for 50 years. There is a 50 year provision in it. If you don't do anything it just renews. The reason why Tom brought it to my attention is the property transferred after the death of the individual who owned it. The individuals who are the beneficiaries currently have it for sale. Keith Squires contacted Tom to talk to him about the agreement. Do you want it to be a reciprocal easement? Do you want the 50 year provision? It's probably sufficient that Keith would be happy to assign it; be happy to have the prospective purchaser sign an acknowledgement that he has received the document and knows about the access agreement and parking.

Vice-Chairwoman Jones thought this should show up in an ordinary title search.

Mr. Dallaire has two options. This is the least expensive. We could hire a survey firm to come out and do the

easements. It is not actually drawn on any map. This just says we can use it.

Vice-Chairwoman Jones looked at it and wondered why this wasn't an easement in the first place.

Town Counsel Yturbide thought the same thing. Was there a reason why you wanted to be able to reconsider it 50 years from now?

Chairman Miller's question is if we do this do we want to redesign that turn as you come around in the parking area to where it is not as sharp.

Mr. Dallaire pointed out we lost a driveway on the highway. We reduced the number of driveways entering off 395. We shared their driveway and provided this awkward entry onto our property. None of that is compliant.

Vice-Chairwoman Jones asked if an easement would have to be approved by the county.

Mr. Dallaire answered not approved, but it has to be signed by both property owners.

Town Counsel Yturbide pointed out there is no indication the other property owner would do that yet. But it is something that could be explored.

Mr. Dallaire would end up drawing lines on a map that has a metes and bounds description explaining where the drive aisles are, excluding the parking. It would have to be a metes and bounds description. There is a cost associated with that.

Town Counsel Yturbide advised if they would agree with that.

Vice-Chairwoman Jones worries about what happens 100 years from now when someone forgets to renew this lease. We talked about a future town hall on the land we bought over by Heritage Park. Then we have this building which we could lease. But if we don't have secured parking on a permanent basis then the value of this building goes down if we were ever to lease it out in the future or if we wanted to resell it. I think cleaning it up and doing it right so the parking doesn't get overlooked is the way to go.

Town Counsel Yturbide asked what direction the board wants us to go forward with and bring back. What direction would you give staff and counsel?

Vice-Chairwoman Jones would pursue an easement first, and if not, then I'd like to make sure an acknowledgement of the existing recorded lease is confirmed by the new purchaser as part of their closing documents so the joint access and parking agreement doesn't get overlooked in a 100 page chain of title report.

No public comment.

Motion Jones/Wenner to pursue an easement first, and if not, then make sure an acknowledgement of the existing recorded lease is confirmed by the new purchaser as part of their closing documents so the joint access and parking agreement doesn't get overlooked. Motion carried with Board Member Slater absent.

10.  For Possible Action: Discussion to accept a report of tortious conduct claims per NRS 41.0385, with public comment prior to Board action.

Town Counsel Yturbide explained this is the annual claims report that you get every year. POOL provides you with a document that sets forth any claims that have been made. There was one this year. A dumpster got away and scratched a window. It was \$325. It's closed out. There is nothing else pending. So it was just brought to your attention.

No public comment.

Motion Wenner/Higuera to accept legal counsel's summary of claims for tortious conduct as required annually by NRS 41.0385. Motion carried with Board Member Slater absent.

11.  **Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for January 2017.**

Town Counsel Yturbide reported I went on a tour. There is a benefit to that. It does give me a vision and idea on what you are speaking about. I was also impressed that the drainage system worked very well. There wasn't anything major that happened. I worked on the summary of claims, the Main Street separation and the access and parking agreement that we just talked about. We also had time to visit about the bylaws and some consistency with the county code that we will try and tackle down the road. There were some other pending matters that were discussed: an accident recently, some employment matters, a solar light, review of the agenda and attendance at the meeting.

Mr. Dallaire mentioned the bylaws are from 1976. The meetings are supposed to be on the first Thursday at 8:00 p.m. You get paid \$25 per meeting. So we are looking through and I was confused about the bylaws versus the norms and procedures. The board of county commissioners just reviewed their procedures. We don't have anything like that. So we want to create that. I want to update the bylaws to have in the policy manual and that way when we do get a new board member it is very clear. We will be bringing that back.

Chairman Miller asked if we redo the bylaws, do we have to get approval by the county.

Town Counsel Yturbide thought we can just amend them, but I will double check. One of the things in the statute we were looking at is you just have to have bylaws. Clearly you are still operating properly because you've had resolutions that address when the meetings take place and compensation of board members. The danger of updating is what if you miss one of those things. So I have gone back and forth about that part. If you were going to amend I would amend in very general terms. You are not required to because you do have the resolutions in place. One of the things Tom brought up are the norms and procedures. There are a number of GID's that have procedures and norms. It kind of assigns the role of each board member: how they address and what they do with the town manager: how the public addresses or gets questions answered. So that will come up separately if you want to have something like that. Both the board of commissioners and Minden have them. They mirror one another. There was a GID that had one in 2009 that was a little different. We are busy and have a lot of things to do.

12.  **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for January 2017.**

- a) **Discussion and no action on projects submitted to the town for staff review of the Greater NV Credit union sign update, Taco Bell building remodel, Kentucky Fried Chicken remodel.**
- b) **Discussion on sending the town manager to the Main street conference on May 1-3, 2017 with a cost of approximately \$2000 for the conference. May 3rd is a board meeting day.**

Chairman Miller suggested the gas station, since it might be a while before we do any more work as far as the parking area, maybe before the wine walks, get that lined out for parking spaces. Jerry's is closed for the evening so that takes that problem away. If we had lined parking spaces people would utilize it.

Mr. Dallaire can. We do have a presentation with CDBG on March 8th. SHPO gave us a letter of approval so we can put solar panel lighting down 395. I emailed them to find out what the next step would be. We will meet with the right-of-way department to start the process to acquire that property. They were supposed to be reviewing it. We do have two lights at High School that would be easier and cleaner to just connect to NV Energy. There is a kit out that we can run our lights off solar panels. I have the redlines done for Kingslane. The four decorative street light options have not been approved by NDOT. I emailed them again. They will look at it. MSA has been to the site and created an electrical panel for the shop. I conveyed to them that the conduit will go inside the shop and come out to the highway to power the two lights on the street and one on our future wall. The town website, we have a lot of comments. We went through and are getting that close for the board to review. It is operational if you want to see it. I can send you a link. It's just a matter of where those buttons go and which pictures. Taco Bell has a minor design review. They are redoing their colors. It is nice to have the investment in the town. The other one was KFC. I have not heard back from them. We said no to the new design. It doesn't show it is attached to AM PM. This is an architect from back east. I gave them some other color choices. The Gardnerville portion of the Greater Nevada Credit Union is the sign outside in the parking lot which I didn't realize wasn't changing size. It is set back far enough it is not causing problems. They will remove the signage off the wall and put it over the front. The Main Street conference is the first weekend in May which is our board meeting. So I didn't know if there was an appetite to move the meeting or I will not attend the Main Street conference.

Chairman Miller thought the new Main Street director would be going. Do you have any idea if any of their board members are attending?

Mr. Dallaire responded Paula reserved a spot for the town. According to the county they are rolling forward \$147,000. Paula reserved two rooms at the conference hotel and one room at the hotel across the street. It is already full for the conference.

Chairman Miller felt many times there are ideas on improving the town. It's important you attend. I don't know what will be on the agenda that month.

Vice-Chairwoman Jones asked if we should hold the meeting in May as scheduled or change it.

Chairman Miller felt it was important Mr. Dallaire attend.

Vice-Chairwoman Jones would suggest as we firm up the agenda for May they should know whether they can proceed without Mr. Dallaire.

Mr. Dallaire stated the boundary line adjustment did get recorded. I met with the new commissioner, Larry Walsh, and it was a great meeting. He is supportive of what we do and we will email the agenda to him.

2nd PUBLIC INTEREST COMMENTS period (No action will be taken)

No public comment.

Meeting adjourned at 6:40 p.m.

Ken Miller, Chairman

Tom Dallaire, Town Manager

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Correspondence**
2. **Recommended Motion: Receive and file**
Funds Available: Yes N/A
3. **Department:** Administration

Prepared by: Tom Dallaire
4. **Meeting Date:** March 7, 2017 **Time Requested:** N/A
5. **Agenda:** Consent Administrative
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued



OFFICE OF THE DISTRICT ATTORNEY DOUGLAS COUNTY

Mark B. Jackson
District Attorney

February 23, 2017



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Douglas V. Ritchie
Chief Civil Deputy

Steven D. Schultz
Chief Investigator

Erin C. Plante
Office Manager

Gina Reiboldt
Child Support Coordinator

Town of Gardnerville
c/o Tom Dallaire, Town Manager
1407 Highway 395 n.
Gardnerville, NV 89410

Re: Recreational Marijuana Establishments

Dear Tom:

The Douglas County Community Development Department, is seeking your input on a proposed zoning text amendment to prohibit recreational marijuana establishment uses in Douglas County. Recreational marijuana establishment uses, including cultivation, testing, product manufacturing, distribution and retail facilities, would be prohibited in all Douglas County zoning districts. The proposed text amendment treats recreational marijuana establishments similarly to medical marijuana establishments, which are currently prohibited within Douglas County. The proposed amendment will first be presented to the Douglas County Planning Commission on March 14, 2017, for public and commissioner comment. Subsequently, an ordinance will be brought forward to the Douglas County Board of Commissioners for their consideration. In particular, Community Development is interested to know whether your entity supports or is against the prohibition, positive or negative impacts anticipated by the prohibition, and the reasoning or beliefs supporting the position. Any written comments your entity is willing to provide is helpful to the process and will be provided to the Douglas County Board of Commissioners.

This proposed text amendment is being brought forward due to the passage of State Question No. 2: Initiative to Regulate and Tax Marijuana (Recreational Marijuana Act) which became effective on January 1, 2017. It should be noted, the majority of voters within Douglas County voted against the Recreational Marijuana Act. A copy of the Recreational Marijuana Act is attached; however, in summary it allows: 1) a person over the age of 21 to possess, use, consume, or purchase one ounce or less of marijuana or one-eighth of an ounce or less of concentrated marijuana; 2) a person to cultivate no more than six marijuana plants for personal use with no more than 12 plants cultivated at a single residence; and, 3) the regulation and licensing of recreational marijuana establishments by the State of Nevada Department of Taxation (Department of Taxation.) The Department of Taxation anticipates having the licensing process and regulations finalized by the end of the current Legislative Session and will likely begin accepting applications for recreational marijuana establishments by summer 2017. The Recreational Marijuana Act allows for potentially two marijuana establishments within Douglas County based on its population.

DRUG USE
IS
LIFE ABUSE

We support a
drug free community

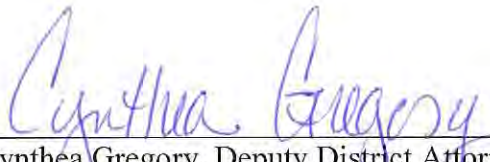
The proposed text amendment does not prohibit the use of recreational marijuana by qualified individuals in Douglas County nor the ability of a qualified individual to grow marijuana plants for non-commercial, personal use consistent with the Recreational Marijuana Act in Douglas County. The proposed text would solely prohibit recreational marijuana establishments as a use within all zoning districts; just as medical marijuana establishments are prohibited. The Recreational Marijuana Act recognizes marijuana establishments must comply with all local ordinances and rules pertaining to zoning and land use. The Nevada Legislature has delegated to the Douglas County Board of Commissioners the authority and responsibility to adopt local ordinances and rules governing zoning, land use, buildings, structures, and uses within zoning districts. In order to ensure and protect the unique qualities and communities in Douglas County, your thoughts, feedback, and comments on the proposed text to prohibit recreational marijuana establishments is being requested.

Thank you in advance for your time and consideration in reviewing this important matter. Should you have any questions or need further information, please feel free to contact me by phone 775-782-9803 or by email cgregory@douglas.nv.gov.

Sincere Regards,

MARK B. JACKSON

Douglas County District Attorney

By: 
Cynthia Gregory, Deputy District Attorney
Attorney for Community Development
Department

CG:jf

Attachments: Recreational Marijuana Act
Proposed ZTA Language

Proposed Zoning Text Amendment
Prohibiting Recreational Marijuana Establishments in Douglas County,
Development Code, Title 20

Pursuant to its Constitutionally delegated authority as set forth in NRS Chapters 244, 278, and the Regulation and Taxation of Marijuana Act, including but not limited to 244.195, 244.357, 278.020, 278.250, 278.260, as well as regulations or legislation adopted or subsequently amended pursuant to the Regulation and Taxation of Marijuana Act; and for the reasons stated above, individually and in the aggregate, the Douglas County Code, Title 20, sections, 20.660.170 and Appendix A Definitions are hereby amended as set forth below with deleted language shown with a ~~strikethrough~~ and new language shown as underlined and *italicized*), as follows:

20.660.170 Medical ~~m~~*Marijuana* establishment uses.

A. Medical marijuana establishment, as defined by Nevada Revised Statute (NRS) Chapter 453A Medical Use of Marijuana, is a prohibited use within all zoning districts. Medical marijuana establishment uses are unlawful and are prohibited as a permitted use, special use, accessory use or temporary use within all zoning districts.

B. Marijuana establishment, as defined by the 2016 Regulation and Taxation of Marijuana Act, including any subsequent amendments or regulations, is a prohibited use within all zoning districts. Marijuana establishment uses are unlawful and are prohibited as a permitted use, special use, accessory use or temporary use within all zoning districts.

B-C. The prohibition on medical marijuana establishment uses and marijuana establishment uses is not intended to interfere with the individual rights of a person to: lawfully use or grow marijuana non-commercially for medicinal use medical marijuana as regulated and permitted by NRS Chapter 453A; or lawfully use or grow marijuana non-commercially for personal use as regulated and permitted by the Regulation and Taxation of Marijuana Act.

Title 20, Appendix A Definitions.

"Marijuana establishments": means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, a marijuana distributor, or a retail marijuana store. The facility or establishments listed above are further defined in the Regulation and Taxation of Marijuana Act, including any amendments, and said definitions are hereby incorporated.

INITIATIVE TO REGULATE AND TAX MARIJUANA

EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~(omitted-text)~~ is material to be omitted.

THE PEOPLE OF THE STATE OF NEVADA DO ENACT AS FOLLOWS:

Section 1. Sections 1 to 18, inclusive, of this act may be cited as the Regulation and Taxation of Marijuana Act.

Sec. 2. In the interest of public health and public safety, and in order to better focus state and local law enforcement resources on crimes involving violence and personal property, the People of the State of Nevada find and declare that the use of marijuana should be legal for persons 21 years of age or older, and its cultivation and sale should be regulated similar to other legal businesses.

The People of the State of Nevada find and declare that the cultivation and sale of marijuana should be taken from the domain of criminals and be regulated under a controlled system, where businesses will be taxed and the revenue will be dedicated to public education and the enforcement of the regulations of this act.

The People of the State of Nevada proclaim that marijuana should be regulated in a manner similar to alcohol so that:

- 1. Marijuana may only be purchased from a business that is licensed by the State of Nevada;**
- 2. Business owners are subject to a review by the State of Nevada to confirm that the business owners and the business location are suitable to produce or sell marijuana;**
- 3. Cultivating, manufacturing, testing, transporting, and selling marijuana will be strictly controlled through state licensing and regulation;**
- 4. Selling or giving marijuana to persons under 21 years of age shall remain illegal;**
- 5. Individuals will have to be 21 years of age or older to purchase marijuana;**
- 6. Driving under the influence of marijuana will remain illegal; and**
- 7. Marijuana sold in the state will be tested and labeled.**

Sec. 3. As used in sections 1 to 18, inclusive, of this act, unless the context otherwise requires:

1. "Community facility" means a facility licensed to provide day care to children, a public park, a public playground, a public swimming pool, a center or facility the primary purpose of which is to provide recreational opportunities or services to children or adolescents, or a church, synagogue, or other building, structure, or place used for religious worship or other religious purpose.

2. "Concentrated marijuana" means the separated resin, whether crude or purified, obtained from marijuana.

3. "Consumer" means a person who is 21 years of age or older who purchases marijuana or marijuana products for use by persons 21 years of age or older, but not for resale to others.

4. **"Department"** means the Department of Taxation.
5. **"Dual Licensee"** means a person or group of persons who possess a current, valid registration certificate to operate a medical marijuana establishment pursuant to chapter 453A of NRS and a license to operate a marijuana establishment under sections 1 to 18, inclusive, of this act.
6. **"Excluded felony offense"** means a conviction of an offense that would constitute a category A felony if committed in Nevada or convictions for two or more offenses that would constitute felonies if committed in Nevada. **"Excluded felony offense"** does not include:
 - (a) A criminal offense for which the sentence, including any term of probation, incarceration, or supervised release, was completed more than 10 years ago; or
 - (b) An offense involving conduct that would be immune from arrest, prosecution, or penalty pursuant to chapter 453A of NRS, except that the conduct occurred before the effective date of chapter 453A of NRS, or was prosecuted by an authority other than the State of Nevada.
7. **"Locality"** means a city or town, or, in reference to a location outside the boundaries of a city or town, a county.
8. **"Marijuana"** means all parts of any plant of the genus *Cannabis*, whether growing or not, the seeds thereof, the resin extracted from any part of the plant, and every compound, manufacture, salt, derivative, mixture, or preparation of the plant, its seeds, or resin. **"Marijuana"** does not include:
 - (a) The mature stems of the plant, fiber produced from the stems, oil, or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stems (except the resin extracted therefrom), fiber, oil, or cake, the sterilized seed of the plant which is incapable of germination; or
 - (b) The weight of any other ingredient combined with marijuana to prepare topical or oral administrations, food, drink, or other products.
9. **"Marijuana cultivation facility"** means an entity licensed to cultivate, process, and package marijuana, to have marijuana tested by a marijuana testing facility, and to sell marijuana to retail marijuana stores, to marijuana product manufacturing facilities, and to other marijuana cultivation facilities, but not to consumers.
10. **"Marijuana distributor"** means an entity licensed to transport marijuana from a marijuana establishment to another marijuana establishment.
11. **"Marijuana establishment"** means a marijuana cultivation facility, a marijuana testing facility, a marijuana product manufacturing facility, a marijuana distributor, or a retail marijuana store.
12. **"Marijuana product manufacturing facility"** means an entity licensed to purchase marijuana, manufacture, process, and package marijuana and marijuana products, and sell marijuana and marijuana products to other marijuana product manufacturing facilities and to retail marijuana stores, but not to consumers.
13. **"Marijuana products"** means products comprised of marijuana or concentrated marijuana and other ingredients that are intended for use or consumption, such as, but not limited to, edible products, ointments, and tinctures.
14. **"Marijuana paraphernalia"** means any equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, preparing, testing, analyzing, packaging, repacking, storing, or containing marijuana, or for ingesting, inhaling, or otherwise introducing marijuana into the human body.
15. **"Marijuana testing facility"** means an entity licensed to test marijuana and marijuana products, including for potency and contaminants.
16. **"Process"** means to harvest, dry, cure, trim, and separate parts of the marijuana plant by manual or mechanical means, such as sieving or ice water separation, but not by chemical extraction or chemical synthesis.

17. "Public place" means an area to which the public is invited or in which the public is permitted regardless of age. "Public place" does not include a retail marijuana store.

18. "Retail marijuana store" means an entity licensed to purchase marijuana from marijuana cultivation facilities, to purchase marijuana and marijuana products from marijuana product manufacturing facilities and retail marijuana stores, and to sell marijuana and marijuana products to consumers.

19. "Unreasonably impracticable" means that the measures necessary to comply with the regulations require such a high investment of risk, money, time, or any other resource or asset that the operation of a marijuana establishment is not worthy of being carried out in practice by a reasonably prudent businessperson.

Sec. 4. 1. Sections 1 to 18 do not permit any person to engage in and do not prevent the imposition of any civil, criminal, or other penalty for:

(a) Driving, operating, or being in actual physical control of a vehicle, aircraft, or vessel under power or sail while under the influence of marijuana or while impaired by marijuana;

(b) Knowingly delivering, giving, selling, administering, or offering to sell, administer, give, or deliver marijuana to a person under 21 years of age, unless:

(1) The recipient is permitted to possess marijuana pursuant to chapter 453A of NRS; or

(2) The person demanded and was shown bona fide documentary evidence of the majority and identity of the recipient issued by a federal, state, county, or municipal government, or subdivision or agency thereof;

(c) Possession or use of marijuana or marijuana paraphernalia on the grounds of, or within, any facility or institution under the jurisdiction of the Nevada Department of Corrections;

(d) Possession or use of marijuana on the grounds of, or within, a school providing instruction in preschool, kindergarten, or any grades 1 through 12; or

(e) Undertaking any task under the influence of marijuana that constitutes negligence or professional malpractice.

2. Sections 1 to 18 do not prohibit:

(a) A public or private employer from maintaining, enacting, and enforcing a workplace policy prohibiting or restricting actions or conduct otherwise permitted under sections 1 to 18, inclusive, of this act;

(b) A state or local government agency that occupies, owns, or controls a building from prohibiting or otherwise restricting the consumption, cultivation, processing, manufacture, sale, delivery, or transfer of marijuana in that building;

(c) A person who occupies, owns, or controls a privately owned property from prohibiting or otherwise restricting the smoking, cultivation, processing, manufacture, sale, delivery, or transfer of marijuana on that property; or

(d) A locality from adopting and enforcing local marijuana control measures pertaining to zoning and land use for marijuana establishments.

3. Nothing in the provisions of sections 1 to 18, inclusive, of this act shall be construed as in any manner affecting the provisions of chapter 453A of NRS relating to the medical use of marijuana.

Sec. 5. 1. Not later than 12 months after the effective date of this act, the Department shall adopt all regulations necessary or convenient to carry out the provisions of sections 1 to 18, inclusive, of this act. The regulations must not prohibit the operation of marijuana establishments, either expressly or through regulations that make their operation unreasonably impracticable. The regulations shall include:

(a) Procedures for the issuance, renewal, suspension, and revocation of a license to operate a marijuana establishment;

(b) Qualifications for licensure that are directly and demonstrably related to the operation of a marijuana establishment;

(c) Requirements for the security of marijuana establishments;

(d) Requirements to prevent the sale or diversion of marijuana and marijuana products to persons under 21 years of age;

(e) Requirements for the packaging of marijuana and marijuana products, including requirements for child-resistant packaging;

(f) Requirements for the testing and labeling of marijuana and marijuana products sold by marijuana establishments including a numerical indication of potency based on the ratio of THC to the weight of a product intended for oral consumption;

(g) Requirements for record keeping by marijuana establishments;

(h) Reasonable restrictions on signage, marketing, display, and advertising;

(i) Procedures for the collection of taxes, fees, and penalties imposed by sections 1 to 18, inclusive, of this act;

(j) Procedures and requirements to enable the transfer of a license for a marijuana establishment to another qualified person and to enable a licensee to move the location of its establishment to another suitable location;

(k) Procedures and requirements to enable a dual licensee to operate medical marijuana establishments and marijuana establishments at the same location;

(l) Procedures to establish the fair market value at wholesale of marijuana; and

(m) Civil penalties for the failure to comply with any regulation adopted pursuant to this section or for any violation of the provisions of section 13 of this act.

2. The Department shall approve or deny applications for licenses pursuant to section 9 of this act.

3. The Department may by motion or on complaint, after investigation, notice of the specific violation, and an opportunity for a hearing, pursuant to the provisions of chapter 233B of NRS, suspend, revoke, or fine a licensee for the violation of sections 1 to 18, inclusive, of this act or for a violation of a regulation adopted by the Department pursuant to this section.

4. The Department may immediately suspend the license of any marijuana establishment if the marijuana establishment knowingly sells, delivers, or otherwise transfers marijuana in violation of sections 1 to 18, inclusive, of this act, or knowingly purchases marijuana from any person not licensed pursuant to sections 1 to 18, inclusive, of this act or to chapter 453A of NRS. The Department must provide an opportunity for a hearing pursuant to the provisions of NRS 233B.121 within a reasonable time from a suspension pursuant to this subsection.

5. To ensure that individual privacy is protected:

(a) The Department shall not require a consumer to provide a retail marijuana store with identifying information other than government-issued identification to determine the consumer's age; and

(b) A retail marijuana store must not be required to acquire and record personal information about consumers other than information typically acquired in a financial transaction conducted at a retail liquor store.

6. The Department shall conduct a background check of each prospective owner, officer, and board member of a marijuana establishment license applicant.

7. The Department shall inspect marijuana establishments as necessary to enforce sections 1 to 18, inclusive, of this act or the regulations adopted pursuant to this section.

Sec. 6. Notwithstanding any other provision of Nevada law and the law of any political subdivision of Nevada, except as otherwise provided in sections 1 to 18, inclusive, of this act, it is lawful, in this State, and must not be used as the basis for prosecution or penalty by this State or a political subdivision of this State, and must not, in this State, be a basis for seizure or forfeiture of assets for persons 21 years of age or older to:

1. Possess, use, consume, purchase, obtain, process, or transport marijuana paraphernalia, one ounce or less of marijuana other than concentrated marijuana, or one-eighth of an ounce or less of concentrated marijuana;

2. Possess, cultivate, process, or transport not more than six marijuana plants for personal use and possess the marijuana produced by the plants on the premises where the plants were grown, provided that:

(a) Cultivation takes place within a closet, room, greenhouse, or other enclosed area that is equipped with a lock or other security device that allows access only to persons authorized to access the area; and

(b) No more than 12 plants are possessed, cultivated, or processed at a single residence, or upon the grounds of that residence, at one time;

3. Give or otherwise deliver one ounce or less of marijuana, other than concentrated marijuana, or one-eighth of an ounce or less of concentrated marijuana without remuneration to a person provided that the transaction is not advertised or promoted to the public; or

4. Assist another person who is 21 years of age or older in any of the acts described in this section.

Sec. 7. Notwithstanding any other provision of Nevada law and the law of any political subdivision of Nevada, it is not unlawful and shall not be an offense or be a basis for seizure or forfeiture of assets for persons 21 years of age or older to manufacture, possess, use, transport, or purchase marijuana paraphernalia, or to distribute or sell marijuana paraphernalia to a person who is 21 years of age or older.

Sec. 8. Notwithstanding any other provision of Nevada law and the law of any political subdivision of Nevada, except as otherwise provided in sections 1 to 18, inclusive, of this act, or the regulations adopted pursuant to section 5 of this act, it is lawful and must not, in this State, be used as the basis for prosecution or penalty by this State or a political subdivision of this State, and must not, in this State, be a basis for seizure or forfeiture of assets for persons 21 years of age or older to:

1. Possess marijuana and marijuana products, purchase marijuana from a marijuana cultivation facility, purchase marijuana and marijuana products from a marijuana product manufacturing facility, return marijuana or marijuana products to a facility from which they were purchased, transport marijuana and marijuana products to or from a marijuana testing facility, use the services of a marijuana distributor to transport marijuana or marijuana products to or from marijuana establishments, or sell marijuana and marijuana products to consumers, if the person conducting the activities described in this subsection has a current, valid license to operate a retail marijuana store or is acting in the person's capacity as an agent of a retail marijuana store.

2. Cultivate, harvest, process, package, or possess marijuana, sell marijuana to a marijuana cultivation facility, a marijuana product manufacturing facility, or a retail marijuana store, transport marijuana to or from a marijuana cultivation facility, a marijuana product manufacturing facility, or a marijuana testing facility, use the services of a marijuana distributor to transport marijuana to or from marijuana establishments, or purchase marijuana from a marijuana cultivation facility, if the person conducting the activities described in this paragraph has a current, valid license to operate a marijuana cultivation facility or is acting in his or her capacity as an agent of a marijuana cultivation facility.

3. Package, process, manufacture, or possess marijuana and marijuana products, transport marijuana and marijuana products to or from a marijuana testing facility, a marijuana cultivation facility, or a marijuana product manufacturing facility, use the services of a marijuana distributor to transport marijuana or marijuana products to or from marijuana establishments, sell marijuana and marijuana products to a retail marijuana store or a marijuana product manufacturing facility, purchase marijuana from a marijuana cultivation facility, or purchase marijuana and marijuana products from a marijuana product manufacturing facility, if the person conducting the activities described in this paragraph has a current, valid license to operate a marijuana product manufacturing facility or is acting in his or her capacity as an agent of a marijuana product manufacturing facility.

4. Possess marijuana and marijuana products and transfer and transport marijuana and marijuana products between marijuana establishments, if the person transporting the

marijuana and marijuana products has a current, valid license to operate as a marijuana distributor or is acting in his or her capacity as an agent of a marijuana distributor.

5. Possess, process, repackage, transport, or test marijuana and marijuana products if the person has a current, valid license to operate a marijuana testing facility or is acting in his or her capacity as an agent of a marijuana testing facility.

6. Lease or otherwise allow property owned, occupied, or controlled by any person, corporation, or other entity to be used for any of the activities conducted lawfully in accordance with this section.

Sec. 9. It is the public policy of the People of the State of Nevada that contracts related to the operation of marijuana establishments under sections 1 to 18, inclusive, of this act should be enforceable, and no contract entered into by a licensee, its employees, or its agents as permitted pursuant to a valid license issued by the Department, or by those who allow property to be used by a licensee, its employees, or its agents as permitted pursuant to a valid license issued by the Department, shall be deemed unenforceable on the basis that the actions or conduct permitted pursuant to the license are prohibited by federal law.

Sec. 10. 1. No later than 12 months after the effective date of this act, the Department shall begin receiving applications for marijuana establishments.

2. For 18 months after the Department begins to receive applications for marijuana establishments, the Department shall only accept applications for licenses for retail marijuana stores, marijuana product manufacturing facilities, and marijuana cultivation facilities pursuant to sections 1 to 18, inclusive, of this act, from persons holding a medical marijuana establishment registration certificate pursuant to chapter 453A of NRS.

3. For 18 months after the Department begins to receive applications for marijuana establishments, the Department shall issue licenses for marijuana distributors pursuant to sections 1 to 18, inclusive, of this act, only to persons holding a wholesale dealer license pursuant to chapter 369 of NRS, unless the Department determines that an insufficient number of marijuana distributors will result from this limitation.

4. Upon receipt of a complete marijuana establishment license application, the Department shall, within 90 days:

(a) Issue the appropriate license if the license application is approved; or

(b) Send a notice of rejection setting forth the reasons why the Department did not approve the license application.

5. The Department shall approve a license application if:

(a) The prospective marijuana establishment has submitted an application in compliance with regulations adopted by the Department and the application fee required pursuant to section 12;

(b) The physical address where the proposed marijuana establishment will operate is owned by the applicant or the applicant has the written permission of the property owner to operate the proposed marijuana establishment on that property;

(c) The property is not located within:

(1) 1,000 feet of a public or private school that provides formal education traditionally associated with preschool or kindergarten through grade 12 and that existed on the date on which the application for the proposed marijuana establishment was submitted to the Department; or

(2) 300 feet of a community facility that existed on the date on which the application for the proposed marijuana establishment was submitted to the Department;

(d) The proposed marijuana establishment is a proposed retail marijuana store and there are not more than:

(1) 80 licenses already issued in a county with a population greater than 700,000;

(2) 20 licenses already issued in a county with a population that is less than 700,000 but more than 100,000;

(3) 4 licenses already issued in a county with a population that is less than 100,000 but more than 55,000;

- (4) 2 licenses already issued in a county with a population that is less than 55,000;
- (5) Upon request of a county government, the Department may issue retail marijuana store licenses in that county in addition to the number otherwise allowed pursuant to this paragraph;
- (e) The locality in which the proposed marijuana establishment will be located does not affirm to the Department that the proposed marijuana establishment will be in violation of zoning or land use rules adopted by the locality; and
- (f) The persons who are proposed to be owners, officers, or board members of the proposed marijuana establishment:

- (1) Have not been convicted of an excluded felony offense; and
- (2) Have not served as an owner, officer, or board member for a medical marijuana establishment or a marijuana establishment that has had its registration certificate or license revoked.

6. *Competing applications.* When competing applications are submitted for a proposed retail marijuana store within a single county, the Department shall sue an impartial and numerically scored competitive bidding process to determine which application or applications among those competing will be approved.

- Sec. 11. 1. All licenses expire one year after the date of issue.
2. The department shall issue a renewal license within 10 days of receipt of the prescribed renewal application and renewal fee from a marijuana establishment if its license is not under suspension or has not been revoked.

Sec. 12. 1. The Department shall require each applicant for a marijuana establishment license to pay a one-time application fee of \$5,000.

2. The Department may require payment of an annual licensing fee not to exceed:

For the initial issuance of a license for a retail marijuana store	\$20,000
For a renewal license for a retail marijuana store	\$6,600
For the initial issuance of a license for a marijuana cultivation facility.....	\$30,000
For a renewal license for a marijuana cultivation facility.....	\$10,000
For the initial issuance of a license for a marijuana product manufacturing facility.....	\$10,000
For a renewal license for a marijuana product manufacturing facility.....	\$3,300
For the initial issuance of a license for a marijuana distributor	\$15,000
For a renewal license for a marijuana distributor.....	\$5,000
For the initial issuance of a license for a marijuana testing facility	\$15,000
For a renewal license for a marijuana testing facility.....	\$5,000

Sec. 13. In addition to requirements established by rule pursuant to section 5 of this act:

1. Marijuana establishments shall:
- (a) Secure every entrance to the establishment so that access to areas containing marijuana is restricted to persons authorized to possess marijuana;
 - (b) Secure the inventory and equipment of the marijuana establishment during and after operating hours to deter and prevent theft of marijuana;
 - (c) Determine the criminal history of any person before the person works or volunteers at the marijuana establishment and prevent any person who has been convicted of an excluded felony offense or who is not 21 years of age or older from working or volunteering for the marijuana establishment.

2. All cultivation, processing, and manufacture of marijuana must take place at a physical address approved by the Department and within an area that is enclosed and locked in a manner that restricts access only to persons authorized to access the area. The area may be uncovered only if it is enclosed with security fencing that is designed to prevent unauthorized entry and that is at least 8 feet high.

3. All cultivation, processing, and manufacture of marijuana must not be visible from a public place by normal unaided vision.

4. All cultivation, processing, and manufacture of marijuana must take place on property in the marijuana establishment's lawful possession or with the consent of the person in lawful physical possession of the property.

5. A marijuana establishment is subject to reasonable inspection by the Department, and a person who holds a marijuana establishment license must make himself or herself, or an agent thereof, available and present for any inspection required by the Department. The Department shall make reasonable accommodations so that ordinary business is not interrupted and safety and security procedures are not compromised by the inspection.

Sec. 14. 1. Restrictions on personal cultivation.

(a) Except as otherwise provided in chapter 453A of NRS, any person who:

(1) Cultivates marijuana within 25 miles of a retail marijuana store licensed pursuant to sections 1 to 18, inclusive, of this act, unless the person is a marijuana cultivation facility or a person acting in his or her capacity as an agent of a marijuana cultivation facility;

(2) Cultivates marijuana plants where they are visible from a public place by normal unaided vision; or

(3) Cultivates marijuana on property not in the cultivator's lawful possession or without the consent of the person in lawful physical possession of the property;

(b) Is guilty of:

(1) For a first violation, a misdemeanor punished by a fine of not more than \$600.

(2) For a second violation, a misdemeanor punished by a fine of not more than \$1,000.

(3) For a third violation, a gross misdemeanor.

(4) For a fourth or subsequent violation, a category E felony.

2. A person who smokes or otherwise consumes marijuana in a public place, in a retail marijuana store, or in a moving vehicle is guilty of a misdemeanor punished by a fine of not more than \$600.

3. A person under 21 years of age who falsely represents himself or herself to be 21 years of age or older to obtain marijuana is guilty of a misdemeanor.

4. A person under 21 years of age who knowingly enters, loiters, or remains on the premises of a marijuana establishment shall be punished by a fine of not more than \$500 unless the person is authorized to possess marijuana pursuant to chapter 453A of NRS and the marijuana establishment is a dual licensee.

5. A person who manufactures marijuana by chemical extraction or chemical synthesis, unless done pursuant to a marijuana product manufacturing license issued by the Department or authorized by chapter 453A of NRS, is guilty of a category E felony.

6. A person who knowingly gives marijuana to any person under 21 years of age, or who knowingly leaves or deposits any marijuana in any place with the intent that it will be procured by any person under 21 years of age is guilty of a misdemeanor.

7. A person who knowingly gives marijuana to any person under 18 years of age, or who knowingly leaves or deposits any marijuana in any place with the intent that it will be procured by any person under 18 years of age is guilty of a gross misdemeanor.

8. Notwithstanding the provisions of sections 1 to 18, inclusive, of this act, after the effective date of this act, the legislature may amend provisions of this act to provide for the conditions in which a locality may permit consumption of marijuana in a retail marijuana store.

Sec. 15. An excise tax is hereby imposed and must be collected by the State respecting wholesale sales of marijuana in this State by a marijuana cultivation facility at a rate of 15 percent of the fair market value at wholesale of the marijuana. The tax imposed pursuant to this subsection:

1. Is the obligation of the marijuana cultivation facility; and

2. Is separate from and in addition to any general state and local sales and use taxes that apply to retail sales of tangible personal property.

Sec. 16. Any tax revenues, fees, or penalties collected pursuant to sections 1 to 18, inclusive, of this act, first must be expended to pay the costs of the Department and of each

locality in carrying out sections 1 to 8, inclusive, of this act and the regulations adopted pursuant thereto. The Department shall remit any remaining money to the State Treasurer to be deposited to the credit of the State Distributive School Account in the State General Fund.

Sec. 17. If any provision of this act, or the application thereof to any person, thing, or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of this act as a whole or any provision or application of this act which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 18. This act shall become effective on October 1, 2015, if approved by the legislature, or on January 1, 2017, if approved by the voters.

Watershed Connections

Delivering News to the Carson River Watershed Community

-Photo by Julie Fair-

Inside this issue:

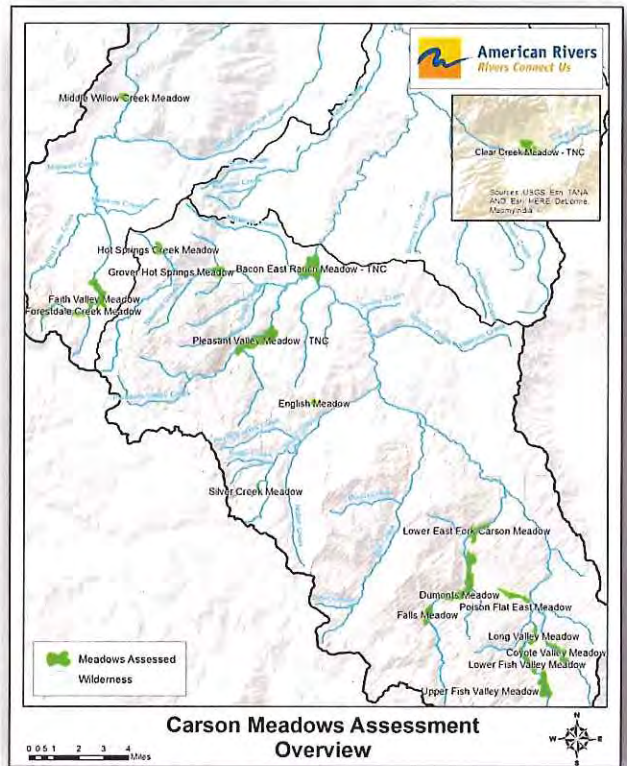
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Restoring Meadows in the Upper Carson River Watershed By Julie Fair, American Rivers

It is currently estimated that 40 to 60 percent of meadows in the Sierra Nevada need restoration primarily due to impacts from historic land uses. Meadows in the Sierra Nevada provide a suite of ecological and hydrologic benefits including increasing groundwater storage, improving late season base flows, and reducing flooding by moderating peak flows. Bank vegetation along creeks shade and cool water temperatures, while providing important riparian and instream habitat. American Rivers, a national river conservation organization, is leading the effort to increase the pace and scale of meadow restoration in the Upper Carson River Watershed. The restoration projects outlined below are only possible through collaborations with many local partners and stakeholders. Key collaborators for our upper Carson River watershed projects include the US Forest Service, CA Dept. of Fish and Wildlife, Alpine Watershed Group, and Friends of Hope Valley.

Hope Valley Meadow Restoration

American Rivers' first meadow restoration project in the Upper Carson began in 2011 with the restoration planning for Hope Valley Meadow in partnership with the Alpine Watershed Group and Friends of Hope Valley. Road infrastructure, historic grazing, and other land uses caused the stream channel to be disconnected from its floodplain, incise the riverbed, and erode the rivers banks (< 10 feet in places). The



Carson Watershed Meadow Assessment Map by American Rivers

Scan to be directed to our website:



www.cwsd.org

Watershed Projects in Ash Canyon, Carson City

By: Ann Bollinger and Richard Wilkinson

Over the past three years, Carson City has been conducting erosion stabilization projects in Ash Canyon located on the west side of Carson City. Ash Creek is a perennial stream and important to Carson City’s drinking water supply. The projects are an ongoing effort to meet objectives identified in the Ash Canyon Erosion Control Plan written by Resource Concepts, Inc. in 2014. Past projects have included “road” closures and rehabilitation, repairing waterbars, slope stabilization, rip-rapped ditches, and education signage. Grants from the Nevada Division of Environmental Protection (NDEP), 319 Nonpoint Source Grant Program have played a significant role in completing this plan.



Ash Canyon Restoration Site 1—Erosion Control
Photo by Richard Wilkinson



Ash Canyon Restoration Site 2— Road Closure
Photo by Richard Wilkinson

In fall of 2016, the Carson City Open Space Program started working with high school student and Eagle Scout candidate Jake Kordonowy. Jake expressed his interest and willingness to assist with a seeding and planting project in the lower section of the watershed. In preparation, Carson City worked with Horizon Construction to place logs and block access to the reclamation areas, place filtration waddles, scarify soils, and dig holes for the plantings. Jake was successful in recruiting 45 volunteers from local scout troops for his project on Saturday, October 22nd. Jake and his volunteers planted 498 plants (native grasses, shrubs, and trees) and reseeded

(Continued on next page)

2017 Carson Watershed Management Forum

US EPA Mercury Superfund Bus Tour

February 21st, 2017

The full day tour will include historic source sites and areas under investigation, with discussions on the remedial investigation and the feasibility study. On February 22nd a two hour US EPA Mercury Workshop will seek ideas to address mercury contamination.

2-Day Forum with Mercury Workshop

February 22nd and 23rd, 2017

Presentations on restoration, source water protection, EE education, invasive species, floodplain planning and mapping, along with many other watershed topics!

The events are free - @ the Auditorium of the Carson City Community Center

[Click Here to RSVP](#) or Contact: Shane@cwsd.org P: (775) 887-9005

Interested in presenting? Contact Shane!

The Eureka Mill on the Carson River





approximately 6,000 square feet of bare soil. The Nevada Division of Forestry donated seed, pine logs and staff to assist with the planting project. The Nevada Division of State Lands and the Masonic Lodge granted access and graciously participated in the watershed protection efforts. Carson City appreciates all those who made this and all previous projects possible. For more information on these projects, contact Ann Bollinger, annbollinger@carson.org

Ash Canyon Restoration — Volunteers Photo by Richard Wilkinson

Welcome New AmeriCorps Members

By: Gavin Feiger, Watershed Coordinator, Alpine Watershed Group

The Alpine Watershed Group (AWG) and River Wranglers (RW) welcome two new AmeriCorps members. Thanks to support from the Sierra Nevada AmeriCorps Partnership, AWG and RW are able to grow their education and outreach programs sharing Sarah Muskin, and AWG is enhancing its monitoring and restoration programs hosting Alyson Cheney. Please join us in welcoming Sarah and Aly to the area and thanking them for their service.

Sarah Muskin, Education & Outreach Coordinator Alpine Watershed Group and River Wranglers



Sarah Muskin

Sarah grew up in coastal New England and spent her summers exploring the Green Mountains of Vermont as a camp counselor. She recently graduated from Vassar College in Poughkeepsie, New York with a B.A. in Environmental Studies. In 2015, she travelled to Tanzania with the School of International Training to study "Wildlife Conservation and Political Ecology." Sarah has engaged in water related topics not only through her academic courses in environmental management and ecology, but also in an independent study project about water borne disease prevention that she completed while in Tanzania on the Coast of Lake Victoria. Sarah is passionate about stewardship,

environmental health, and social justice. In her free time, Sarah enjoys running, hiking, reading, gardening, and learning new skills. Sarah will be spending half her time with the AWG and the other half with River Wranglers.

Alyson Cheney, Restoration & Monitoring Coordinator Alpine Watershed Group



Alyson Cheney

Aly grew up in Boulder Colorado, where her love of wild rivers and big mountains began. She carried these passions into her education at Connecticut College where she majored in Environmental Studies and Economics. Both in her senior project and research abroad, Aly explored how residents and tourists value the ecosystem services provided by local watersheds. During her collegiate summers, Aly worked for the Tuolumne River Trust. While paddling the Tuolumne from the Sierra to the sea, Aly reaffirmed her passion for water conservation as a career. Since graduating Aly has been guiding rapids on the American River and backpacking in Costa Rica. She is excited to get back to California, to participate in some hands on restoration work and ski some Tahoe powder!

Comments Sought on Carson City Stormwater Management Program Update By: Robb Fellows, Chief Stormwater Engineer, Carson City Public Works

Carson City Storm Water Management Program, in place since 2003, is in the process of a program update as required under the Small Municipal Separate Sewer System (MS4) National Pollution Discharge Elimination Systems (NPDES) permit. Many citizens don't realize that stormwater (precipitation, generally rain and melting snow) is not treated and that surface water from storms that flow through the city's storm drains eventually reach the river. Carson City's program works to reduce the amount of pollutants that enter our stormwater system. The main focus of the program is to look at how the people of Carson City can change everyday to prevent or reduce polluting our lakes, creeks, and rivers.



Polluted Stormwater Entering Storm Drain

Under the updated program, seven distinct areas or control measures are addressed as outlined below :

Public Education and Outreach

- Continue direct mailing in January and July to all developed parcels in the city.
- Continue providing worksheets to all second and fourth grade students.
- Continue direct mailing to all lawn care businesses in the City.
- Continued use and promotion of the hazardous material/used oil collection program.
- Continue to improve storm water website. Show a 5% increase of website visits each year from unique visitors.
- Continue to collaborate with Carson Water Subconservancy District (CWSD) on a watershed wide outreach. Participate in at least two outreach meetings or events each year.
- Implement an "Adopt a Watershed" program by August 22, 2017.

Public Involvement/Participation

- Continue to maintain storm water website and hotline with a 10% annual increase in calls made to the hotline.
- Continue to support and participate in CWSD activities.
- Develop/Implement "Adopt a Watershed" program by August 22, 2017.

Post-Construction Site Storm Water Management

- Continue to review the adequacy of the storm water utility and fees.
- Continue Implementation of inspection program for existing storm water quantity and quality control facilities.
- Continue to enforce post construction BMP maintenance ordinance, CCMC 12.18.
- Develop and adopt Low Impact Development (LID) standards and incorporate them into Stormwater Division 14 of the Development

Conserve Carson River Work Days 2016

By: Linda Conlin, Director, River Wranglers

As the autumn leaves on the majestic cottonwood trees begin to fall and frost covers the ground, elementary and teen River Wranglers can be found on the banks of the Carson River. They are cutting willows, creating bundles and planting them on the river bank. The students understand they are helping prevent erosion and look forward to seeing the willows leaf out in the springtime as the willow roots begin holding soil in place.



Carson River Work Day

Students from Douglas High School FFA, Dayton High's zoology, environmental science and marine science classes and Silver Stage High School's zoology classes participated in River Wranglers training so they could become 4th grade mentors. Then they worked with a small group of elementary students at various sites on the river and taught them about the Carson River watershed, nonpoint source pollution, the water cycle and animal adaptations - how animals living in our watershed adapt to their environment.

Since 1995 students have gathered at the river to celebrate Conserve Carson River Work Days and

explore the habitat while participating in conservation projects. This fall 118 high school students and 532 elementary students participated in Douglas and Lyon counties. With support from Carson Valley Conservation District employees Mike Hayes and Craig Burnside, as well as Dayton Valley Conservation District employees Rob Holley, Stacy Mathis and Robert Fillippini, students learned hands-on about the value of trees in preventing erosion.

The River Wranglers trio; Sarah Muskin (Americorps volunteer), Becki Schwindt (environmental educator) and Linda Conlin (director) worked tirelessly to spend time before the field trip in the classroom, training teens and educating 4th graders about the history of the Carson River watershed. River Wranglers coordinates the field trips and then the trio are back in the classroom again administering the post-event evaluation and reviewing activities. *"Every workday fills me with hope for the future health of the river. The hope is in the look of resolve in their eyes and the optimism in their voices when these kids figure out that they have the ability to be an important part of improving the quality of water in their watershed,"* said Schwindt.



Carson River Work Day

The result of Conserve Carson River Work Days (CCRWD) is extremely positive. Teen students, once 4th grade participants, are now returning as mentor educators and have traveled full circle. Being outdoors; learning, observing and working, CCRWDs fulfills our kids need and desire to be aware of their environment; the quality of their water...the quality of their life. Thank you to the Carson Water Subconservancy District and NDEP's 319 grant program for helping fund these inspiring events.

(Restoring Meadows in the Upper Carson River Watershed , continued from page 1)

eroding banks contribute sediment to the river and reduce woody riparian cover that cools the river and provides habitat. American Rivers worked with partners and stakeholders to plan and develop restoration designs and implement the project. The first phase of restoration was completed in fall of 2015 and the second Phase was completed October 2016. Approximately one mile of stream channel, located on US Forest Service and California Department of Fish and Wildlife land in Hope Valley Meadow, has been restored using bank stabilization and revegetation techniques. The project reduces erosion, improves floodplain connectivity, and enhances aquatic and wet meadow habitat for birds, fish and other wildlife. This large-scale project was funded by the National Fish and Wildlife Foundation, the Sierra Nevada Conservancy, the California Wildlife Conservation Board, the California Department of Water Resources, the Wildlife Conservation Society, and the Bella Vista Foundation.

[Click here to watch a video of the construction](#)



Hope Valley CA — Meadow Restoration
Photo by Shane Fryer

Carson River Watershed Meadow Assessment

American Rivers and our partners recognized the need to assess and prioritize meadow restoration in the Sierra, as the lack of basic knowledge regarding these meadows has limited restoration efforts in this area. To remedy this issue, American Rivers developed the Meadow Condition Scorecard in 2010 with support from the National Fish and Wildlife Foundation and in collaboration with the US Forest Service, UC Davis. The Meadow Condition Scorecard is a methodology to quickly assess the overall condition and restoration potential of a meadow, and provide data to prioritize sites for restoration. American Rivers applied the scorecard in the Upper Carson Watershed in 2014 evaluating all accessible meadows for restoration potential (See Assessment Map on Page 1). American Rivers and partners are now collaborating with stakeholders to identify priority sites for restoration based on the scorecard results. The first round of analyses identified Faith Valley Meadow, upstream of Hope Valley, as a top priority. American Rivers has received funding from the National Fish and Wildlife Foundation to begin project planning and restoration could start next season. American Rivers plans to continue to work with stakeholders to identify addition restoration priorities.

For more information on American Rivers work in the Upper Carson River Watershed, contact Julie Fair at American Rivers: jfair@americanrivers.org.

(Comments Sought on Carson City Stormwater Management Program Update, continued from page 4)

Construction Site - Runoff Control

- Continue to maintain stormwater hotline and Carson City Connect.
- Continue to enforce BMPs for construction site erosion and sediment control as required by the Development Standards, Division 13.
- Continue to train staff in construction site erosion/sediment control management and enforcement methods per the training policy.

Illicit Discharge Detection and Elimination

- Continue regular updates to the storm sewer map.
- Continue to enforce illicit discharge program ordinance.
- Continue to maintain stormwater hotline.
- Continue to inspect the storm drain system, inspection of 20% of the system annually.
- Continue to monitor stormwater outfalls.
- Complete GIS data base transfer for the storm sewer map by November 16, 2017.
- Continue to train staff in illicit detection program and procedures.
- Continue to operate and promote the hazardous material/used oil collection program.

Pollution Prevention/Good Housekeeping for Municipal Operations

- Continue to follow the procedures of the Good Housekeeping Program.
- Continue to collaborate with CWSD and other governmental agencies in the watershed to implement pollution prevention/good housekeeping programs.
- Continue to follow Integrated Pest Management program.
- Continue to train Public Works and Parks staff per City policy.
- Update the Municipal Pollution Prevention/ Good Housekeeping program and Integrated Pest Management program by Aug 29, 2017.

Clear Creek Master Storm Water Management Program (CCSWMP)

- Continue to collaborate with all entities within the watershed under the approved CCSWMP.
- Include any specific BMP that relates to the Clear Creek watershed in the LID standards and incorporate them into Stormwater Division 14 of the Development Standards.

The public comment period began November 7 and will end January 4, 2017. Please visit the City's storm water website at www.carsonsw.org then navigate to Stormwater Management drop down tab then to Storm water Management Program Update 2016 tab. Use the "click here" to view the full document. To send comments on the Program Update to Public Works, use the "Email Us" on the right side of the web page.

If you have specific questions, please contact Robb Fellows, P.E., Rfellows@carson.org.

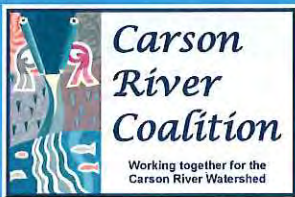
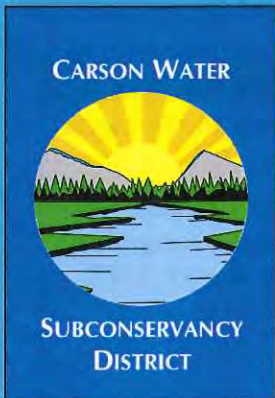
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cwsd@cwsd.org

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Thanks to Contributors!

Ann Bollinger
Linda Conlin
Julie Fair
Gavin Feiger
Robb Fellows
Rich Wilkinson



This newsletter has been developed in part with Clean Water Act 319 (h) funds from the Nevada Division of Environmental Protection.



Upcoming Events

*Happy Holidays from the CWSD and CRC!
Have a safe and festive New Years!*

January 1st, 2017
Nevada State Parks: First Hike
- Fort Churchill SP (12:30pm-3:00pm)
bucklandstation@hdiss.net
- Dayton Valley (2:30pm-3:30pm)
washoelake@hdiss.net
- Washoe Lake SP (10:00am-12:00pm)
washoelake@hdiss.net

January 4th, 2017
Carson City Storm Water Management
Program Update Comment Period Ends
www.carsonsw.org

January 11-12, 2017, Two Day
Annual Winter Weed Conference
Eastern Nevada Landscape Coalition
www.envlc.org

January 14, 2017, 8:00am-6:00pm
2nd School Garden Conference
Nevada Department of Agriculture
Ashley Jeppson, ajeppson@agri.nv.gov

January 28, 2017, 8:30am-5:00pm
DRI STEAM Teacher Training, NV
Museum of Art, [Register Here](#)

January 26-29, 2017: Eagles & Ag in Douglas
County, www.carsonvalleynv.org/pages/eaglesag/

February 14-16, 2017
Nevada Water Resources Association
Reno, NV, [Register Here](#)

February 21, 2017, 9:00 - 4:30: EPA &
NDEP Mercury Superfund Site Tour
Carson Water Subconservancy District
Shane@cwsd.org

February 22-23, 2017, 9:00 - 4:30
Carson River Watershed Management
Forum, Carson City Community Center
Shane@cwsd.org



CARSON WATER SUBCONSERVANCY DISTRICT
777 E. William St., #110A
Carson City, NV 89701

Dallaire, Tom

From: Brenda Hunt - Watershed Program Manager <Brenda@cwsd.org@mail26.us4.mcsv.net>
on behalf of Brenda Hunt - Watershed Program Manager <Brenda@cwsd.org>
Sent: Thursday, March 02, 2017 4:20 PM
To: Dallaire, Tom
Subject: CR Floodplain Management Workshop Invitation and Agenda

**Invitation to Carson River
Floodplain Management Workshop
March 8, 2017 9am-12pm
& Webinar Opportunities**



Lahontan Reservoir at over 246,000 acre feet – Photo by Lahontan State Park Staff

Invitation to Participate in the Carson River

Regional Floodplain Management Workshop

When: March 8, 2017 9AM - Noon

Location: Sierra Room, Carson City Community Center,
850 E William St. Carson City, NV 89701

Contact: Brenda Hunt, 887-9005, brenda@cwsd.org or Ed James
887.7456, edjames@cwsd.org

1. Welcome and Introductions
2. NRCS: Snotel / River Runoff Forecasts (Jeff Anderson)
3. National Weather Service: Spring/Summer Runoff Forecast (Tim Bardsley)
4. USBR Presentation: Lahontan Reservoir Management (Terri Edwards)
5. TCID: Newlands Project Management (Rusty Jardine)
6. Brainstorm Session: Strategies on Storing Flood Waters Upstream of Lahontan Reservoir (Steve Lewis, UNCE)
7. Announcements:
 - a. Carson River Regional Flood Management Plan Update
 - b. Flood Insurance – sign up now

Webinar Opportunities

USDA Office of Sustainability & Climate
[Effects of Drought on Recreation and Wilderness](#)
March 22, 2017 11:00 AM US/Pacific

This webinar will explore how researchers, resource managers, and industry professionals are assessing and addressing the impacts of drought on recreation and Wilderness opportunities and experiences.

EPA's Clean Water State Revolving Fund Branch and the USDA Forest Service National Urban Forest Technology & Science Delivery Team
"The Clean Water State Revolving Fund: Flexible Funding for the Urban Tree Canopy."

March 29, 2017 10:30 AM – Noon PST

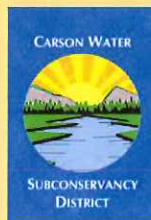
Since its inception, the Clean Water State Revolving Fund (CWSRF) program has provided over \$118 billion to projects nationwide, making it EPA's largest source of funding for water quality. While the CWSRF has traditionally funded publicly-owned treatment works, it can also fund green infrastructure including tree planting and land acquisition for water quality improvement and protection.

FIRST TIME USERS: Make sure you are able to access Adobe Connect:
https://usfs.adobeconnect.com/common/help/en/support/meeting_test.htm
To connect to the webinar, go to <https://usfs.adobeconnect.com/spf-ucf/>
Questions? Contact Kelly Tucker at tucker.kelly@epa.gov

Don't Forget to Download the
Winter Watershed Connections Newsletter

Get out there and enjoy the Sun!!!

Brenda Hunt, Carson River Watershed Program Manager
Shane Fryer, Watershed Program Specialist



Carson Water Subconservancy District

777 E. William Street, Suite 110A

Carson City, NV 89701

775-887-9005 (p)

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Carson Water Subconservancy District · 777 E. William Street, Suite 110A · Carson City, NV 89701 · USA

MailChimp

Dallaire, Tom

From: Nevada League of Cities & Municipalities <jwalker@nvleague.org>
Sent: Friday, March 03, 2017 12:59 PM
To: Dallaire, Tom
Subject: City Courier - March 2017



NEVADA

LEAGUE OF CITIES AND MUNICIPALITIES

City Courier - March 2017

2017 Upcoming Events

March 11-15, 2017
National League of Cities
Congressional Cities Conference
March 11-15, 2017, Washington DC

April 27, 2017
Local Government Legislative Day at
the Legislature and Reception at the
Governor's Mansion

October 10-12, 2017
NLC&M Annual Conference
City of Mesquite

November 15-18, 2017
National League of Cities
City Summit, Charlotte, NC

What's Happening around the League

February 28th was Mayors Day at the Legislature. League President, Mayor Geno Martini, and Chair of the League's Council of Mayors and Chairs, Mayor Bob Crowell, and Mayor John Lee, City of North Las Vegas addressed the Assembly Government Affairs Committee. We also had meetings with legislative leadership as well as the Governor's Chief of Staff Mark Willden and Lt. Governor Mark Hutchison. We would like to thank the Mayors for taking the time to represent their cities at the Legislature.

Mr. Wes Henderson, Executive Director, was appointed to represent municipalities on the Governor's Task Force on the Implementation of Question 2: The Regulation and Taxation of Marijuana by Executive Order.

The Board of Directors met on January 30, 2017 in Reno.

"Friends of the

League"

PLATINUM

Willis Pooling
Wells Fargo

GOLD

CenturyLink
Nevada Rural Housing Authority
Republic Services

SILVER

Charles Abbott & Associates
NV Energy
Voya Financial

COPPER

L/P Insurance Services
Las Vegas Metro Chamber
of Commerce
Stradling Yocca Carlson & Rauth
Western Insurance Specialties

We appreciate your support!

For information on becoming a "Friend of the League" please [click here](#).

Please Support our League Partners



NLC Service Line
Warranty Program

To learn more about this unique program and how it can bring revenue and peace of mind to your community, please contact:

Mike Madden mmadden@utilitysp.net
or 407-616-2239 for more information.

Attorney General Adam Laxalt executed the Administration of Oath of Office for President Geno Martini, Vice President Natalie Yanish and Secretary/Treasurer Gerri Schroder.



Natalie Yanish_ Gerri Schroder and Attorney General Adam Laxalt

We had presentations regarding the U.S. Dept. of Agriculture Rural Development Programs in Nevada by Ms. Sarah Adler and Mr. Herb Shedd, USDA Rural Development and Senator Tick Segerblom regarding the Legalization of Recreational Marijuana in Nevada.

The Board also approved the following; NLC&M new logos, partnership with Emerald Data Solutions, adopt theme and dates for the 2017 Nevada City Council Meeting and a League policy regarding the request for temporary reductions of dues.

Our annual trip to Washington, DC is rapidly approaching. The National League of Cities' Congressional Cities Conference is March 11 - 15. We have meetings scheduled with all the members of our Congressional Delegation. Some of the important issues we will address will include Marijuana Banking, Removal of Marijuana from Schedule 1 of the Controlled Substances Act, Police Body Cameras, and Public Lands Transfers for Public Purposes/Economic Development. Registration is still open if you would like to attend and help add Nevada's voice to the conversations that develop national municipal policies.



Congressional City Conference

MARCH 11-15, 2017 WASHINGTON, DC

For more information [click here](#):

Mayor and County Recognition Day for National Service

National Service makes an imprint on Nevada in so many ways. From the AmeriCorps members and Senior Corps (RSVP, Senior Companion and Foster Grandparent)



participants to the organizations that commit to managing these federal



For more information:

Sarah Lindsay & Kelly Boggs
Email: uscommunities@naco.org
Phone: 202-942-4290
U.S. Communities Government
Purchasing Alliance
| www.uscommunities.org

programs in rural and urban areas, the benefit to Nevada communities and its citizens are powerful.

I hope you will join us in recognizing the value the national service members and nonprofit organizations as leaders in applying citizen service aka national service and volunteerism to meet locally identified needs by signing on for the Mayor and County Recognition day for National Service, which is April 4, 2017.

All you need to do to be part of this national 'Thank you' and recognition day is sign up here or call the CNCS State office at 775-784-7474. Share your support of national service on April 4, 2017 on social media. Tag it #Mayors4Service, #County4Service, #Nvvolunteers

Find out more about how leaders are recognizing this day across the country at Corporation for National and Community Service resources!

Program pushes injured Veterans out of their comfort zone and into the mountains

City of Reno, Newsroom

Experiencing a life-altering injury in the name of duty for the U.S. military comes with two forms of pain - physical and emotional.

The High Fives Foundation in Truckee, California and the City of Reno's Parks, Recreation and Community Services Department in Reno have teamed up to host a program called Military to the Mountains.



Seven injured Veterans are trained for nine weeks at the Evelyn Mount Northeast Community Center and Double Diamond Athletic Club, preparing them for a week of skiing at Squaw Valley Alpine Meadows in California from April 3 to April 9, 2017. The Veterans are instructed by members of the Achieve Tahoe adaptive ski program.

"The City of Reno is stoked to be a part of this inspiring program," said April Wolfe, Therapeutic Recreation Specialist for the City of Reno. "The motivated group of Veterans are putting the work in, supporting each other to get physically and mentally prepared for an epic week on snow."

The entire effort is completely organized and funded by the High Fives Foundation, whose mission is to provide resources and inspiration to mountain action sports athletes with life-altering injuries.

"I actually attempted post-injury skiing for the first time earlier this season, and I really struggled," said Air Force Veteran Shay Hampton. "I can already see how the nine weeks of training will translate to the snow. I can't wait to get back out there!"

In 2015, Military to the Mountains inspired Squaw Valley Alpine Meadows ski resort located in the Lake Tahoe area of California to join the program. The resort now provides a Silver Tahoe Super Pass to military personnel, along with a note of appreciation and a challenge coin for a donation of \$25, of which all proceeds support the Military to the Mountains program and 22Kill, an organization working to raise awareness to the suicide epidemic that is plaguing U.S. Veterans, including education on mental health issues such as PTSD.

"We're dedicated to improving the physical and emotional health of US Veterans," said Roy Tuscany, executive director of the High Fives Foundation. "It's been an extremely rewarding opportunity to bring all of these organizations together to honor these men and women who have been injured serving our country."

Watch and share last year's Military to the Mountains video recap: <https://vimeo.com/185727081>.

STAY CONNECTED



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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Approve Health and Sanitation & Public Works Departments Monthly Report of activities
2. **Recommended Motion:** Approve as submitted
Funds Available: Yes N/A
3. **Department:** Administration
Prepared by: Carol Louthan
4. **Meeting Date:** March 7, 2017
5. **Time Requested:** N/A
6. **Agenda:** Consent Administrative
7. **Background Information:**
Trash (January landfill figures) **Credit Cards** (January figures)

Residential Accounts	1789
Commercial Accounts	223
Green Waste Accounts	1344
Recycling Accounts	162
Cleanup Dumpsters	3
X cans	376
# of new residential accounts	5 accts transferred to new owners
# of new commercial accounts	0
Minimum User Accounts	32
Total tons of trash	318.05
Total tons of Greenwaste	9.82
Total tons of Recycling	Begins 2/6/17

Total Amount	\$16,888.42	
Total Transactions	220	
Visa	195	\$14,474.09
Mastercard	24	\$ 1,900.18
American Express	1	\$ 59.46
Terminal	4	\$ 454.69

8. **Other Agency Review of Action:** Douglas County N/A
9. **Board Action:**
 Approved Approved with Modifications

Superintendent Town Public Works Monthly Report

Public Works & Parks – 2/2017

- Street light hit in front of Waterloo Center on 395. Working with insurance. 2/5/2017
- Wind Event February 10th. Approximately \$20,000 worth of damage and staff labor allocated to the repairs and remediation. Page 2-3 and 2-4.
- Reset sign posts in The Ranch and around town that are leaning. The new bases are larger and include additional concrete to keep them from leaning again.
- Reported to NDOT concrete curb failure on 395 in front of the Town Office.
- Garbage can and bollard hit at town office. Working with insurance. 2/23/2017
- Staff coverage for H&S due to injury.

Health and Sanitation – 2/2017

- One staff member still out due to injury. Shift coverage with Public Works personnel.
- Recycling program.
 - Statistics for the program on page 2-5.
 - 26% reduction to trash
- Quotes and truck replacement schedule for purchasing refurbished trucks.

Engineering – 2/2017

- Chichester HOA presentation on 2/4/2017. Update on road maintenance and recycling.
- Solar Street Light at Waterloo and Northampton.
 - Foundation installed by Curtis and Sons on March 1st, 2017
 - After 28 days of curing we will install the Solar Street Light.
- Facilitated the Public Safety and Judicial System day for Leadership Douglas County.
 - Great experience.
- Worked on Chichester cracks plans.
- Charter and Verizon out for the Carson Valley 2/27/2017.
 - Who would have guessed the internet was so important?
- Major Design Review for High Sierra Fellowship Church.
- Zoning Map Amendment to change from NC to MUC @ 1317 & 1321 US Highway 395 N
 - Delegated to Tom – Too much on my plate
- PCI reviewed for future projects.
- Budget evaluation and project planning.
- CIP investigation and planning.

Wind Event 2/10/2017 - Resident Damage Impacting the Town

Friday, February 10, 2017

9:12 AM



Northampton @ Waterloo

Decorative Stop Sign and Sign post damaged



Hussman @ Meadow Ct

Sierra Peaks hired to clear the road



Tree blocking access near the Mansion
Resident cleared access



Meadow Lane - Tree Down
Pulling over street light
NV Energy Notified

2-3

Wind Event 2/10/2017 - Town Damage

Friday, February 10, 2017

9:16 AM



Toler Lineal

Sierra Peaks hired to remove from power
Town staff finished removal



Heritage Park

Town staff removed tree



Gardner Park

Town staff removed tree



Shop Yard

No visible damage to crack sealer

2-4

Typical Residential Town Trash

Date	lb month	Tons Month	Customers	lb/cust month	lb/cust week
Jan-16	246480 lb	123.24 ton	1780	138 lb	31.96 lb
Feb-16	239540 lb	119.77 ton	1782	134 lb	31.02 lb
Mar-16	314180 lb	157.09 ton	1786	176 lb	40.60 lb
Apr-16	248880 lb	124.44 ton	1750	142 lb	32.82 lb
May-16	300200 lb	150.10 ton	1787	168 lb	38.77 lb
Jun-16	332300 lb	166.15 ton	1787	186 lb	42.92 lb
Jul-16	255600 lb	127.80 ton	1789	143 lb	32.97 lb
Aug-16	286080 lb	143.04 ton	1790	160 lb	36.88 lb
Sep-16	275620 lb	137.81 ton	1788	154 lb	35.58 lb
Oct-16	246780 lb	123.39 ton	1787	138 lb	31.87 lb
Nov-16	252520 lb	126.26 ton	1787	141 lb	32.61 lb
Dec-16	319200 lb	159.60 ton	1787	179 lb	41.22 lb

Total 1658.69 ton

Average 35.77 lb/cust/week

Recycling program

Date	Weight In	Weight Out	Recycled	Customers	lb/cust	
2/6/2017	34220	32520	1700 lb	0.85 ton	179	9.50 lb
2/20/2017	36520	34240	2280 lb	1.14 ton	179	12.74 lb
3/6/2017			0 lb	0 ton	179	0.00 lb
3/20/2017			0 lb	0 ton	179	0.00 lb
4/10/2017			0 lb	0 ton	179	0.00 lb
4/24/2017			0 lb	0 ton	179	0.00 lb
5/8/2017			0 lb	0 ton	179	0.00 lb
5/22/2017			0 lb	0 ton	179	0.00 lb
6/12/2017			0 lb	0 ton	179	0.00 lb
6/26/2017			0 lb	0 ton	179	0.00 lb
7/10/2017			0 lb	0 ton	179	0.00 lb

2-5

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action: Approve February 2017 claims.**
2. **Recommended Motion: Approve as submitted**
Funds Available: Yes N/A
3. **Department: Administration**

Prepared by: Carol Louthan
4. **Meeting Date: March 7, 2017** **Time Requested: N/A**
5. **Agenda:** **Consent** **Administrative**
6. **Background Information:** See attached.
7. **Other Agency Review of Action:** **Douglas County** **N/A**
8. **Board Action:**
 Approved **Approved with Modifications**
 Denied **Continued**



Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 510.150 - Board Compensation	2/17 BOARD	G'VILLE	Paid by Check # 658843		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
4288 - Higuera Lloyd W	2/17 BOARD	G'VILLE	Paid by Check # 658851		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
24008 - Jones Cassandra Esq	2/17 BOARD	G'VILLE	Paid by Check # 658873		02/02/2017	02/10/2017	02/10/2017		02/10/2017	275.00
28960 - Miller Kenneth	2-17 BOARD	G'VILLE	Paid by Check # 658934		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
2969 - Slater Linda	2-17 BOARD	G'VILLE	Paid by Check # 658972		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
8364 - Wenner Mary								Invoice Transactions 5		\$1,275.00
Account 511.201 - PEBS-Ret.Medical										
20219 - NV ST Public Employees	1-17 PREMIUMS	731	Paid by Check # 658678		01/03/2017	02/03/2017	02/03/2017		02/03/2017	9.68
Account 520.055 - Telephone Expense								Invoice Transactions 1		\$9.68
29103 - Frontier	782-7134 1/17	77578271340502795	Paid by Check # 658600		01/16/2017	02/03/2017	02/03/2017		02/03/2017	109.53
29103 - Frontier	782-3856 1/17	77578238560808025	Paid by Check # 658600		01/16/2017	02/03/2017	02/03/2017		02/03/2017	53.29
13097 - Verizon Wireless	9779621919	842011146-00001	Paid by Check # 659278		02/01/2017	02/17/2017	02/17/2017		02/17/2017	285.57
Account 520.064 - Travel								Invoice Transactions 3		\$448.39
2969 - Slater Linda	1-30-17	MILEAGE	Paid by Check # 658934		02/01/2017	02/10/2017	02/10/2017		02/10/2017	50.29
Account 520.084 - Replacement & Repair								Invoice Transactions 1		\$50.29
14747 - Home Depot (Gville)	8021271	6035322502697513	Paid by Check # 659389		01/25/2017	02/24/2017	02/24/2017		02/24/2017	34.89
Account 520.089 - Power								Invoice Transactions 1		\$34.89
2924 - NV Energy	791804 1-17	791804	Paid by Check # 658891		01/26/2017	02/10/2017	02/10/2017		02/10/2017	79.20
2924 - NV Energy	2856009 1-17	2856009	Paid by Check # 658893		01/26/2017	02/10/2017	02/10/2017		02/10/2017	131.39
Account 520.092 - Heating								Invoice Transactions 2		\$210.59
3021 - Southwest Gas-Las Vegas	0015779022 1-17	2410015779022	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	134.18
3021 - Southwest Gas-Las Vegas	1072224004 1-17	2411072224004	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	128.73

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	1188600002 1-17	2411188600002	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	120.78
3021 - Southwest Gas-Las Vegas	0015779022 2-17	2410015779022	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	124.52
3021 - Southwest Gas-Las Vegas	1072224004 2-17	2411072224004	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	103.09
3021 - Southwest Gas-Las Vegas	1188600002 2-17	2411188600002	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	122.09
				Account 520.092 - Heating Totals				Invoice Transactions 6		\$733.39
27347 - A+ Janitorial Service	Account 520.098 - Janitorial Services TOG1116	G'VILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	100.00
27347 - A+ Janitorial Service	TOG1216	G'VILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	100.00
27347 - A+ Janitorial Service	TOG0117	G'VILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	150.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 3		\$350.00
4753 - Ricoh USA Inc	Account 520.136 - Rents & Leases Equipment 98172021	1481234-3433221	Paid by Check # 658702		01/13/2017	02/03/2017	02/03/2017		02/03/2017	165.41
4753 - Ricoh USA Inc	5046861309	16769392	Paid by Check # 659227		02/01/2017	02/17/2017	02/17/2017		02/17/2017	46.49
32076 - Ray Morgan Company Inc	1445921	DC41	Paid by Check # 659440		12/14/2016	02/24/2017	02/24/2017		02/24/2017	111.82
32076 - Ray Morgan Company Inc	1467876	DC41	Paid by Check # 659440		01/10/2017	02/24/2017	02/24/2017		02/24/2017	111.82
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 4		\$435.54
32036 - Spectrum Business	Account 520.187 - Internet Expense 0012509 2/16	8354110060012509	Paid by Check # 659253		02/02/2017	02/17/2017	02/17/2017		02/17/2017	65.96
32036 - Spectrum Business	0598044 2/16	8354110060598044	Paid by Check # 659254		02/02/2017	02/17/2017	02/17/2017		02/17/2017	34.99
12997 - Do Co Procurement Program	1-17 LOUTHAN	G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	120.74
				Account 520.187 - Internet Expense Totals				Invoice Transactions 3		\$221.69
12997 - Do Co Procurement Program	Account 520.200 - Training & Education 1-17 LOCHRIDGE	G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	450.00
				Account 520.200 - Training & Education Totals				Invoice Transactions 1		\$450.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 921 - Gardnerville Admin Account 521.130 - Legal Services 26815		G'VILLE	Paid by Check # 658921		01/19/2017	02/10/2017	02/10/2017		02/10/2017	780.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$780.00
12997 - Do Co Procurement Program Account 532.056 - Subscriptions 1-17 DALLAIRE		G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	123.50
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		\$123.50
8479 - Tahoe Supply Co Account 533.800 - Office Supplies 642001		TOWNGV	Paid by Check # 658386		01/11/2017	01/27/2017	01/27/2017		01/27/2017	88.03
8479 - Tahoe Supply Co 642255		TOWNGV	Paid by Check # 658386		01/13/2017	01/27/2017	01/27/2017		01/27/2017	58.87
9064 - R & S Optimum Offset 17-10141		G'VILLE	Paid by Check # 658912		01/30/2017	02/10/2017	02/10/2017		02/10/2017	355.00
2549 - Dallaire Tom-Petty Cash 2-17 G'VILLE		PETTY CASH	Paid by Check # 659083		02/06/2017	02/17/2017	02/17/2017		02/17/2017	19.80
12997 - Do Co Procurement Program 1-17 DALLAIRE		G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	124.01
12997 - Do Co Procurement Program 1-17 LOUTHAN		G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	73.99
				Account 533.800 - Office Supplies Totals				Invoice Transactions 6		\$719.70
16648 - E Squared C Inc Account 533.806 - Software 43966		G'VILLE	Paid by Check # 658820		02/01/2017	02/10/2017	02/10/2017		02/10/2017	37.50
				Account 533.806 - Software Totals				Invoice Transactions 1		\$37.50
				Department 921 - Gardnerville Admin Totals				Invoice Transactions 39		\$5,880.16

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardinerville Town Department 923 - Parks & Recreation Account 520.084 - Replacement & Repair										
13485 - Ahern Rentals Inc	17007027-1	205304	Paid by Check # 658775		01/03/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	71.22
13485 - Ahern Rentals Inc	17007027-2	205304	Paid by Check # 658775		01/03/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	(54.25)
13485 - Ahern Rentals Inc	17007045-1	205304	Paid by Check # 658775		01/03/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	54.25
12997 - Do Co Procurement Program	1-17 LACOST	G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	17.63
12997 - Do Co Procurement Program	1-17 LOUTHAN	G'VILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	585.00
			Account 520.084 - Replacement & Repair Totals					Invoice Transactions 5		\$673.85
2924 - NV Energy	791804 12=16	791804	Paid by Check # 658343		01/06/2017	01/27/2017	01/27/2017	01/27/2017	01/27/2017	32.80
2924 - NV Energy	791804 1-17	791804	Paid by Check # 658891		01/26/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	688.96
2924 - NV Energy	791804 1=17	791804	Paid by Check # 659191		02/04/2017	02/17/2017	02/17/2017	02/17/2017	02/17/2017	32.80
2924 - NV Energy	791804 2=17	791804	Paid by Check # 659430		02/04/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	32.80
			Account 520.089 - Power Totals					Invoice Transactions 4		\$787.36
2153 - Minden Town of	1862.01 1/17	1862.01	Paid by Check # 658874		01/26/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	24.05
			Account 520.090 - Water Totals					Invoice Transactions 1		\$24.05
3814 - Flyers Energy LLC	CFS1359363	8308	Paid by Check # 658595		01/15/2017	02/03/2017	02/03/2017	02/03/2017	02/03/2017	76.46
3814 - Flyers Energy LLC	CFS1368045	8308	Paid by Check # 659106		01/31/2017	02/17/2017	02/17/2017	02/17/2017	02/17/2017	59.57
			Account 532.003 - Gas & Oil Totals					Invoice Transactions 2		\$136.03
5331 - Signs of Excitement Inc	Account 533.817 - Small Projects 5656	G'VILLE	Paid by Check # 659244		12/09/2016	02/17/2017	02/17/2017	02/17/2017	02/17/2017	185.80
			Account 533.817 - Small Projects Totals					Invoice Transactions 1		\$185.80
			Department 923 - Parks & Recreation Totals					Invoice Transactions 13		\$1,807.09

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.017 - Snow Removal										
13485 - Ahern Rentals Inc	17018469-1	205304	Paid by Check # 658775		01/05/2017	02/10/2017	02/10/2017		02/10/2017	151.80
13485 - Ahern Rentals Inc	17023972-1	205304	Paid by Check # 658775		01/06/2017	02/10/2017	02/10/2017		02/10/2017	13.16
2297 - ASJ Small Engines Inc	18861	GVILLE	Paid by Check # 658782		01/24/2017	02/10/2017	02/10/2017		02/10/2017	12.00
2510 - Parts House	717824	4170	Paid by Check # 658906		01/05/2017	02/10/2017	02/10/2017		02/10/2017	34.88
2297 - ASJ Small Engines Inc	18863	GVILLE	Paid by Check # 659311		01/24/2017	02/24/2017	02/24/2017		02/24/2017	208.79
Account 520.017 - Snow Removal Totals Invoice Transactions 5										
										\$420.63
Account 520.084 - Replacement & Repair										
13485 - Ahern Rentals Inc	17008031-1	205304	Paid by Check # 658775		01/03/2017	02/10/2017	02/10/2017		02/10/2017	56.98
13485 - Ahern Rentals Inc	17060256-1	205304	Paid by Check # 658775		01/17/2017	02/10/2017	02/10/2017		02/10/2017	35.98
2510 - Parts House	719247	4170	Paid by Check # 658906		01/13/2017	02/10/2017	02/10/2017		02/10/2017	54.88
2510 - Parts House	719847	4170	Paid by Check # 658906		01/18/2017	02/10/2017	02/10/2017		02/10/2017	21.22
12198 - O'Reilly Auto Parts	3530496659	1075650	Paid by Check # 659204		12/30/2016	02/17/2017	02/17/2017		02/17/2017	16.99
12198 - O'Reilly Auto Parts	3530-100130	1075650	Paid by Check # 659204		01/18/2017	02/17/2017	02/17/2017		02/17/2017	12.99
12997 - Do Co Procurement Program	1-17 LACOST	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	169.91
Account 520.084 - Replacement & Repair Totals Invoice Transactions 7										
										\$368.95
Account 520.095 - Street Lights										
2924 - NV Energy	791804 1-17	791804	Paid by Check # 658891		01/26/2017	02/10/2017	02/10/2017		02/10/2017	563.06
2924 - NV Energy	2856036 1-17	2856036	Paid by Check # 658892		01/27/2017	02/10/2017	02/10/2017		02/10/2017	6,140.62
Account 520.095 - Street Lights Totals Invoice Transactions 2										
										\$6,703.68
Account 520.103 - Maint Road										
2358 - Newman Traffic Signs Inc	TI-0306123	GAR025	Paid by Check # 658674		01/19/2017	02/03/2017	02/03/2017		02/03/2017	560.06
13485 - Ahern Rentals Inc	17060256-1	205304	Paid by Check # 658775		01/17/2017	02/10/2017	02/10/2017		02/10/2017	239.98
13485 - Ahern Rentals Inc	17102333-1	205304	Paid by Check # 658775		01/27/2017	02/10/2017	02/10/2017		02/10/2017	16.98
12997 - Do Co Procurement Program	1-17 LACOST	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	229.65

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town Department 926 - Other Public Works Account 520.103 - Maint Road	8021271	6035322502697513	Paid by Check # 659389		01/25/2017	02/24/2017	02/24/2017		02/24/2017	65.97
				Account 520.103 - Maint Road Totals				Invoice Transactions 5		\$1,112.64
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1359363	8308	Paid by Check # 658595		01/15/2017	02/03/2017	02/03/2017		02/03/2017	390.94
3814 - Flyers Energy LLC	CFS1368045	8308	Paid by Check # 659106		01/31/2017	02/17/2017	02/17/2017		02/17/2017	416.24
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$807.18
Account 532.028 - Uniforms										
10314 - Work World Inc	50423	109-103 G'VILLE	Paid by Check # 658765		01/07/2017	02/03/2017	02/03/2017		02/03/2017	44.98
13485 - Ahern Rentals Inc	17023972-1	205304	Paid by Check # 658775		01/06/2017	02/10/2017	02/10/2017		02/10/2017	31.99
13485 - Ahern Rentals Inc	17024769-1	205304	Paid by Check # 658775		01/06/2017	02/10/2017	02/10/2017		02/10/2017	31.99
5785 - Alisco Inc	LEN1216374	000330	Paid by Check # 658777		01/03/2017	02/10/2017	02/10/2017		02/10/2017	4.39
5785 - Alisco Inc	LEN1218521	000330	Paid by Check # 658777		01/10/2017	02/10/2017	02/10/2017		02/10/2017	4.39
5785 - Alisco Inc	LEN1220521	000330	Paid by Check # 658777		01/17/2017	02/10/2017	02/10/2017		02/10/2017	4.39
5785 - Alisco Inc	LEN1222517	000330	Paid by Check # 658777		01/24/2017	02/10/2017	02/10/2017		02/10/2017	4.39
5785 - Alisco Inc	LEN1224566	000330	Paid by Check # 658777		01/27/2017	02/10/2017	02/10/2017		02/10/2017	4.39
				Account 532.028 - Uniforms Totals				Invoice Transactions 8		\$130.91
Account 533.802 - Small Equipment										
25328 - Michael Hohl Motor Co Inc	5487012	G'VILLE	Paid by Check # 658871		01/31/2017	02/10/2017	02/10/2017		02/10/2017	396.00
				Account 533.802 - Small Equipment Totals				Invoice Transactions 1		\$396.00
Account 562.000 - Capital Projects										
31525 - Bramco Construction Corp	7256	3010	Paid by Check # 658259		01/04/2017	01/27/2017	01/27/2017		01/27/2017	62,241.46
2012 - Lumos and Associates Inc	93550	8939.001	Paid by Check # 658324		01/13/2017	01/27/2017	01/27/2017		01/27/2017	2,042.00
2012 - Lumos and Associates Inc	93549	8939.000	Paid by Check # 658324		01/13/2017	01/27/2017	01/27/2017		01/27/2017	500.00
31525 - Bramco Construction Corp	7256-E	3010-E	Paid by Check # 659061		01/04/2017	02/17/2017	02/17/2017		02/17/2017	51,801.31

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 610 - Gardnerville Town										
Department 926 - Other Public Works										
Account 562.000 - Capital Projects	93691	8939,000	Paid by Check # 659411		02/10/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	11,787.50
2012 - Lumos and Associates Inc	93692	8939,001	Paid by Check # 659411		02/10/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	1,712.00
2012 - Lumos and Associates Inc	93691.	8939,000	Paid by Check # 659411		02/10/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	805.00
Account 562.000 - Capital Projects Totals Department 926 - Other Public Works Totals Fund 610 - Gardnerville Town Totals										
										<u>\$130,889.27</u>
										<u>\$140,829.26</u>
										<u>\$148,516.51</u>

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & Sanitation										
Department 925 - Health & Sanitation										
Account 510.150 - Board Compensation										
4288 - Higuera Lloyd W	2/17 BOARD	GVILLE	Paid by Check # 658843		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
24008 - Jones Cassandra Esq	2/17 BOARD	GVILLE	Paid by Check # 658851		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
28960 - Miller Kenneth	2/17 BOARD	GVILLE	Paid by Check # 658873		02/02/2017	02/10/2017	02/10/2017		02/10/2017	275.00
2969 - Slater Linda	2-17 BOARD	GVILLE	Paid by Check # 658934		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
8364 - Wenner Mary	2-17 BOARD	GVILLE	Paid by Check # 658972		02/02/2017	02/10/2017	02/10/2017		02/10/2017	250.00
Account 510.150 - Board Compensation Totals Invoice Transactions 5										
\$1,275.00										
Account 520.055 - Telephone Expense										
29103 - Frontier	782-7134 1/17	77578271340502795	Paid by Check # 658600		01/16/2017	02/03/2017	02/03/2017		02/03/2017	109.53
29103 - Frontier	782-3856 1/17	77578238560808025	Paid by Check # 658600		01/16/2017	02/03/2017	02/03/2017		02/03/2017	53.28
13097 - Verizon Wireless	9779621919	842011146-00001	Paid by Check # 659278		02/01/2017	02/17/2017	02/17/2017		02/17/2017	285.57
Account 520.055 - Telephone Expense Totals Invoice Transactions 3										
\$448.38										
Account 520.072 - Advertising										
26465 - Diamond Printing Inc	10736	GVILLE	Paid by Check # 658812		01/28/2017	02/10/2017	02/10/2017		02/10/2017	90.00
Account 520.072 - Advertising Totals Invoice Transactions 1										
\$90.00										
Account 520.084 - Replacement & Repair										
1957 - Lawson Products Inc	9304621474	10228446	Paid by Check # 658323		01/04/2017	01/27/2017	01/27/2017		01/27/2017	63.86
11985 - Ace Hardware	113688/1	1236	Paid by Check # 658772		01/18/2017	02/10/2017	02/10/2017		02/10/2017	1.49
11985 - Ace Hardware	113786/1	1236	Paid by Check # 658772		01/24/2017	02/10/2017	02/10/2017		02/10/2017	24.95
11985 - Ace Hardware	113829/1	1236	Paid by Check # 658772		01/26/2017	02/10/2017	02/10/2017		02/10/2017	24.95
11985 - Ace Hardware	113921/1	1236	Paid by Check # 658772		01/31/2017	02/10/2017	02/10/2017		02/10/2017	49.90
32116 - Kart-Man Inc	0126171A	GVILLE	Paid by Check # 658853		01/26/2017	02/10/2017	02/10/2017		02/10/2017	139.05
2510 - Parts House	719247	4170	Paid by Check # 658906		01/13/2017	02/10/2017	02/10/2017		02/10/2017	54.87
7100 - Amrep Inc	292670	GAR050	Paid by Check # 659043		01/18/2017	02/17/2017	02/17/2017		02/17/2017	424.28
3890 - Arata Equipment Co.	1-88493	1015	Paid by Check # 659044		01/26/2017	02/17/2017	02/17/2017		02/17/2017	100.47

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 520.084 - Replacement & Repair										
3890 - Arata Equipment Co.	1-88533	1015	Paid by Check # 659044		01/30/2017	02/17/2017	02/17/2017		02/17/2017	108.38
12198 - O'Reilly Auto Parts	3530-497655	1075650	Paid by Check # 659204		01/04/2017	02/17/2017	02/17/2017		02/17/2017	(70.00)
12198 - O'Reilly Auto Parts	3530-498352	1075650	Paid by Check # 659204		01/09/2017	02/17/2017	02/17/2017		02/17/2017	12.99
12198 - O'Reilly Auto Parts	3530-498547	1075650	Paid by Check # 659204		01/10/2017	02/17/2017	02/17/2017		02/17/2017	27.48
12198 - O'Reilly Auto Parts	3530-498579	1075650	Paid by Check # 659204		01/10/2017	02/17/2017	02/17/2017		02/17/2017	19.99
12198 - O'Reilly Auto Parts	3530-498628	1075650	Paid by Check # 659204		01/10/2017	02/17/2017	02/17/2017		02/17/2017	(44.33)
12198 - O'Reilly Auto Parts	3530-498664	1075650	Paid by Check # 659204		01/10/2017	02/17/2017	02/17/2017		02/17/2017	57.61
12198 - O'Reilly Auto Parts	3530498736	1075650	Paid by Check # 659204		01/10/2017	02/17/2017	02/17/2017		02/17/2017	7.18
12198 - O'Reilly Auto Parts	3530499891	1075650	Paid by Check # 659204		01/17/2017	02/17/2017	02/17/2017		02/17/2017	68.55
12198 - O'Reilly Auto Parts	3530-499898	1075650	Paid by Check # 659204		01/17/2017	02/17/2017	02/17/2017		02/17/2017	6.99
12198 - O'Reilly Auto Parts	3530-499899	1075650	Paid by Check # 659204		01/17/2017	02/17/2017	02/17/2017		02/17/2017	2.99
12198 - O'Reilly Auto Parts	3530-101603	1075650	Paid by Check # 659204		01/27/2017	02/17/2017	02/17/2017		02/17/2017	23.98
12997 - Do Co Procurement Program	1-17 LACOST	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	52.42
14747 - Home Depot (Gville)	8021271	6035322502697513	Paid by Check # 659389		01/25/2017	02/24/2017	02/24/2017		02/24/2017	49.86
Account 520.084 - Replacement & Repair Totals										\$1,207.91
Account 520.089 - Power										
2924 - NV Energy	791804 1-17	791804	Paid by Check # 658891		01/26/2017	02/10/2017	02/10/2017		02/10/2017	79.21
2924 - NV Energy	2856009 1-17	2856009	Paid by Check # 658893		01/26/2017	02/10/2017	02/10/2017		02/10/2017	159.53
Account 520.089 - Power Totals										\$238.74
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 1-17	2410015779022	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	134.18
3021 - Southwest Gas-Las Vegas	1072224004 1-17	2411072224004	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	128.73
3021 - Southwest Gas-Las Vegas	1188600002 1-17	2411188600002	Paid by Check # 658724		01/17/2017	02/03/2017	02/03/2017		02/03/2017	362.34

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardiner Health & Sanitation										
Department 925 - Health & Sanitation										
Account 520.092 - Heating										
3021 - Southwest Gas-Las Vegas	0015779022 2-17	2410015779022	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	124.53
3021 - Southwest Gas-Las Vegas	1072224004 2-17	2411072224004	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	103.10
3021 - Southwest Gas-Las Vegas	1188600002 2-17	2411188600002	Paid by Check # 659455		02/15/2017	02/24/2017	02/24/2017		02/24/2017	366.25
				Account 520.092 - Heating Totals				Invoice Transactions 6		\$1,219.13
Account 520.098 - Janitorial Services										
27347 - A+ Janitorial Service	TOG1116	GVILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	100.00
27347 - A+ Janitorial Service	TOG1216	GVILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	100.00
27347 - A+ Janitorial Service	TOG0117	GVILLE	Paid by Check # 659033		02/08/2017	02/17/2017	02/17/2017		02/17/2017	150.00
				Account 520.098 - Janitorial Services Totals				Invoice Transactions 3		\$350.00
Account 520.136 - Rents & Leases Equipment										
4753 - Ricoh USA Inc	98172021	1481234-3433221	Paid by Check # 658702		01/13/2017	02/03/2017	02/03/2017		02/03/2017	165.41
4753 - Ricoh USA Inc	5046861309	16769392	Paid by Check # 659227		02/01/2017	02/17/2017	02/17/2017		02/17/2017	46.50
				Account 520.136 - Rents & Leases Equipment Totals				Invoice Transactions 2		\$211.91
Account 520.187 - Internet Expense										
32036 - Spectrum Business	0012509 2/16	8354110060012509	Paid by Check # 659253		02/02/2017	02/17/2017	02/17/2017		02/17/2017	65.96
32036 - Spectrum Business	0598044 2/16	8354110060598044	Paid by Check # 659254		02/02/2017	02/17/2017	02/17/2017		02/17/2017	34.99
12997 - Do Co Procurement Program	1-17 LOUTHAN	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017		02/24/2017	120.75
				Account 520.187 - Internet Expense Totals				Invoice Transactions 3		\$221.70
Account 520.197 - Landfill Expense										
15853 - Carson City Landfill	228079 1-17	228079	Paid by Check # 659333		02/01/2017	02/24/2017	02/24/2017		02/24/2017	13,535.46
9016 - Douglas Disposal Inc	40990612 1/17	40990612	Paid by Check # 659356		02/01/2017	02/24/2017	02/24/2017		02/24/2017	8,871.93
				Account 520.197 - Landfill Expense Totals				Invoice Transactions 2		\$22,407.39
Account 521.130 - Legal Services										
10816 - Rowe Hales & Yturbe LLP	26815	GVILLE	Paid by Check # 658921		01/19/2017	02/10/2017	02/10/2017		02/10/2017	500.00
				Account 521.130 - Legal Services Totals				Invoice Transactions 1		\$500.00

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardiner Health & San Department 925 - Health & Sanitation										
Account 521.135 - Legal-Collection Cost										
2549 - Dallaire Tom-Petty Cash	2-17 GVILLE	PETTY CASH	Paid by Check # 659083		02/06/2017	02/17/2017	02/17/2017	02/17/2017	02/17/2017	30.00
				Account 521.135 - Legal-Collection Cost Totals				Invoice Transactions 1		\$30.00
Account 521.140 - Physicals										
18660 - Carson Valley Medical Center	HR 12-16	PHYSICALS	Paid by Check # 658552		12/31/2016	02/03/2017	02/03/2017	02/03/2017	02/03/2017	75.00
				Account 521.140 - Physicals Totals				Invoice Transactions 1		\$75.00
Account 532.003 - Gas & Oil										
3814 - Flyers Energy LLC	CFS1359363	8308	Paid by Check # 658595		01/15/2017	02/03/2017	02/03/2017	02/03/2017	02/03/2017	914.23
3814 - Flyers Energy LLC	CFS1368045	8308	Paid by Check # 659106		01/31/2017	02/17/2017	02/17/2017	02/17/2017	02/17/2017	836.47
				Account 532.003 - Gas & Oil Totals				Invoice Transactions 2		\$1,750.70
Account 532.028 - Uniforms										
10314 - Work World Inc	50423	109-103 GVILLE	Paid by Check # 658765		01/07/2017	02/03/2017	02/03/2017	02/03/2017	02/03/2017	44.98
13485 - Ahern Rentals Inc	17023972-1	205304	Paid by Check # 658775		01/06/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	31.99
13485 - Ahern Rentals Inc	17024769-1	205304	Paid by Check # 658775		01/06/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	31.99
5785 - AlSCO Inc	LRN1216374	000330	Paid by Check # 658777		01/03/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	4.39
5785 - AlSCO Inc	LRN1218521	000330	Paid by Check # 658777		01/10/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	4.39
5785 - AlSCO Inc	LRN1220521	000330	Paid by Check # 658777		01/17/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	4.39
5785 - AlSCO Inc	LRN1222517	000330	Paid by Check # 658777		01/24/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	4.39
5785 - AlSCO Inc	LRN1224566	000330	Paid by Check # 658777		01/27/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	4.39
				Account 532.028 - Uniforms Totals				Invoice Transactions 8		\$130.91
Account 532.056 - Subscriptions										
12997 - Do Co Procurement Program	1-17 DALLAIRE	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	123.50
				Account 532.056 - Subscriptions Totals				Invoice Transactions 1		\$123.50
Account 533.800 - Office Supplies										
8479 - Tahoe Supply Co	642001	TOWNGV	Paid by Check # 658386		01/11/2017	01/27/2017	01/27/2017	01/27/2017	01/27/2017	88.02
8479 - Tahoe Supply Co	642255	TOWNGV	Paid by Check # 658386		01/13/2017	01/27/2017	01/27/2017	01/27/2017	01/27/2017	58.88

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Accounts Payable by G/L Distribution Report

G/L Date Range 01/27/17 - 02/28/17

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 611 - Gardnerville Health & San										
Department 925 - Health & Sanitation										
Account 533.800 - Office Supplies										
9064 - R & S Optimum Offset	17-10141	GVILLE	Paid by Check # 658912		01/30/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	355.00
4 - A Wildflower	100001245	GVILLE	Paid by Check # 659032		02/06/2017	02/17/2017	02/17/2017	02/17/2017	02/17/2017	76.95
12997 - Do Co Procurement Program	1-17 LACOST	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	(179.99)
12997 - Do Co Procurement Program	1-17 LOUTHAN	GVILLE	Paid by Check # 659351		01/27/2017	02/24/2017	02/24/2017	02/24/2017	02/24/2017	74.00
Account 533.800 - Office Supplies Totals										
Invoice Transactions 6										
<hr/>										
Account 533.806 - Software										
16648 - E Squared C Inc	43966	GVILLE	Paid by Check # 658820		02/01/2017	02/10/2017	02/10/2017	02/10/2017	02/10/2017	37.50
Account 533.806 - Software Totals										
Invoice Transactions 1										
<hr/>										
Department 925 - Health & Sanitation Totals										
Invoice Transactions 71										
<hr/>										
Fund 611 - Gardnerville Health & San Totals										
Invoice Transactions 71										
<hr/>										
Grand Totals										
Invoice Transactions 160										
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Grand Totals										
Invoice Transactions 160										
<hr/>										
Grand Totals										
Invoice Transactions 160										

* = Prior Fiscal Year Activity

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action: Approve moving \$55,000 from Board Designated to Capital Projects for completion of Hellwinkel flood channel LOMR flood study to relocate the flood way and a flood study to evaluate the effects of the future storm drain improvements at the Hwy 395 "S" curve & Mission Street on the flood plain.**
2. **Recommended Motion: To approve moving \$55,000 from Board Designated to Capital Projects for completion of Hellwinkel flood channel LOMR flood study and flood study to evaluate the effects of the future storm drain improvements at the Hwy 395 "S" curve & Mission Street on the flood plain, authorizing the town manager (or Chairman) to sign the contracts.**

Funds Available: Yes N/A – Budgeted 16/17 \$100,000 in Board designated for the Hellwinkel study. Those funds will provide both studies.

3. **Department: Administration**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: March 7, 2017 Time Requested: N/A**
6. **Agenda:** Consent Administrative

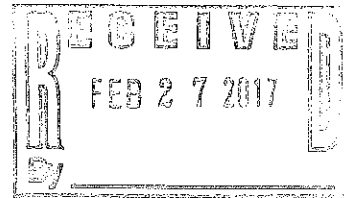
Background Information: Hellwinkle Channel was constructed in 2016. The floodway needs to be relocated now that the channel is constructed. RO Anderson is performing the studies up and down stream of this location and will be an extension of his model with a more detailed study on the effects of the "S" curve drainage.

7. **Other Agency Review of Action:** Douglas County N/A
8. **Board Action:**
 Approved Approved with Modifications
 Denied Continued

February 25, 2017

Via E-mail and Hand Delivery

Tom Dallaire, P.E.
TOWN OF GARDNERVILLE
1407 Hwy 395 North
Gardnerville, Nevada 89410



**Hellwinkel Channel Improvement Project
Letter of Map Revision (LOMR)
Fixed Price Engagement Proposal**

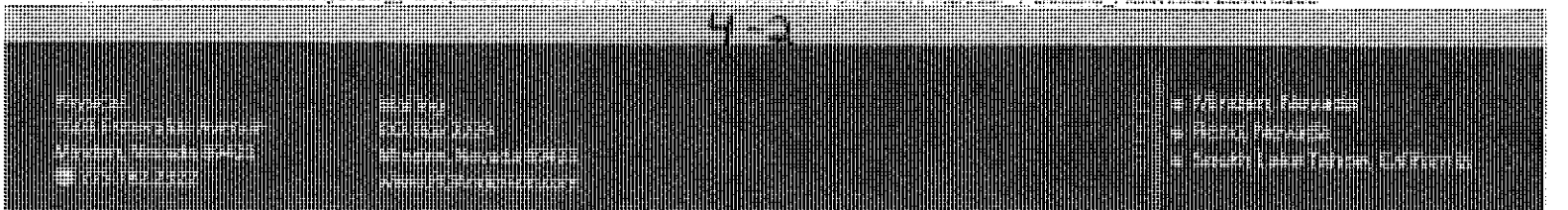
Dear Tom:

Thank you for the opportunity to present this fixed-fee proposal to perform 1-D and 2-D hydraulic analyses to support an application to the Federal Emergency Management Agency (FEMA) for a Letter of Map Revision (LOMR) because of the recently completed Hellwinkel project. As you know, a LOMR is the process by which FEMA considers and processes proposed modifications to an effective Flood Insurance Rate Map (FIRM).

Background: The Town of Gardnerville (Town) has recently constructed a grass-lined channel and a paved pedestrian/bicycle pathway through Hellwinkel property from Toler Avenue to Chichester Estates detention basin connecting with Gilman Avenue. The primary objectives of that improvement project included development of additional flood conveyance capacity within Martin Slough floodplain and improve pedestrian and bicycle connectivity between Toler Avenue and Gilman Avenue. Based on the design objectives, it is expected that the base flood elevations and flooding characteristics in the FEMA designated floodplain in this area have been modified from what is now shown on the effective FIRM. Because the project involved improvements within FEMA-designated regulatory floodplain, as a participating community of National Flood Insurance Program (NFIP), the Town is required to report any modifications or changes to the FEMA regulated floodplain by submitting technical or scientific data, as soon as practicable.

Scope of Services: Preparation of FEMA submittals, such as a LOMR requires assembly of a significant databases, modifications to the effective models, execution of time consuming numerical models and requires critical analyses of modeling results to draw professional conclusions. As you are intimately aware of, the floodplain hydraulics in this area of the Town are complex due to various physical constraints that impact flow patterns and the fact that portions of the recently constructed improvements may see contributing flood flows from two separate sources: East Fork Carson River and Pine

PROPOSAL: Hydrology & Hydraulics/Town of Gardnerville/Hellwinkel Channel Proposal, T. Dallaire, Hellwinkel LOMR.doc



Mr. Tom Dallaire, P.E.
February 25, 2017
Page 2 of 4

Nut Creek. Specifically, for this project, we anticipate providing following services in support of LOMR submittal to FEMA and Douglas County:

- Review FEMA *effective models* provided by the Town, and confirm with FEMA that these models are in fact current *Effective models*;
- Prepare a *Duplicate Effective model* by operating the *effective models* and compare the results against FEMA-published results to establish that the instance of the *Effective models* correctly replicates FEMA-published results;
- Affecting changes to the *Duplicate Effective model* that were not included at the time the effective model was constructed to produce the *Corrected Effective model*. Changes in the system that may justify a *Corrected Effective model* are not now fully known, but may include improved topographic data or improved estimates of roughness over the original data set;
- Make any necessary adjustments (corrections) to the *Corrected Effective models* necessary to correctly represent the modified site conditions including the additional hydraulic capacity resultant from the Town's improvement project, which will result in the *Post-project model*); and
- Prepare a comprehensive report and supporting documentation required for the LOMR application submittal to Douglas County and FEMA for approval.

Total Professional Services \$21,780

Although the fixed price entitles you to unlimited consultation with us, if your question or issue raised requires additional research, analysis or other services beyond the above described services, those services will be subject to an additional price negotiation and consummated using a Change Order before the services will be performed. Furthermore, the fixed price fee quoted above does not include either Douglas County's review fees, nor the FEMA review fees. Checks for these fees will be required at the time the LOMR application is submitted to Douglas County and FEMA for processing. Currently, Douglas County requires \$350 and FEMA requires \$8,250 to review LOMR applications.

Deliverables: The principal deliverable will be LOMR application and supporting documentation that includes each of the required hydraulic models as summarized above, an annotated flood insurance map reflecting the hydraulic impacts to the flood plain resultant from the Town's improvements and a comprehensive written report summarizing our findings. Hydraulic models will be provided in a digital form on a CD or DVD.

Mr. Tom Dallaire, P.E.
February 25, 2017
Page 3 of 4

Timing: Based on our current work load, we estimate that we can complete above mentioned scope of services and submit LOMR to FEMA and Douglas County within 80 days of receiving your authorization to proceed and approval of the attached agreement. It is important to understand, however, that there will be additional time required by Douglas County and FEMA personnel to review the LOMR application and supporting documentation. During this review period, additional data might be requested by FEMA for completion of their review. The time required to obtain a LOMR can be as much as one year after submittal to FEMA.

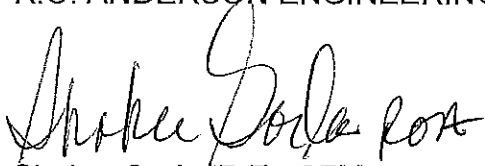
Payment Terms: Billing for services provided will occur monthly as a percentage of work completed.


Please review this letter and the attached *Terms of Service and Agreement* carefully. Upon your approval, please sign your acknowledgement and acceptance at the bottom of this letter, and initial the *Terms of Service and Agreement* in the space provided on the last page. After receiving executed copies of these documents, we will initiate our efforts.

Again, we appreciate your confidence and opportunity to assist you with this project. Should you have further questions or concerns after reviewing this proposal, please free to contact either of us at (775) 782-2322.

Yours sincerely,

R.O. ANDERSON ENGINEERING, INC.


Shaker Gorla, P.E., CFM
Senior Project Professional


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

Attachments

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Mr. Tom Dallaire, P.E.
February 25, 2017
Page 4 of 4

ACKNOWLEDGED AND ACCEPTED:

TOWN OF GARDNERVILLE

By: Tom Dallaire, P.E.

Date

**R.O. ANDERSON ENGINEERING, INC. (CONSULTANT)
TERMS OF SERVICE AND AGREEMENT
FOR
PROFESSIONAL SERVICES**

ARTICLE 1 - SERVICES OF CONSULTANT

1.01 Scope

- A. CONSULTANT shall provide the Basic and Additional Services set forth herein and described more fully in the scope of services or within the engagement letter.
- B. Upon this Agreement becoming effective, CONSULTANT is authorized to begin Basic Services.

ARTICLE 2 - CLIENT'S RESPONSIBILITIES

2.01 General

CLIENT shall have the responsibilities set forth herein;

- A. Provide all criteria and full information as to CLIENT's requirements for the PROJECT, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.
- B. Assist CONSULTANT by placing at CONSULTANT's disposal all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.
- C. Furnish to CONSULTANT, as required for performance of CONSULTANT's basic services, the following:
 - 1. Data prepared by or services of others, including without limitation borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment;
 - 2. Appropriate professional interpretations of all of the foregoing;
 - 3. Environmental assessment and impact statements, if required by any governmental authority;
 - 4. Previous property, boundary, easement, right-of-way, topographic and utility surveys;
 - 5. Property descriptions;
 - 6. Zoning, deed and other land use restrictions; and,
 - 7. Other special data or consultations not covered in Article 2;All of which CONSULTANT may use and rely upon in performing services under this AGREEMENT.
- D. Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this AGREEMENT.
- E. Examine all studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as CLIENT deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- F. Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- G. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or nonconformance in the work of any Contractor.
- H. Bears all costs incident to compliance with the requirements of Article 2.01.

ARTICLE 3 - TIMES FOR RENDERING SERVICES

3.01 General

- A. CONSULTANT's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. Unless specific periods of time or specific dates for providing services are specified in this Agreement, CONSULTANT's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
- B. If in this Agreement specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or dates are changed through no fault of CONSULTANT, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If CLIENT has requested changes in the scope, extent, or character of the Project, the time of performance of and compensation for CONSULTANT's services shall be adjusted equitably.

3.02 Suspension

- A. If CLIENT fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase, or if CONSULTANT's services are delayed through no fault of CONSULTANT, CONSULTANT may suspend services after giving seven days' written notice to CLIENT.

ARTICLE 4 - PAYMENTS TO CONSULTANT

4.01 Methods of Payment for Services and Reimbursable Expenses of CONSULTANT

- A. *For Basic Services.* CLIENT shall pay CONSULTANT for Basic Services performed or furnished under Exhibit A, on a lump sum basis. The amount billed in each monthly invoice will be calculated based upon our estimate of the percent completed for each task as progress occurs.
- B. *For Reimbursable Expenses.* In addition to payments provided for in paragraphs 4.01.A, CLIENT shall pay CONSULTANT for Reimbursable Expenses incurred by CONSULTANT and CONSULTANT's Subconsultants at cost + 10% for said reimbursable expenses. Reimbursable Expenses may include the following:
 - 1. Subconsultants hired at the CLIENT's request for services not included in Exhibit A.
 - 2. Application costs or fees advanced on the CLIENT's behalf.
 - 3. Fees paid to state or local agencies for required documents (e.g. Recorder's Office, Assessor's Office).

4.02 Other Provisions Concerning Payments

- A. *Retainer.* Not required.

- B. *Preparation of Invoices.* Invoices will be prepared in accordance with CONSULTANT's standard invoicing practices and will be submitted to CLIENT by CONSULTANT, unless otherwise agreed. The amount billed in each monthly invoice will be calculated based upon our estimate of the percent completed for each task as progress occurs.
- C. *Payment of Invoices.* Invoices are due and payable upon receipt. CONSULTANT is under no duty to release deliverables, make submittals or appear at public meetings on behalf of CLIENT to testify and provide opinions until the scheduled payment is received. If CLIENT fails to make any payment due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT's invoice therefore, the amounts due CONSULTANT will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, CONSULTANT may, after giving seven days' written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses, and other related charges. Payments then received will be credited first to interest and then to principal.
- D. *Disputed Invoices.* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.
- E. *Payments Upon Termination.*
 1. In the event of any termination under paragraph 6.06, CONSULTANT will be entitled to invoice CLIENT and will be paid for all services performed or furnished and all Reimbursable Expenses incurred through the effective date of termination.
 2. In the event of termination by CLIENT for convenience, or by CONSULTANT for cause, CONSULTANT, in addition to invoicing for those items identified in subparagraph 4.02.D.1, shall be entitled to invoice CLIENT and shall be paid a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination.

ARTICLE 5 - OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

- A. CONSULTANT's opinions of probable Construction Costs provided for herein are to be made on the basis of CONSULTANT's experience and qualifications and represent CONSULTANT's best judgment as an experienced and qualified professional generally familiar with the industry. However, since CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, CONSULTANT cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by CONSULTANT. If CLIENT wishes greater assurance as to probable Construction Cost, CLIENT shall employ an independent cost estimator.

5.02 Opinions of Total Project Costs

- A. CONSULTANT assumes no responsibility for the accuracy of opinions of Total Project Costs.

ARTICLE 6 - GENERAL CONSIDERATIONS

6.01 Standards of Performance

- A. The standard of care for all professional consulting and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under similar circumstances at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's services.
- B. CONSULTANT shall be responsible for the technical accuracy of its services and documents resulting therefrom, and CLIENT shall not be responsible for discovering deficiencies therein. CONSULTANT shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in CLIENT-furnished information.
- C. CONSULTANT shall perform or furnish professional consulting and related services in all phases of the Project to which this Agreement applies. CONSULTANT shall serve as CLIENT's prime professional for the Project. CONSULTANT may employ such CONSULTANT's Subconsultants as CONSULTANT deems necessary to assist in the performance or furnishing of the services. CONSULTANT shall not be required to employ any CLIENT's Consultant unacceptable to CONSULTANT.
- D. CONSULTANT and CLIENT shall comply with applicable Laws or Regulations and CLIENT-mandated standards. This Agreement is based on these requirements as of the date of the Proposal. Changes to these requirements after the Effective Date of the Proposal accompanying this Agreement may be the basis for modifications to CLIENT's responsibilities or to CONSULTANT's scope of services, times of performance, or compensation.
- E. CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.
- F. CLIENT shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to delay the services of CONSULTANT.
- G. During the Construction Phase, if any, CONSULTANT shall not supervise, direct, or have control over Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work.
- H. CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- I. The General Conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (Document No. 1910-8, Latest Edition) unless both parties mutually agree to use other General Conditions.

6.02 Authorized Project Representatives

- A. Contemporaneous with the execution of this Agreement, CONSULTANT and CLIENT shall designate specific individuals to act as CONSULTANT's and CLIENT's representatives with respect to the services to be performed or furnished by CONSULTANT and responsibilities of CLIENT under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Project on behalf of each respective party.

6.03 Design without Construction Phase Services

- A. It is understood and agreed that if CONSULTANT's Basic Services under this Agreement do not include Project observation, or review of the Contractor's performance, or any other Construction Phase services, and that such services will be provided by CLIENT,

then CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation or review and waives any claims against the CONSULTANT that may be in any way connected thereto.

6.04 Use of Documents

- A. All Documents are instruments of service in respect to this Project, and CONSULTANT shall retain an ownership and property interest therein (including the right of reuse at the discretion of the CONSULTANT) whether or not the Project is completed.
- B. Copies of CLIENT-furnished data that may be relied upon by CONSULTANT are limited to the printed copies (also known as hard copies) that are delivered to the CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CLIENT to CONSULTANT are only for convenience of CONSULTANT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- C. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CONSULTANT to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- D. When transferring documents in electronic media format, CONSULTANT makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software packages, operating systems, or computer hardware differing from those used by CONSULTANT at the beginning of this Project. Unless explicitly stated in the Agreement, CONSULTANT is not obligated to release electronic data.
- E. CLIENT may make and retain copies of Documents for information and reference in connection with use on the Project by CLIENT. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaptation by CONSULTANT, as appropriate for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT's Subconsultants. CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT's Subconsultants from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.
- F. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- G. Any verification or adaptation of the Documents for extensions of the Project or for any other project will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

6.05 Insurance

- A. CONSULTANT shall procure and maintain professional liability insurance with a limit of \$1,000,000 per occurrence.
- B. CLIENT shall require Contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause CONSULTANT and CONSULTANT's Subconsultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by Contractor for the Project.
- C. At any time, CLIENT may request that CONSULTANT, at CLIENT's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those otherwise provided. If so requested by CLIENT, with the concurrence of CONSULTANT, and if commercially available, CONSULTANT shall obtain and shall require CONSULTANT's Subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by CLIENT.

6.06 Termination

A. The obligation to provide further services under this Agreement may be terminated:

- 1. For cause,
 - a. By either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - b. By CONSULTANT:
 - 1) upon seven days' written notice if CONSULTANT believes that CONSULTANT is being requested by CLIENT to furnish or perform services contrary to CONSULTANT's responsibilities as a licensed professional; or
 - 2) upon seven days' written notice if the CONSULTANT's services for the Project are delayed or suspended for more than 90 days for reasons beyond CONSULTANT's control.
 - 3) CONSULTANT shall have no liability to CLIENT on account of such termination.
 - c. Notwithstanding the foregoing, this Agreement will not terminate as a result of such substantial failure if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

6.07 Controlling Law

- A. This Agreement is to be governed by the laws of the state of Nevada.

6.08 Successors, Assigns, and Beneficiaries

- A. CLIENT and CONSULTANT each is hereby bound and the partners, successors, executors, administrators and legal representatives of CLIENT and CONSULTANT (and to the extent permitted by paragraph 6.08.B the assigns of CLIENT and CONSULTANT) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- B. Neither CLIENT nor CONSULTANT may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise in this Agreement: Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by CLIENT or CONSULTANT to any Contractor, Contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

6.09 Dispute Resolution

- A. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 45 days from the date of notice prior to exercising their rights under other provisions of this Agreement, or under law. In the absence of such an agreement, the parties agree to submit the matter to confidential non-binding mediation. If such mediation efforts are not successful, the parties agree to submit the dispute to confidential binding arbitration. The Federal Arbitration Act shall then govern this arbitration clause and any and all related court proceeding(s) shall be sealed.
- B. *Attorney's Fees and Costs:* The prevailing party in such a dispute shall be awarded all costs and attorney's fees incurred through all appeals and enforcement of judgment or award, including, without limitation, all costs and attorney's fees in related contempt proceedings, garnishments, execution, levy, debtor and third-party examinations, bankruptcy litigation and discovery, whether before, after or during any trial.

6.10 Hazardous Environmental Condition

- A. CLIENT represents to CONSULTANT that to the best of its knowledge a Hazardous Environmental Condition does not exist.
- B. CLIENT has disclosed to the best of its knowledge to CONSULTANT the existence of all Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Material located at or near the Site, including type, quantity and location.
- C. CLIENT acknowledges that CONSULTANT is performing professional services for CLIENT and that CONSULTANT is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the Site in connection with CONSULTANT's activities under this Agreement.

6.11 Allocation of Risks

A. Indemnification

- 1. To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT, CLIENT's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT's officers, directors, partners, employees, and CONSULTANT's Subconsultants in the performance and furnishing of CONSULTANT's services under this Agreement.
- 2. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless CONSULTANT, CONSULTANT's officers, directors, partners, employees, and CONSULTANT's Subconsultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CLIENT or CLIENT's officers, directors, partners, employees, and CLIENT's consultants with respect to this Agreement or the Project.
- 3. To the fullest extent permitted by law, CONSULTANT's total liability to CLIENT and anyone claiming by, through, or under CLIENT for any cost, loss, or damages caused in part by the negligence of CONSULTANT and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that CONSULTANT's negligence bears to the total negligence of CLIENT, CONSULTANT, and all other negligent entities and individuals.
- 4. This allocation of risk clause does not change the substantive law governing professional negligence liability including, but not limited to, the application of the Economic Loss Doctrine.

6.12 Notices

- A. Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the cover letter accompanying this agreement and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

6.13 Survival

- A. All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

6.14 Severability

- A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6.15 Waiver

- A. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

ARTICLE 7 - EXHIBITS AND SPECIAL PROVISIONS

7.01 Exhibits Included

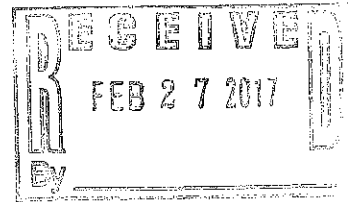
- A. CONSULTANT's Engagement Letter and Scope of Services ("Exhibit A" above).

7.02 Total Agreement

- A. This Agreement (consisting of pages 1 to 4, inclusive), together with the Exhibits (identified above) constitutes the entire agreement between CLIENT and CONSULTANT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Read and Acknowledged:

Initial Consultant: _____ Client: _____



February 25, 2017

Tom Dallaire, P.E.
TOWN OF GARDNERVILLE
1407 Hwy 395 North
Gardnerville, Nevada 89410

Storm Drainage Improvements: U.S. Highway 395 & Toler Lane Intersection Fixed Price Engagement Proposal

Dear Mr. Dallaire:

Thank you for the opportunity to present this fixed-fee proposal to assess existing storm drainage infrastructure that now serves the area of Town bounded between the intersections of Toler Lane with U.S. Highway 395 and Douglas Avenue with U.S. Highway 395 and prepare improvement plans of storm drainage improvements in this area to improve conveyance of runoff from these areas of the Town of Gardnerville.

Background: The Town of Gardnerville (Town) is contemplating improvements to the undersized existing storm drainage infrastructure in the immediate vicinity of "S-Curve" section of US Hwy. 395. The project area is subjected to repetitive flooding and results in ponding water even during the occurrence of more frequent precipitation events such as 10-year storm event. The town has recently completed improvements to Martin Slough near Hellwinkel property resulting in improved flood conveyance capacity and is currently constructing an underground detention facility on its commercially zoned property at the north-west corner of US Hwy 395 and Mission Street (former gas station). This underground detention facility is expected to store considerable amount of storm water and attenuate peak run-off from more frequent storms. The Town's objective is to route run-off from surface improvements to the underground detention facility with the discharge from the detention facility routing back to the Slough via a new storm drain through recently acquired easements. A copy of the Town's Conceptual Plan for these improvements is attached for clarity.

Scope of Services: Specifically, for this project, we anticipate providing following services:

- Review existing storm drainage infrastructure in the immediate vicinity of the project site, and perform field survey;
- Review conceptual-level storm drainage improvement plans provided by the Town;

Mr. Tom Dallaire, P.E.
February 25, 2017
Page 2 of 3

- Perform hydrologic modeling to estimate runoff peak discharge for various precipitation events;
- Perform hydraulic calculations to size required storm drainage improvements such as catch basin inlets, storm drain pipes, etc.
- Prepare civil improvement plans, submit for agencies' reviews and obtain required approvals;
- Prepare temporary and permanent right-of-way encroachment permits as required;
- Prepare traffic control plans and submit to NDOT District II, Douglas County, and Town approval;
- Prepare probable construction cost estimates and specifications;
- Prepare bid documents for use by the Town to solicit construction proposals.

Total Professional Services Fee \$32,400

Although the fixed price entitles you to unlimited consultation with us, if your question requires additional research, analysis or other services beyond the above described services, those services will be subject to an additional price negotiation and consummated using a Change Order before the services will be performed. Furthermore, the fixed price fee quoted above does not include application and review fees assessed by Douglas County, NDOT and other agencies'.

Deliverables: The principal deliverables will be a letter report summarizing hydrologic and hydraulic modeling results, a set of civil improvement plans of the proposed storm drainage improvements, Engineer's estimate of probable construction costs, and bid documents. Hydrologic and Hydraulic models and civil improvement plans (PDF) will be provided in a digital form on a CD or DVD.

Timing: Based on our current work load, we estimate that we can complete above mentioned scope of services within 110 days of receiving your authorization to proceed and approval of the attached agreement.

Payment Terms: Billing for services provided will occur monthly as a percentage of work completed.

Please review this letter and the attached *Terms of Service and Agreement* carefully. Upon your approval, please sign your acknowledgement and acceptance at the bottom of this letter, and initial the *Terms of Service and Agreement* in the space provided on


Mr. Tom Dallaire, P.E.
February 25, 2017
Page 3 of 3

the last page. After receiving executed copies of these documents, we will initiate our efforts.

Again, we appreciate your confidence and opportunity to assist you with this project. Should you have further questions or concerns after reviewing this proposal, please free to contact either of us at (775) 782-2322.

Yours sincerely,

R.O. ANDERSON ENGINEERING, INC.



Shaker Gorla, P.E., CFM
Senior Project Professional



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

Attachments

ACKNOWLEDGED AND ACCEPTED:

TOWN OF GARDNERVILLE

By: Tom Dallaire, P.E.

Date

**R.O. ANDERSON ENGINEERING, INC. (CONSULTANT)
TERMS OF SERVICE AND AGREEMENT
FOR
PROFESSIONAL SERVICES**

ARTICLE 1 - SERVICES OF CONSULTANT

1.01 Scope

- A. CONSULTANT shall provide the Basic and Additional Services set forth herein and described more fully in the scope of services or within the engagement letter.
- B. Upon this Agreement becoming effective, CONSULTANT is authorized to begin Basic Services.

ARTICLE 2 - CLIENT'S RESPONSIBILITIES

2.01 General

CLIENT shall have the responsibilities set forth herein;

- A. Provide all criteria and full information as to CLIENT's requirements for the PROJECT, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations; and furnish copies of all design and construction standards which CLIENT will require to be included in the Drawings and Specifications.
- B. Assist CONSULTANT by placing at CONSULTANT's disposal all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.
- C. Furnish to CONSULTANT, as required for performance of CONSULTANT's basic services, the following:
 - 1. Data prepared by or services of others, including without limitation borings, probings, and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment;
 - 2. Appropriate professional interpretations of all of the foregoing;
 - 3. Environmental assessment and impact statements, if required by any governmental authority;
 - 4. Previous property, boundary, easement, right-of-way, topographic and utility surveys;
 - 5. Property descriptions;
 - 6. Zoning, deed and other land use restrictions; and,
 - 7. Other special data or consultations not covered in Article 2;All of which CONSULTANT may use and rely upon in performing services under this AGREEMENT.
- D. Arrange for access to and make all provisions for CONSULTANT to enter upon public and private property as required for CONSULTANT to perform services under this AGREEMENT.
- E. Examine all studies, reports, sketches, Drawings, Specifications, proposals and other documents presented by CONSULTANT, obtain advice of an attorney, insurance counselor and other consultants as CLIENT deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of CONSULTANT.
- F. Furnish approvals and permits from all governmental authorities having jurisdiction over the PROJECT and such approvals and consents from others as may be necessary for completion of the PROJECT.
- G. Give prompt written notice to CONSULTANT whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services, or any defect or nonconformance in the work of any Contractor.
- H. Bears all costs incident to compliance with the requirements of Article 2.01.

ARTICLE 3 - TIMES FOR RENDERING SERVICES

3.01 General

- A. CONSULTANT's services and compensation under this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Project through completion. Unless specific periods of time or specific dates for providing services are specified in this Agreement, CONSULTANT's obligation to render services hereunder will be for a period which may reasonably be required for the completion of said services.
- B. If in this Agreement specific periods of time for rendering services are set forth or specific dates by which services are to be completed are provided, and if such periods of time or dates are changed through no fault of CONSULTANT, the rates and amounts of compensation provided for herein shall be subject to equitable adjustment. If CLIENT has requested changes in the scope, extent, or character of the Project, the time of performance of and compensation for CONSULTANT's services shall be adjusted equitably.

3.02 Suspension

- A. If CLIENT fails to give prompt written authorization to proceed with any phase of services after completion of the immediately preceding phase, or if CONSULTANT's services are delayed through no fault of CONSULTANT, CONSULTANT may suspend services after giving seven days' written notice to CLIENT.

ARTICLE 4 - PAYMENTS TO CONSULTANT

4.01 Methods of Payment for Services and Reimbursable Expenses of CONSULTANT

- A. *For Basic Services.* CLIENT shall pay CONSULTANT for Basic Services performed or furnished under Exhibit A, on a lump sum basis. The amount billed in each monthly invoice will be calculated based upon our estimate of the percent completed for each task as progress occurs.
- B. *For Reimbursable Expenses.* In addition to payments provided for in paragraphs 4.01.A, CLIENT shall pay CONSULTANT for Reimbursable Expenses incurred by CONSULTANT and CONSULTANT's Subconsultants at cost + 10% for said reimbursable expenses. Reimbursable Expenses may include the following:
 - 1. Subconsultants hired at the CLIENT's request for services not included in Exhibit A.
 - 2. Application costs or fees advanced on the CLIENT's behalf.
 - 3. Fees paid to state or local agencies for required documents (e.g. Recorder's Office, Assessor's Office).

4.02 Other Provisions Concerning Payments

- A. *Retainer.* Not required.

- B. *Preparation of Invoices.* Invoices will be prepared in accordance with CONSULTANT's standard invoicing practices and will be submitted to CLIENT by CONSULTANT, unless otherwise agreed. The amount billed in each monthly invoice will be calculated based upon our estimate of the percent completed for each task as progress occurs.
- C. *Payment of Invoices.* Invoices are due and payable upon receipt. CONSULTANT is under no duty to release deliverables, make submittals or appear at public meetings on behalf of CLIENT to testify and provide opinions until the scheduled payment is received. If CLIENT fails to make any payment due CONSULTANT for services and expenses within 30 days after receipt of CONSULTANT's invoice therefore, the amounts due CONSULTANT will be increased at the rate of 1.5% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, CONSULTANT may, after giving seven days' written notice to CLIENT, suspend services under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses, and other related charges. Payments then received will be credited first to interest and then to principal.
- D. *Disputed Invoices.* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.
- E. *Payments Upon Termination.*
 1. In the event of any termination under paragraph 6.06, CONSULTANT will be entitled to invoice CLIENT and will be paid for all services performed or furnished and all Reimbursable Expenses incurred through the effective date of termination.
 2. In the event of termination by CLIENT for convenience, or by CONSULTANT for cause, CONSULTANT, in addition to invoicing for those items identified in subparagraph 4.02.D.1, shall be entitled to invoice CLIENT and shall be paid a reasonable amount for services and expenses directly attributable to termination, both before and after the effective date of termination.

ARTICLE 5 - OPINIONS OF COST

5.01 Opinions of Probable Construction Cost

- A. CONSULTANT's opinions of probable Construction Costs provided for herein are to be made on the basis of CONSULTANT's experience and qualifications and represent CONSULTANT's best judgment as an experienced and qualified professional generally familiar with the industry. However, since CONSULTANT has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, CONSULTANT cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by CONSULTANT. If CLIENT wishes greater assurance as to probable Construction Cost, CLIENT shall employ an independent cost estimator.

5.02 Opinions of Total Project Costs

- A. CONSULTANT assumes no responsibility for the accuracy of opinions of Total Project Costs.

ARTICLE 6 - GENERAL CONSIDERATIONS

6.01 Standards of Performance

- A. The standard of care for all professional consulting and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT's profession practicing under similar circumstances at the same time and in the same locality. CONSULTANT makes no warranties, express or implied, under this Agreement or otherwise, in connection with CONSULTANT's services.
- B. CONSULTANT shall be responsible for the technical accuracy of its services and documents resulting therefrom, and CLIENT shall not be responsible for discovering deficiencies therein. CONSULTANT shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in CLIENT-furnished information.
- C. CONSULTANT shall perform or furnish professional consulting and related services in all phases of the Project to which this Agreement applies. CONSULTANT shall serve as CLIENT's prime professional for the Project. CONSULTANT may employ such CONSULTANT's Subconsultants as CONSULTANT deems necessary to assist in the performance or furnishing of the services. CONSULTANT shall not be required to employ any CLIENT's Consultant unacceptable to CONSULTANT.
- D. CONSULTANT and CLIENT shall comply with applicable Laws or Regulations and CLIENT-mandated standards. This Agreement is based on these requirements as of the date of the Proposal. Changes to these requirements after the Effective Date of the Proposal accompanying this Agreement may be the basis for modifications to CLIENT's responsibilities or to CONSULTANT's scope of services, times of performance, or compensation.
- E. CLIENT shall be responsible for, and CONSULTANT may rely upon, the accuracy and completeness of all requirements, programs, instructions, reports, data and other information furnished by CLIENT to CONSULTANT pursuant to this Agreement. CONSULTANT may use such requirements, reports, data, and information in performing or furnishing services under this Agreement.
- F. CLIENT shall make decisions and carry out its other responsibilities in a timely manner and shall bear all costs incident thereto so as not to delay the services of CONSULTANT.
- G. During the Construction Phase, if any, CONSULTANT shall not supervise, direct, or have control over Contractor's work, nor shall CONSULTANT have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to the Contractor's work in progress, nor for any failure of Contractor to comply with Laws and Regulations applicable to Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work.
- H. CONSULTANT neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the Work in accordance with the Contract Documents.
- I. The General Conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (Document No. 1910-8, Latest Edition) unless both parties mutually agree to use other General Conditions.

6.02 Authorized Project Representatives

- A. Contemporaneous with the execution of this Agreement, CONSULTANT and CLIENT shall designate specific individuals to act as CONSULTANT's and CLIENT's representatives with respect to the services to be performed or furnished by CONSULTANT and responsibilities of CLIENT under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Project on behalf of each respective party.

6.03 Design without Construction Phase Services

- A. It is understood and agreed that if CONSULTANT's Basic Services under this Agreement do not include Project observation, or review of the Contractor's performance, or any other Construction Phase services, and that such services will be provided by CLIENT,

then CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation or review and waives any claims against the CONSULTANT that may be in any way connected thereto.

6.04 Use of Documents

- A. All Documents are instruments of service in respect to this Project, and CONSULTANT shall retain an ownership and property interest therein (including the right of reuse at the discretion of the CONSULTANT) whether or not the Project is completed.
- B. Copies of CLIENT-furnished data that may be relied upon by CONSULTANT are limited to the printed copies (also known as hard copies) that are delivered to the CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CLIENT to CONSULTANT are only for convenience of CONSULTANT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- C. Copies of Documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by the CONSULTANT. Files in electronic media format of text, data, graphics, or of other types that are furnished by CONSULTANT to CLIENT are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
- D. When transferring documents in electronic media format, CONSULTANT makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software packages, operating systems, or computer hardware differing from those used by CONSULTANT at the beginning of this Project. Unless explicitly stated in the Agreement, CONSULTANT is not obligated to release electronic data.
- E. CLIENT may make and retain copies of Documents for information and reference in connection with use on the Project by CLIENT. Such Documents are not intended or represented to be suitable for reuse by CLIENT or others on extensions of the Project or on any other project. Any such reuse or modification without written verification or adaption by CONSULTANT, as appropriate for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to CONSULTANT or to CONSULTANT's Subconsultants. CLIENT shall indemnify and hold harmless CONSULTANT and CONSULTANT's Subconsultants from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.
- F. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
- G. Any verification or adaption of the Documents for extensions of the Project or for any other project will entitle CONSULTANT to further compensation at rates to be agreed upon by CLIENT and CONSULTANT.

6.05 Insurance

- A. CONSULTANT shall procure and maintain professional liability insurance with a limit of \$1,000,000 per occurrence.
- B. CLIENT shall require Contractor to purchase and maintain general liability and other insurance as specified in the Contract Documents and to cause CONSULTANT and CONSULTANT's Subconsultants to be listed as additional insured with respect to such liability and other insurance purchased and maintained by Contractor for the Project.
- C. At any time, CLIENT may request that CONSULTANT, at CLIENT's sole expense, provide additional insurance coverage, increased limits, or revised deductibles that are more protective than those otherwise provided. If so requested by CLIENT, with the concurrence of CONSULTANT, and if commercially available, CONSULTANT shall obtain and shall require CONSULTANT's Subconsultants to obtain such additional insurance coverage, different limits, or revised deductibles for such periods of time as requested by CLIENT.

6.06 Termination

- A. The obligation to provide further services under this Agreement may be terminated:
 - 1. For cause,
 - a. By either party upon 30 days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.
 - b. By CONSULTANT:
 - 1) upon seven days' written notice if CONSULTANT believes that CONSULTANT is being requested by CLIENT to furnish or perform services contrary to CONSULTANT's responsibilities as a licensed professional; or
 - 2) upon seven days' written notice if the CONSULTANT's services for the Project are delayed or suspended for more than 90 days for reasons beyond CONSULTANT's control.
 - 3) CONSULTANT shall have no liability to CLIENT on account of such termination.
 - c. Notwithstanding the foregoing, this Agreement will not terminate as a result of such substantial failure if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt thereof; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

6.07 Controlling Law

- A. This Agreement is to be governed by the laws of the state of Nevada.

6.08 Successors, Assigns, and Beneficiaries

- A. CLIENT and CONSULTANT each is hereby bound and the partners, successors, executors, administrators and legal representatives of CLIENT and CONSULTANT (and to the extent permitted by paragraph 6.08.B the assigns of CLIENT and CONSULTANT) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements and obligations of this Agreement.
- B. Neither CLIENT nor CONSULTANT may assign, sublet, or transfer any rights under or interest (including, but without limitation, monies that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to any assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise in this Agreement: Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by CLIENT or CONSULTANT to any Contractor, Contractor's subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them.

6.09 Dispute Resolution

- A. CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 45 days from the date of notice prior to exercising their rights under other provisions of this Agreement, or under law. In the absence of such an agreement, the parties agree to submit the matter to confidential non-binding mediation. If such mediation efforts are not successful, the parties agree to submit the dispute to confidential binding arbitration. The Federal Arbitration Act shall then govern this arbitration clause and any and all related court proceeding(s) shall be sealed.
- B. *Attorney's Fees and Costs:* The prevailing party in such a dispute shall be awarded all costs and attorney's fees incurred through all appeals and enforcement of judgment or award, including, without limitation, all costs and attorney's fees in related contempt proceedings, garnishments, execution, levy, debtor and third-party examinations, bankruptcy litigation and discovery, whether before, after or during any trial.

6.10 Hazardous Environmental Condition

- A. CLIENT represents to CONSULTANT that to the best of its knowledge a Hazardous Environmental Condition does not exist.
- B. CLIENT has disclosed to the best of its knowledge to CONSULTANT the existence of all Asbestos, PCB's, Petroleum, Hazardous Waste, or Radioactive Material located at or near the Site, including type, quantity and location.
- C. CLIENT acknowledges that CONSULTANT is performing professional services for CLIENT and that CONSULTANT is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the Site in connection with CONSULTANT's activities under this Agreement.

6.11 Allocation of Risks

A. Indemnification

1. To the fullest extent permitted by law, CONSULTANT shall indemnify and hold harmless CLIENT, CLIENT's officers, directors, partners, and employees from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CONSULTANT or CONSULTANT's officers, directors, partners, employees, and CONSULTANT's Subconsultants in the performance and furnishing of CONSULTANT's services under this Agreement.
2. To the fullest extent permitted by law, CLIENT shall indemnify and hold harmless CONSULTANT, CONSULTANT's officers, directors, partners, employees, and CONSULTANT's Subconsultants from and against any and all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of CLIENT or CLIENT's officers, directors, partners, employees, and CLIENT's consultants with respect to this Agreement or the Project.
3. To the fullest extent permitted by law, CONSULTANT's total liability to CLIENT and anyone claiming by, through, or under CLIENT for any cost, loss, or damages caused in part by the negligence of CONSULTANT and in part by the negligence of CLIENT or any other negligent entity or individual, shall not exceed the percentage share that CONSULTANT's negligence bears to the total negligence of CLIENT, CONSULTANT, and all other negligent entities and individuals.
4. This allocation of risk clause does not change the substantive law governing professional negligence liability including, but not limited to, the application of the Economic Loss Doctrine.

6.12 Notices

- A. Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the cover letter accompanying this agreement and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

6.13 Survival

- A. All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

6.14 Severability

- A. Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

6.15 Waiver

- A. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

ARTICLE 7 - EXHIBITS AND SPECIAL PROVISIONS

7.01 Exhibits Included

- A. CONSULTANT's Engagement Letter and Scope of Services ("Exhibit A" above).

7.02 Total Agreement

- A. This Agreement (consisting of pages 1 to 4, inclusive), together with the Exhibits (identified above) constitutes the entire agreement between CLIENT and CONSULTANT and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Read and Acknowledged:

Initial Consultant: _____ Client: _____

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action:** Discussion on the Main Street Program Manager's Monthly Report of activities for February 2017. MSG Board President, Linda Dibble, presenting.
2. **Recommended Motion: Receive and file**
 - a. **Funds Available:** Yes N/A
3. **Department:** Administration
4. **Prepared by:** Paula Lochridge
5. **Meeting Date:** February 7, 2017 **Time Requested:** 10 minutes
6. **Agenda:** Consent Administrative
7. **Background Information** See attached.
8. **Other Agency Review of Action:** Douglas County N/A
9. **Board Action:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Approved with Modifications
<input type="checkbox"/> Denied	<input type="checkbox"/> Continued



Main Street Gardnerville's Program Manager Report March 7, 2017

- **BDR 1053**
 - Tom Dallaire and I have both reached out to Nevada Assembly Woman Swank. She is behind BDR 1053 – To create a State Main Street Program.

- **Main Street Mingle at Record Courier Center, Feb. 16th:**
 - Our Mingle on February 16th was well attended and the focus was on the upcoming wine walk season. We will provide some helpful hints on how they can improve the event, cut their expenses and on ways that the businesses can “cash in” on the exposure. And various attendees shared what works for them.

- **Miscellaneous Program Items:**
 - Action plans have been finalized for the upcoming fiscal year however they will soon be revised to reflect the calendar year as the program moves from a fiscal year to a calendar year setup.
 - List of 2016 Accomplishments has been finalized.
 - We have 5 candidates that will be interviewed on Monday, March 6th for the MSG Executive Director position.
 - Have been working closely with the MSG Board President, Linda Dibble on plans for moving forward with the program.

Design Committee Action Plan--Technical Assistance

Design Budget Total
2017-2018: \$18,500

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:	3				
		Strategic Plan Number:	3a				
		Priority:					
Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Distribute copies of the Design/Town Guidelines to those with interest and need	Stephanie	Ongoing	Ongoing		\$300.00	Create a package with these guidelines, in conjunction with the Town and SHPO.
2	Meet with property owners of dilapidated buildings to determine levels of interest in working with MSG	Design Committee & DV Committee	Ongoing	Ongoing		\$0.00	
3	Locate and work with qualified historic based architect in assisting property owners	Design Committee	Ongoing	Ongoing		\$0.00	
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	Stephanie	Ongoing	Ongoing		\$0.00	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	Ongoing	Ongoing		\$0.00	

\$300.00

5-3

Design Committee Action Plan--Streetscape

Responsible: Design Committee		BUDGET					
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		Strategy Number: 1	\$6,200				
Goal: well maintained public investments, more consistent signage and 10 additional pieces of street furniture		Strategic Plan Number: 1a, 1b, 1d, 1e, 1f					
		Priority:					
Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Secure sponsors for benches and plaques	Stephanie/Linda D Donna W	Ongoing	Ongoing		\$0.00	Sponsors will be presented with a certificate at each bench warming event.
2	Placement & installation of benches	Stephanie/Geoff/Tom	as needed	Ongoing		\$550.00	Possible additional costs for installation and easements. 2 hr. Administration \$85.00 per hour + 4 Man hours \$50.00 + \$50.00 Materials
3	Diagrama needed for MSG south entrance and obtain bids and possible funding options	Town Manager & Design Committee	Ongoing	Ongoing		\$0.00	To include gateway signage possibilities at Gardnerville Station.
4	Update Sidewalk Gallery on empty bldg. at the corner of Main and Eddy Streets as needed.	Stephanie/Linda D /Linda G.	Ongoing	Ongoing		\$450.00	Working with DHS Photo Club and other organizations on this project with a Goal of 4 exhibits annually
5	Plan and execute Town "Clean-up" Day	Stephanie/Tom	7/1/2017	6/31/2018		\$0.00	Determine date(s) and needs with Town. Recruit volunteers as needed. Weather & scheduling permitting.
6	Future Murals creations and placement within district 2016/2017	Stephanie/Design Committee	Ongoing	Ongoing		\$5,000.00	possible new Murals, coordinated with artist and building owners also including permits thru county
7	Maintenance of current Lamp Post Banners	Stephanie/Tom	Ongoing	Ongoing		\$200.00	As needed \$35.22 for each replacement
						\$6,200.00	

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Design Committee Action Plan--Fronton Court

Responsible: Design Committee		BUDGET					
Assist various partners in developing a plan to bring a Fronton Court and possible National and International Tournaments to the district.		0	4				
Goal:		Strategic Plan Number:	4a-4c				
		Priority:					
Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Brainstorming sessions with invested partners/steering committee members	Tom/Stephanie/ Executive Director/ Karen Craig	Ongoing	TBD		\$0.00	Partners include: Town of Gardnerville, Lisa Granahan (Douglas County), Dominique Etchegoyhen (Legacy Land and Water/Basque Community Representative), AJ Frels Jan Vandermade (CVVA), Karen Craig (Creative Cities/Bently), Xabier Berrueta (USA Pelota Federation President), Pat Atkinson (Nevada Arts Council) and members from the local Basque Club.
2	Analyze the Opportunity	Tom/Stephanie/ Executive Director/ Karen Craig	Ongoing	TBD		\$0.00	Tara/AJ to research possible volleyball connection; Town to do a site evaluation and help with construction estimate phase; AJ/Jan to research grants and possible Basque related events; Lisa to assess what part the County can play in all this; Dominique to engage some key players in the Basque Community.
3	Organize with chairs/champions for each phase of the project	Tom/Stephanie/ Executive Director/ Karen Craig	TBD	TBD		\$0.00	
4	Strategize	Tom/Stephanie/ Executive Director/ Karen Craig	TBD	TBD		\$0.00	
5	Mobilize others from the community into action	Tom/Stephanie/ Executive Director/ Karen Craig	TBD	TBD		\$0.00	
						\$0.00	

5-5

Design Committee Action Plan--Flowers

Responsible: Design Committee/Flower Committee

BUDGET

\$7,000

Strategy Number:

3 & 4

Goal: Manage, improve existing, and create new projects for MSG Flower Program

Priority:

1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Recruit "Gardeners of Gardnerville" volunteers	DC&FC Chairs	Ongoing	Ongoing		N/A	Currently 17 active members; 8 FYI
2	Make contact with flower providers for 2017 and sign MOUs for both baskets and AAPots	Linda Dibble	9/1/2016	1/1/2017		N/A	Completed for 2017 Season
3	Manage/Promote 68 Hanging Flower Baskets in Main Street District	Linda/Flower Comm/Town	1/1/2017	9/30/2017		\$0.00	Total production cost is \$3740 (68 x \$55). Total revenue will be calculated after all baskets have been sponsored.
4	Manage/Promote 55 Adopt-a-pots within Main Street District	Linda/Flower Comm.	10/1/2016	6/30/2017		\$0.00	Total production cost is \$1375 (55 x \$25). Total revenue will be \$825 if all 55 are adopted at \$40 each.
5	Organize delivery of 2017 baskets and adopt-a-pots with town & volunteer assistance	Linda	6/1/2017	6/15/2017		\$0.00	
6	Organize removal of 2017 baskets and adopt-a-pots with town & volunteer assistance in fall of 2017	Linda/Flower Committee/Town	Sept/Oct 2017	Fall 2017		\$0.00	Pots and baskets will be emptied and cleaned for storage.
7	Create Fall arrangements for AAPots and promote adoption by merchants	Petal Pusher Teams	9/1/2017	12/1/2017		\$5/AAPot	Est. cost is \$5/pot. Decorate existing AAPots with pumpkins and flowers for fall. Adoption cost/pot \$20. Profit \$15/pot
8	Create and send Thank You cards to flower sponsors and adoptees	Linda/Lydia Smith	9/1/2017	12/1/2017		\$50.00	This replaces the Thank You event held in previous years do to low attendance. Deliver at time of pick up.
9	Maintain plantings in Eddy St. planter	Joan/Lydia/Cece	Ongoing	Ongoing		\$50.00	Volunteers continue to maintain the planter.

5-6

Design Committee Action Plan--Flowers, Continued

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
10	Design/Create a "Flower Tree" for CV Historical Society 2017 Gala Tree Event	Linda/Flower Comm.	7/1/2017	11/30/2017		\$50.00	Great publicity for both MSG and the Flower Committee. Volunteers enjoy this activity.
11	Design, create, and print book markers promoting FC projects	Linda	6/1/2017	Ongoing		\$100.00	Design is complete.
12	Identify new possibilities to keep "Main Street in Bloom"	Flower Comm.	Ongoing	Ongoing		N/A	Members are encouraged to present new ideas for consideration by FC, DC & Board.
13	Interview/Hire Summer Seasonal employee to water flowers baskets and perform other duties as assigned, i.e. assist with Wine Walk set up/take down.	Tom and Prog Migr	5/1/2017	Fall 2017			Costs to be shared with Promotion and District Vitality Committees on a percentage base.
14	Recreate the "photo op" space with smaller hanging baskets and pots for visitors at CV Museum gazebo	Linda/Cheryl P.	5/1/2017	Fall 2017		\$110.00	2 hanging baskets; \$55/basket. Offers a location for visitors to take "selfies". Promotes both MSG and the FC.
15	Design, purchase, and hang a banner promoting flower basket sponsorships	Cheryl P.	2/1/2017	5/1/2017		\$150.00	One time cost to purchase a banner

5-7

Design Committee 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.

Goal:

BUDGET \$5,000

Strategy Number: 2

Strategic Plan Number: 2a-2f

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Continue infrastructure installation and maintenance as per Master Plan (earthwork/grading, trenching, irrigation needs) Develop container garden area.	HPG Committee, Town	07/01/17	Ongoing		\$1,500.00	Prepare front corner for planting. Repair and paint shed.
2	Maintain labyrinth and explore special event opportunities	HPG Committee, Town	07/01/17	Ongoing		\$150.00	Replace plants as needed and top dress with bark.
3	Provide growing spaces to local youth groups	HPG Committee	07/01/17	Ongoing		\$0.00	3 beds valued at \$70 each.
4	Maintain demonstration garden spaces and beautify area with plantings.	HPG Committee	07/01/17			\$300.00	Use plant donations when possible.
5	Continue to identify and apply for funding--grants, donations, sponsors	HPG Committee/MSG Executive Director, Org Committee & GCEC	07/01/17	Ongoing		\$0.00	
6	Rent available raised beds for FY 2015-16 FY 2017-2018	Carol/HPG Committee	07/01/17	Ongoing		\$0.00	Rental fees based on size: small-\$30, medium-\$50, large - \$70
7	Continue insurance coverage for garden participants	MSG Executive Director	07/01/17	Ongoing		\$0.00	Part of current program policy.
8	Make quarterly report to the Town Board on progress	Carol Sandmeier or HPG Representative	07/01/17	Ongoing		\$0.00	
						\$1,950.00	

5-28

Design Committee Action Plan--Heritage Park Gardens, continued

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
9	Hold regular work days to involve community; plan activities and publish schedule in advance. Schedule occasional meet and greet days.	Carol Sandmeier & HPG Committee	07/01/17	Ongoing		\$200.00	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	07/01/17	Ongoing		\$400.00	Fall Harvest Celebration, May Plant Exchange & Open House, New Year's Eve Candlelight Labyrinth Walk; Keep on Walking Dessert Coffee (\$100 per event)
11	Participate in public programs to increase awareness of HPG/MSG programs	HPG Committee	07/01/17	Ongoing		\$200.00	Set up booth at community events... Coffin Races, July 4th and Farmer's Markets
12	Create "Garden Goodies"/"Yard Art" available for donations at local events	Sandi Morrison & Committee	07/01/17	Ongoing		\$250.00	All items will be garden related
13	Grow and deliver food to local Food Closet	Committee	07/01/17	10/01/15		\$100.00	Encourage plot people to share surplus, HPG Comm. will plant for Food Closet in any open spaces
14	Continue construction and implementation of Children's Garden area as per the approved design, and including educational programming component. Operation of Children's Garden area including educational programming component	HPG/Design Committee, Town, and Org Committee	07/01/17	Ongoing		\$500.00	Workshops to be held throughout the growing season.

\$1,650.00

52
19

Design Committee Action Plan--Heritage Park Gardens, continued

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
15	Continue "Sharing Gardens" program as per USDA Grant requirements	Steering Committee	07/01/17	3 yrs. Ongoing grant	8/1/2017	\$0.00	Working with Social Services and Food Closet reps to plan project. \$2900 is remaining from reimbursement NV Dept of Ag Grant. Working with the Partnership of Community Resources and Food Closet.
16	Repair and replace fencing around growing spaces	Carol/Committee	07/01/17	Ongoing		\$500.00	on as needed basis
17	Install & maintain irrigation system including water costs	HPG Committee	07/01/17			\$500.00	(In September/October, water costs were \$81.91.)
18	Purchase amendment, compost and bark as needed.	HPG Committee	07/01/17			\$400.00	

\$1,400.00

5-10

District Vitality Committee Action Plan-Revolving Loan Pool

District Vitality Budget Total

FY 2017-2018: \$1250

Responsible: District Vitality Committee-Meredith Fischer, Chair

BUDGET \$0

Strategy Number: 1

Strategic Plan Number: 1b

Priority:

Assessing the need for increasing loan pool amount and interest rate to assist with efforts to renovate buildings and provide micro-loans to businesses.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status/Comments
1	Market RLF as a "tool in the toolbox" for businesses and property owners through the MSG website, press releases, etc.	Executive Director & Meredith Fischer	Ongoing	Ongoing		\$0.00	
2	Revisit RLF guidelines/documents and interest rate annually and adjust as applicable	Executive Director & Meredith Fischer	Ongoing	Ongoing		\$0.00	Revisit these guidelines for both additional funding possibilities and also for monies that are being re-paid into our RLF account.
3	Remain in contact with the Loan Committee Members and Loan Liaison.	Executive Director & Meredith Fischer	Ongoing	Ongoing		\$0.00	For New Executive Director: As of January 2017, our Loan Liaison, Tim Rubald, had to step down. He provided us the list of Loan Committee Members. He said he had not been in contact with them for over 3 years so not sure of their interest to continue. Paula will make contact with them and arrange a meeting with Committee Chair and new Executive Director.

5-11

District Vitality Committee Action Plan-Benchmarking

Responsible: District Vitality Committee-Meredith Fischer, Chair

BUDGET \$900

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: 1

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status/Comments
1	Complete accurate inventory of parcels in district in the spring. (SF of building, condition, parking spaces, ownership, assessed value of land and buildings for past 3 years, etc). Include photos.	Executive Director, DV Committee and Flower Committee	Ongoing	Ongoing		\$0.00	Land and property values, building conditions, hours, parking etc. Looking into utilizing students from DHS for this project. Have utilized DHS Students in the past for some of this. Possibly get them reengaged?
2	Track building condition, parking spaces, ownership information, assessed value of land and buildings.		07/01/17	06/30/18		\$0.00	
2	Check with Center for Regional Studies to determine what type of reports would be available to us on the district. Such as employment and sales numbers.	Dana Childs	07/01/17	Ongoing		\$900.00	Verify these figures from 2009: 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.	Executive Director & Town Manager	Ongoing	Ongoing		\$0.00	Review status of GIS or Google Mapping with Eric Schmidt. Add: This has been in progress for a few years. Still on the agenda for both MSG and the Town.

52 1/2

District Vitality Committee Action Plan-Investment Opportunities

Responsible: District Vitality Committee-Meredith Fischer, Chair

BUDGET \$300

Goal: Facilitate district business and property investment opportunities for both existing and new businesses. Include revising the Market Analysis report and distributing it as needed.

Strategy Number: 1

Strategic Plan Number:

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status/Comments
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	Executive Director and DV Committee Members	Ongoing	Ongoing		\$0.00	
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>	DV Committee Members	6/1/2013 Ongoing	Ongoing		\$0.00	Design should be involved with the window dressing design aspect. Utilize the new Tour Kit program we received in late 2015.
3	Revise the Market Analysis from 2009/2010.	Executive Director; MSM Director; Town Managers	Ongoing	06/30/18		\$0.00 Fund this with Grant Money	Collaborate with Main Street Minden, Town of Gardnerville and Town of Minden to apply for a USDA grant to fund this endeavor. <i>This process began in January of 2017.</i>
3	Use the Market Analysis to allow MSG to educate and encourage property owners on the benefits of clustering.	DV Committee	Ongoing	Ongoing		\$0.00	
4	Assist non-resident property owners to understand the best use for their vacant property.	DV Committee	07/01/17	Ongoing		\$0.00	Obtain non-resident property owner information from ToG. Develop relationships. Utilize the new Tour Kit program we received in late 2015.

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1
6

District Vitality Committee Action Plan-Investment Opportunities, continued

5	Provide copies of Market Analysis to owners of vacant properties and brokers/managers when appropriate.	DV Committee	Ongoing	Ongoing	Ongoing	Ongoing	\$50.00	
6	Provide information developed to Organization Committee to assist in PR and communications with stakeholders and public	DV Committee	07/01/17	Ongoing	Ongoing	Ongoing	\$0.00	Update information in preparation for printing
7	Focus on developing niche of similar and/or complementary businesses (nodes) for critical inass.	DV Committee	07/01/17	Ongoing	Ongoing	Ongoing	\$0.00	Update base maps for in-house use. Have Douglas County GIS or Tom/Geoff with the Town guide us.
8	Visit new businesses within the district with welcome packets.	DV Committee	07/01/17	Ongoing	Ongoing	Ongoing	\$250.00	The packet should include various program information, such as: membership; events; projects; market analysis; revolving loan fund, annual report; volunteering; etc.

5-14

District Vitality Committee Action Plan- Recruiting Strategies

Responsible: District Vitality Committee-Meredith Fischer, Chair

BUDGET \$50

Goal: Revise market analysis to develop recruiting strategies focusing on start-ups from nearby communities and home based businesses if applicable. Develop recruiting strategies focusing on start-ups from nearby communities and home based businesses if applicable.

Strategy Number: 1

Strategic Plan Number: 1b

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status/Comments
1	Focus on visiting businesses outside the district/in surrounding areas as "secret shoppers"	DV Comm	07/01/17	Ongoing		\$0.00	Review plan of action as to which businesses and what types of businesses would be beneficial to recruit to our district.
2	Create a recruitment strategy and packets of information showing potential new businesses "What's in it for them" to relocate to the Main Street District.	DV Comm	07/01/17	Ongoing		\$50.00	Review plan of action as to which businesses and what types of businesses would be beneficial to recruit to our district.
3	Create virtual vacancy tours to promote vacancies in the district.	DV Comm	Ongoing	Ongoing		\$100.00	Work closely with property managers to promote district vacancies. <i>(This may start in FY 16/17)</i>
4	Create a special web page to post these videos on.	DV Comm and Promo Comm	Ongoing	Ongoing		\$0.00	Promotion Committee/Program Manager will manage the web page. <i>(This may start in FY 16/17)</i>
5	Create a policy for vacancy tours.	DV Comm and Org Comm	Ongoing	Ongoing		\$0.00	Org Comm will finalize the vacancy tour policy provided to them by the DV Committee. It will then go on to the MSG for approval. <i>(This may start in FY 16/17)</i>

5-1-17

Organization Committee Action Plan - Plan Development and Implementation

*Org Budget Total
FY 2017-2018: \$4,400*

Responsible: Organization Committee

Committee Chair: Tara Addeo

BUDGET \$250

Ensure each committee 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**

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Conduct annual action plan development meeting and include specific training for new board members.	Each Committee Organization	Ongoing	Ongoing		\$250.00	Annually in first quarter months.
2	Draft plan for MSG Board review.	Committee Chairs	Ongoing	Ongoing		\$0.00	Annually in first quarter months.
3	Review plan prior to adopting.	MSG Board	Ongoing	Ongoing		\$0.00	Annually in first quarter months.
4	Allow public input at MSG Board meetings.	MSG Board	Ongoing	Ongoing		\$0.00	Annually in first quarter months.
5	Adjust plan per public input and publish once finalized.	MSG Board and Program Manager	Ongoing	Ongoing		\$0.00	Annually in first quarter months.
6	Implement action plan and conduct quarterly reviews at the committee and board level to track progress.	Committee Chairs	Ongoing	Ongoing		\$0.00	Annually in first quarter months.
						\$250.00	

5-16

Organization Committee Action Plan - Internal Controls

Responsible: Organization Committee

BUDGET \$250

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	Estimated Cost	Status
1	After reviewing the action plan, determine a budget that will be suitable for the needs of the plan.	MSG Board	03/01/17	04/01/17		\$0.00	
2	Review proposed plans and budget with Gardnerville Town Board to secure support.	Comm Chair, Board President and Executive Director	03/01/17	04/01/17		\$0.00	Action plans need to be presented to the Town Board for approval.
3	Update and revise policy manual as necessary.	Board/Program Manager	Ongoing	Ongoing		\$0.00	
4	Review and possibly revise Long Range Plans	Organization Committee	07/01/17	06/30/18		\$250.00	Organize a brainstorming session with the MSG Board Members to review and revise current long range plans. Perhaps use a facilitator to help with the process as we have in years past.

\$250.00

5-17

Organization Committee 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	Estimated Cost	Status
1	Select a qualified bookkeeper to work with CPA.	MSG Board	Ongoing	Ongoing		\$0.00	Currently working with Carson Valley Accounting who is doing our taxes pro-bono.
2	Work with CPA.	Comm Chair, Board President and Executive Director	Ongoing	Ongoing		\$0.00	CPA will continue to do our taxes if we work with a qualified bookkeeper to organize the data.
3	File tax returns.	Comm Chair, Board President and Executive Director, CPA	Ongoing	Ongoing		\$0.00	
4	Program bookkeeping	Comm Chair, Board President and Executive Director, CPA	Ongoing	Ongoing		\$0.00	Determine who will be doing the book keeping and provide training if necessary. Coordinate bookkeeping efforts with current CPA.

\$0.00

548

Organization Committee Action Plan - Fundraising Plan

Responsible: Organization Committee

BUDGET \$0

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

Strategy Number: **4**

Strategic Plan Number **1b**

Priority: **1**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Conduct annual review and update of fundraising plan.	Org. Committee	07/01/17	06/30/18		\$0.00	
2	Update current sponsors/underwriters	Org. Committee	Ongoing	Ongoing		\$0.00	
3	Conduct annual review and update of sponsorship packets.	Org. Committee	07/01/17	06/30/18		\$0.00	
4	Reach out to potential sponsors/underwriters for program events and projects.	Org. Committee	Ongoing	Ongoing		\$0.00	

5-19

Organization Committee Action Plan - Committee Structure

Responsible: Organization Committee

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: **5**

Plan Number

Priority: **3**

Step #	Policy Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Review committee structure.	Organization Committee & MSG Board	07/01/17	06/30/18		\$0.00	Or with installation of new board members. Consider restructuring this process based on the Main Street Refresh of 2016/2017.
2	Appointments by the Town of Gardnerville Board	Executive Director and Town Board	Ongoing	Ongoing		\$0.00	
3	Board Elections	MSG Board	07/01/17	06/30/18		\$0.00	

5-20

Organization Committee Action Plan - Communication Tools

Responsible: Organization Committee

BUDGET \$1,000

Goal: Maintain a regular communication tool allowing the Main Street Board to communicate quickly and regularly with its stakeholders.

Strategy Number:	6
Strategic Plan Number	5
Priority:	1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Complete an Annual Report and post on web and report to Town Board of Directors.	Organization and Technical Advisor(s)	02/01/18	04/01/18		\$1,000.00	Printing costs for reports/packets.
2	Speak to service clubs, churches, senior centers, and at Movies in the Park, Minden Concerts, etc. to promote MSG.	Executive Director /Organization Committee/Board Designee	Ongoing	Ongoing		\$0.00	
3	Work cooperatively and communicate with Minden MS Program (and any other Main Street Programs that may be created within the state.)	Org Committee & MSG Board Members	7/1/2016	06/30/17		\$0.00	

52

Organization Committee Action Plan - Executive Director

Responsible: Organization Committee

BUDGET \$0

Strategy Number: **7**

Plan Number

Priority: **Ongoing**

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

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Executive Director review.	Board President, Board Vice President, Org Chair	01/01/18	04/01/18		\$0.00	Yearly Review
2	Report to MSG Board.	Board President, Board Vice President, Org Chair	04/01/18	06/01/18		\$0.00	

5-22

Organization Committee Action Plan - Training

Responsible: Organization Committee

BUDGET *\$9,200

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

Strategy Number: **8**

Strategic Plan Number: **6**

Priority: **Ongoing**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Attend National Conference.	MSG Board	Ongoing	Ongoing		\$4,000.00	Annual during the Spring. Average cost is \$2,000 per person. We usually send two people.
2	Attend grant writing workshops/classes.	Board Designee Executive Director	Ongoing	Ongoing		\$200.00	
3	Training for MSG Board.	Board Designee Executive Director	Ongoing	Ongoing		\$200.00	Researching
4	Attend Rural Round Up	Executive Director	Ongoing	Ongoing		\$1,000.00	Should the conference provide interesting and desired sessions.
5	Attend CA Downtown Assoc. or MS CA Conference.	Board Designee Executive Director	When available			\$2,000.00	Should the conference provide interesting and desired sessions. Average cost is \$1,000 per person and we usually send one or two people; depending on conference content.
6	Select a candidate from MSG to attend the Chamber of Commerce's Leadership Program.	TBA	7/1/2017	6/30/2018		\$800.00	
7	Complete annual retreat.	Org Chair, MSG Board, Executive Director	7/1/2017	6/30/2018		\$1,000.00	
						\$9,200.00	

***This budgeted amount is divided into two other budget lines: Travel and Training. New amounts would need to be divided up for the new budget lines. This amount is not in the Org Comm budget line.**

523

Organization Committee Action Plan - Business/Property Owners & Volunteers

Responsible: Organization Committee

BUDGET \$400

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

Strategy Number: **9**

Strategic Plan Number: **6**

Priority: **2**

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Provide information to businesses and volunteers.	Organization Committee	07/01/17	06/30/18		\$0.00	In coordination with the DV Committee when working with businesses.
2	Develop workshops for businesses/volunteers as need arises.	Organization Committee	07/01/17	06/30/18		\$200.00	Work closely with the DV Committee on the workshops focused on businesses.
3	Conduct a minimum of one workshop per year.	Organization Committee	07/01/17	06/30/18		\$200.00	Work closely with the DV Committee on the workshops focused on businesses.
4	Collect and review feedback on workshops and modify workshop content as necessary.	Organization Committee	07/01/17	06/30/18		\$0.00	Work closely with the DV Committee on the workshops focused on businesses.
						\$400.00	

524

Organization Committee Action Plan - Business and Volunteer Recognition

Responsible: Organization Committee

BUDGET \$2,500

Goal: Host annual volunteer and business recognition event.

Strategy Number: 10

Strategic Plan Number 3

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Conduct annual volunteer and business recognition activity.	Org. Committee	07/01/17	09/30/17		\$2,500.00	Held in the fall. Cost include prices of venue; food; drink and recognition/trophy items.
2	Review event attendance and scope of recognition and draft recommendations for the following year's event.	Org. Committee	07/01/17	09/30/17		\$0.00	
3	Draft written procedures for the planning and execution of the event.	Org. Committee	07/01/17	09/30/17		\$0.00	

\$2,500.00

525

Organization Committee Action Plan - Promote a State Main Street Program

Responsible: Organization Committee

BUDGET \$0

Goal: The Organization Committee will aid efforts to bring a state Main Street program to Nevada.

Strategy Number:

Strategic Plan Number

Priority: 1

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Done	Estimated Cost	Status
1	Follow up with League of Cities	Org Committee	07/01/17	06/30/18		\$0.00	
2	Contact Political Officials to gain support	Org Committee	07/01/17	06/30/18		\$0.00	
3	Research the process to get a bill introduced at the Legislature	Org Committee	07/01/17	06/30/18		\$0.00	This would include lobbying where and when necessary.

5-26

Promotion Action Plan - Website & Social Media

Promo Budget Total
 FY 2017-2018: \$10,455

Responsible: Promotion Committee

BUDGET \$1,200

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 with calendar.

Strategy Number: 1

Strategic Plan Number

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Use site as communication tool to program stakeholders	Executive Director/Promo Committee	Ongoing	Ongoing		\$600.00	Fee is \$50 per month. Anything over the allowed two hours per calendar month, will simply be billed at an hourly rate of \$50/hour, broken down by the quarter hour.
2	Coordinate with Committee Chairs for additional information and to help with updates for website and social media sites	Executive Director/Promo Committee	Ongoing	Ongoing		\$0.00	Committee & Sub-Committee Chairs are asked to submit something once a month, by the end of each month, to Executive Director.
3	Improve Photo Gallery Portion of the Website	Executive Director/Promo Committee	7/1/2017	Ongoing		\$0.00	
4	Manage e-mailings through Constant Contact	Executive Director	Ongoing	Ongoing		\$600.00	Promotion of events, projects, businesses members (Biz Blast) and the sharing of Program Information. This is done in conjunction with information provided from each of the committees.

\$1,200.00

5-27

Promotion Action Plan - Information Packets & Kiosk

Responsible: Promotion Committee

BUDGET \$330

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 Greenville. Maintain and update Kiosk

Strategy Number: 1

Strategic Plan Number

Priority:

Goal:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain additional pieces from businesses to provide packets of information at events, for bus tours, and at convention opportunities. Price appropriately for fundraising opportunity	Promo Committee	Ongoing	Ongoing	n/a	\$250.00	As needed for certain events. Done in conjunction with the other committees. Price to include folders, prints, copies, rack cards, flyers, etc.
2	Research bus tour companies	Shannon Hickey	Ongoing	Ongoing	n/a	\$0.00	Establish relationships with Tour Operators
3	Research conventions and local events	Promo Committee	Ongoing	Ongoing	n/a	\$0.00	Establish relationships with sponsors/hosts of the conventions and local events
4	Maintain supplies of materials and keep them "fresh", current and accurate	Executive Director/Promo Committee	Ongoing	Ongoing	n/a	\$60.00	Approximately 100 per month. In house color copies are \$.045 each (4 1/2 cents). Total average would be \$54. Round-up for busier months.
5	Maintain & update Kiosk	Executive Director/Promo Committee	Ongoing	Ongoing	n/a	\$20.00	Updated at least weekly. Approximately 25 per month. In house color copies are \$.045 each (4 1/2 cents) Total average would be \$13.50. Round up-for busier months.

\$330.00

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Promotion Action Plan - Events

Responsible: Promotion Committee

BUDGET \$1,500

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

Strategy Number: 2
Strategic Plan Number

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Working with Town Administration, and stakeholders, develop and overall plan of at least four but no more than six, promotion programs complete with marketing plans.	Promotion Committee	Ongoing	Ongoing		\$0	5 Thirsty Third Thursday Wine Walks, Small Business Saturday, Freedom 5K event, Coffin Races, HPG Harvest Festival & HPG Open House
2	Obtain approval of MSG Board for Promotion Plan prior to implementation	Scott Bergan, Committee Chair	Ongoing	Prior to each event		\$0	Once a plan is created, place on agenda for board approval. Promotional plans should be completed 6 months out from each promotion
3	Include fundraisers in most of the promotions utilizing various strategies.	Promomtion & Org Committee	Ongoing	Ongoing		\$0	
4	Music Licenses	Executive Director	07/01/17	06/30/18		\$1,000	The three licenses are:
5	Event Equipment	Executive Director	07/01/17	06/30/18		\$500	Purchase of EZ Up / Tents

5
2
9

Promotion Action Plan Event - Thirsty Third Thursday Wine Walks

BUDGET \$4,000

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain approval of MSG Board for Promotion plan each year prior to implementation	Scott Bergan/Debbie Palio	1/1/2018	03/01/18		\$0.00	Place on agenda in first quarter of 2018 for approval.
2	Create work plan with assignments	Scott Bergan/Debbie Palio	1/1/2018	04/01/18		\$0.00	
3	Increase Wine Walk Volunteer Recruitment	Promotion & Org Committee	1/1/2018	Ongoing		\$0.00	
4	Hold a wine walk training/wine presentation meeting to educate volunteers and business participants	Promotion & Org Committee	1/1/2018	04/01/18		\$100.00	Explain how the event benefits the business and downtown. Perhaps as part of a Main Street Mingle in first quarter 2018.
5	Permits	Executive Director & Debbie Palio	3/1/2018	04/01/18		\$75.00	Temporary liquor permits
6	Insurance Coverage	Executive Director	Ongoing	Ongoing		\$0.00	Included in program's overall insurance
7	Wine Glasses	Scott Bergan/Debbie Palio	3/1/2018	04/01/18		\$2,000.00	Using a Forever Glass, monitor inventory for re-orders. Executive Director to order.
8	Checklist, themes, details & volunteer follow through	Scott Bergan/Debbie Palio	3/1/2018	05/01/18		\$0.00	
	Incidentals such as decorations, handouts, etc	Scott Bergan/Debbie Palio				\$500.00	Miscellaneous: Ink/Pads; Decorations; Wrist Bands; Spouts; Flags; etc.
	Monthly prize	Executive Director & Debbie Palio				\$125.00	One \$25 gift certificate given away each month for a total of five.

52 39

Promotion Action Plan Event - Thirsty Third Thursday Wine Walks, continued

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
9	Advertising-Newspaper, TV, Radio, Community Calendars, Biz Blasts, Social Networking sites, etc.	Executive Director, Scott Bergan & Debbie Palio	3/1/2018	Ongoing		\$1,000.00	As needed per wine walk event. Based on quarter page ad at approximately \$200 each.
10	Advertising-Poster/Flyer distribution/Walking brochure	Promotion Committee	3/1/2018	Ongoing		\$170.00	Utilize other committees and volunteers to help with this effort. Based on monthly averages of 750 at a cost of .045 each.

\$3,970.00

Round up to \$4,000.00

52-31

Promotion Action Plan Event - Freedom 5 K Fun Run/Walk

BUDGET \$1,500

Distribution of funds to be determined with the Town.

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain approval of MSG Board and Gardnerville Town Board on the Promotion plan prior to implementation	Tom/Carol/Scott/ Executive Director	01/01/18	03/01/18		\$0.00	
2	Determine Event Chair Person	Tom/Carol/Scott/ Executive Director	01/01/18	03/01/18		\$0.00	
3	Create work plan with assignments	Tom/Carol/Scott/ Executive Director	03/01/18	03/01/18		\$0.00	
4	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Tom/Carol/Scott/ Executive Director	03/01/18	06/01/18			
5	Advertising-Poster/flier distribution	Tom/Carol/Scott/ Executive Director	03/01/18	05/01/18			Utilize all committees to help distribute flyers
	Determine Route	Town	03/01/18	05/01/18			
6	Acquire Sponsorships	Org Comm/Town	03/01/18	05/01/18			
7	Establish Partnerships	Promotion Committee/Town	03/01/18	05/01/18			Lions Club-Breakfast
8	Permits, if needed	Town Manager /Executive Director	03/01/18	05/01/18			
9	Insurance Coverage	Manager/Executive Director	Ongoing	Ongoing		\$0.00	Included in program's overall insurance
10	Set up Race Entry for online registrations	Carol Louthan	03/01/18	05/01/18			
11	T-Shirts Design/Ordering	Carol Louthan	03/01/18	05/01/18			

5-32

Promotion Action Plan Event - HPG Fall Festival

BUDGET \$425

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Scott/Carol S.	07/01/17	10/01/17		\$0.00	
2	Determine Event Chair Person	Scott/Carol S.	07/01/17	08/01/17		\$0.00	
3	Create work plan with assignments	Scott/Carol S.	07/01/17	09/01/17		\$0.00	
4	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Promotion Committee	07/01/17	10/01/17		\$200.00	Quarter page ad in Record Courier.
5	Advertising-Poster/flier distribution	Promotion Committee	07/01/17	10/01/17		\$25.00	Utilize all committees to help distribute fliers
6	Acquire Sponsorships	Org Comm/Town	07/01/17	09/01/17		\$0.00	
7	Establish Partnerships	Promotion & Design Committee	07/01/17	09/01/17		\$0.00	Partner with East Fork Gallery's annual Scarecrow Festival Event
8	Coordinate needs with East Fork Gallery	Scott Bergan/Carol Sandmeier/ East Fork Gallery Representative				\$0.00	Tables for EFG to use.
9	Fill out any necessary paperwork for Heritage Park usage	Executive Director/Scott Bergan/Carol Sandmeier	07/01/17	08/01/17		\$0.00	Have placed on the TOG Consent Calendar for approval to use a small section of the park.
10	Permits, if needed	Executive Director/Scott/Carol S.	07/01/17	08/01/17		\$0.00	
11	Insurance Coverage	Executive Director	Ongoing	Ongoing		\$0.00	Included in program's overall insurance
12	Incidentals for the event	Carol Sandmeier	08/01/17	10/01/17		\$200.00	Miscellaneous items needed for the event.

\$425.00

5
3
3

Promotion Action Plan Event - Coffin Races

BUDGET \$1,500

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Suzanne Carreau/Scott Bergan	07/01/17	08/01/17	07/01/17	\$0.00	Board approved making this an annual event on 11/20/2015.
2	Determine Event Chair Person	Suzanne Carreau/Scott Bergan	07/01/17	07/01/17	07/01/17	\$0.00	Suzanne Carreau
3	Create work plan with assignments	Suzanne Carreau/Scott Bergan	07/01/17	09/01/17		\$0.00	
4	Coordinate plans with the Town	Suzanne Carreau/Scott Bergan	07/01/17	09/01/17		\$0.00	
5	Request approval from the Town for street closures	Suzanne Carreau/Scott Bergan	07/01/17	09/01/17		\$0.00	
6	Advertising-Newspaper, TV, Radio, Comm Calendars, Biz Blasts, Social Networking Sites, etc	Executive Director/Promo Committee	07/01/17	10/01/17		\$500.00	Quarter page ad in the Record Courier is approximately \$200.
7	Advertising-Poster/flier distribution	Promotion Committee	07/01/17	10/01/17		\$25.00	Utilize other committees and volunteers to help with this effort. Based on approximately 500 at a cost of .045 each. Rounded up from \$22.50 to \$25.00.
8	Acquire Sponsorships	Org Committee	07/01/17	09/01/17		\$0.00	
9	Establish Partnerships	Promotion Committee	07/01/17	09/01/17		\$0.00	
10	Permits, if needed	Executive Director/Suzanne Carreau	07/01/17	09/01/17		\$0.00	
11	Insurance Coverage	Executive Director	Ongoing	Ongoing		\$0.00	Included in program's overall insurance

Promotion Action Plan Event - Coffin Races, *continued*

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
12	Incedentals for the event	Suzanne Carreau/Scott Bergan	08/01/17	10/01/17		\$975.00	Miscellaneous items needed for the event such as decorations, trophy's, etc.

\$1,500.00

3-35

Promotion Action Plan - Regional Events

Responsible: Promotion Committee

BUDGET \$0

Participate with five regional events to build brand and knowledge to highlight downtown Gardnerville.

Strategy Number: 2

Strategic Plan Number

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Develop a list of organizations that host local and regional events	Promotion Committee	7/1/2017	Ongoing		\$0.00	Be sure that each organization has a mission and/or goals that are similar to MSG's mission and goals. Town of Gardnerville, Douglas County Historical Society, Chamber (Parade of Lights/Announcing Stand) and Visitors Authority, other.
2	Determine which events MSG should be represented at and in what manner and media	Promotion Committee	7/1/2017	Ongoing		\$0.00	
3	Contact those organizations hosting events where MSG wants to be represented	Promotion Committee	7/1/2017	Ongoing		\$0.00	
4	Offer to co-host events that are appropriate for MSG and also where a suitable venue is available.....think future.	Promotion Committee	7/1/2017	Ongoing		\$0.00	

5-36

Promotion Action Plan - Program Advertising

Responsible: Promotion Committee

BUDGET *\$3,000

Goal: Create and implement an advertising plan for promoting the Main Street Gardnerville program. *(Individual committee projects and events should include advertising within their action plan for projects and events.)*

Strategy Number:
Strategic Plan Number

Priority:

Step #	Action Step	Who's Responsible	Start Date	Date Due	Date Completed	Estimated Cost	Status
1	Obtain approval of MSG Board for Promotion plan prior to implementing	Scott Bergan/Executive Director	7/1/2017	Ongoing			Possibilities: Newspapers, magazines, billboards, online, etc.
2	Recruit someone with advertising knowledge to oversee this planning	Promotion Committee	7/1/2017	Ongoing			Tara Addeo/Organization Committee
3	Recruit someone to create a Community Calendar tracker and update it regularly with program events	Promotion Committee	7/1/2017	Ongoing			

**This amount is actually listed in the Advertising Budget Line and not in the Promotions Committee Budget.*

5-37



2016 Accomplishments

Organization Committee

1. Around 5,000 volunteer hours were logged at an approximate value of \$115,000. *(Figures are still being collected at time of this posting.)*
2. Creation of sponsorship packets to launch fundraising efforts to support events and projects.
3. Organize quarterly Main Street Mingles to offer an opportunity for residents/business owners to become better engaged within our community.
4. Annual Volunteer and Business Recognition Event held in September.
5. Annual Report completed.
6. Orientation training for old, new, and perspective volunteers conducted.
7. Formal presentation to Town Board of Directors on annual accomplishments of MSG.
8. Have increased the size of our current committee.

District Vitality (formerly Economic Restructuring) Committee

1. Business Directory Updated.
2. Business Tracker Updated for 2016: 17 new businesses opened; 7 businesses closed; 3 businesses relocated outside of Gardnerville; 2 businesses relocated/transferred ownership within the district and at least 14 businesses improved their business through private investment.
3. Revolving Loan Funds are still available at a 2% interest rate offered to qualified businesses within our district or to businesses that want to move into our district.
4. Welcome packets personally delivered by committee members to new businesses.
5. Began a Virtual Vacancy Tour campaign to promote vacancies within our district.
6. Established relationships with many Property Managers/Owners to move forward with the vacancy tours and possible recruitment of new businesses.
7. Recruited new members for the District Vitality Committee.

Promotion Committee

1. Successful wine walk season based on income not attendance. Averaged 51 businesses participating and close to 1250 people in attendance during the 2016 season. *(Does not include the number of businesses that our district businesses partnered with.)* Added a

Main Street Gardnerville

Ph: 775.782.8027

1407 Hwy 395 N, Gardnerville, NV 89410

Fax: 775.782.7135

www.MainStreetGardnerville.org

Info@MainStreetGardnerville.org

Main Street Gardnerville is a 501c6 non-profit corporation & an equal opportunity provider and employer.

- Grab-n-Go element to provide easy access to food for the wine walkers. Sold MSG wine charms as a fundraiser. Added a roadside banner at Frontier Communication to provide addition promotion for this event.
2. Held our second annual Slaughterhouse Lane Coffin Races in October. We improved this event with vendors; seating, enhanced timing and scoring and course safety added a roadside banner to promote this event
 3. Hosted the Great Race, in partnership with the Town of Gardnerville with attendance of approximately 2000. Hosted the first annual Heritage Park Classic Car Show in conjunction with the Great race, we had 72 entries.
 4. Website updated with a calendar and individual committee blog pages.
 5. Continue to recruit new volunteers for implementing our events.
 6. Freedom 5k Fun Run participation in conjunction with the Town of Gardnerville.
 7. Small Business Saturday participation for the 4th straight year.
 8. Partnered with East Fork Gallery on their annual Scarecrow Festival to take place with the Heritage Park Gardens Fall Festival event.
 9. Provided volunteers for the Town of Gardnerville's Annual Carson Valley Christmas Kickoff event
 10. Assisted Carson Valley Chamber of Commerce with their Parade of Lights event, in partnership with the Town of Gardnerville, with a parade entry and an announcing stand at the Museum
 11. Continue to promote our business members through bi-monthly Biz Blast emails to a database of close to 1,000 people.
 12. Have increased our Facebook followers by 25%

Design Committee

1. One new bench was installed within the district, located at the Record Courier Center with two more ordered and ready for installation in 2017. All benches were decorated for the holidays.
2. Purchased more lamp post banners so that there is one on each light pole throughout our district. These banners will be up from January until the Flower baskets are hung.
3. Sidewalk Gallery Reception was held to celebrate all the participating students from the Douglas High School Photography Class. This Sidewalk Gallery is an exhibition of their talent. Purchased new frames to improve the look of the gallery display and to make it easier to change them out. Building front was repainted by volunteers before the new frames were installed.
4. The Basque Mural mounted on the Masons Building facing south.
5. The Fronton Court Steering Committee continues to meet throughout the year.
6. Partnered with the Town of Gardnerville for the annual "Let's Sweep the Town" event.
7. Managed The Heritage Park Garden Projects with a volunteer subcommittee:
 - a. Rented 15 individual spaces for people to grow their own vegetables and flowers. 6 additional spaces were used by participants in the Sharing Garden program and 3 more plots were gardened by Girl Scouts and a Home School Class. There were 2 demonstration beds – one on square foot gardening and one planted by the

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- Master Gardeners featuring herbs and strawberries. There were a total of 26 spaces under cultivation in the main garden area.
- b. Three summer workshops were scheduled in the Children's Garden providing educational opportunities. Elementary school aged children planted sprout bottles, helped plant circle gardens, made newspaper pots to plant seeds. In the Fall they were treated to a demonstration from Hall's Honey on bees and other pollinators. The third year of the USDA grant was completed. Fencing around the Children's Garden area was completed. Plants were added to the Butterfly/Pollinator Garden.
 - c. Continued with phase two of the "Growing to Share" program involving families from the Food Closet and the Partnership of Community Services "Fuerza Latinas" group comprised of about a dozen families. Plants were provided along with oversight of the project. Midweek work evenings were held during summer months. A part of the harvest was donated to the Food Closet.
 - d. Volunteers maintained and irrigated the garden common areas and the labyrinth at monthly Saturday morning work days, and during the summer with Wednesday evening work sessions.
 - e. Planned and hosted four public special events: a March Garden Opener, a May Open House with plants available, an October Harvest Festival in conjunction with the Scarecrow Festival hosted by East Fork Gallery, and a New Year's Eve Candlelight Labyrinth Walk.
 - f. Participated in the August Wine Walk by offering dessert and coffee in the Gardens. Walkers were invited to "Keep on Walking" to Heritage Park Gardens to enjoy the labyrinth and refreshments. A nice crowd enjoyed a summer evening at HPG.
 - g. Monthly rock painting workshops were held under the leadership of volunteer, Sandi Morrison, to produce "Garden Goodies" to use as fundraisers. Volunteers set up booths at Community events and donations were received totaling over \$1,000.
 - h. Local schools were involved through various activities. First grade classes from Gardnerville Elementary walked to HPG for a tour and a planting activity. Two classes from Carson Valley Middle School planned and planted a living sun dial in the Children's Garden. Another group came to plant daffodils in the spring. A teen group from the Partnership program came for a day to plant tomatoes and help with garden clean up.
 - i. HPG stepped into the community by participating at the Lampe Park Farmer's Market, at the Great Race, as a part of the Coffin Races, and at other events where we could provide information.
 - j. Other 2016 improvements- A wonderful hand-crafted log bench was added near the labyrinth. A high school student transformed our dumpster into a beautiful art

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bin. A brochure rack was installed and a mail box added where visitors can leave comments, both hand painted with garden designs.

8. Managed the Main Street Flower program through a volunteer subcommittee:
 - a. 68 hanging flower baskets were planted and grown by FC volunteers and students and staff at three local schools. The baskets were sponsored by community members in support of both the FFA school programs and the Main Street Gardnerville Program.
 - b. 62 flower pots were planted and grown by FC volunteers and Smith Valley School students. These pots were adopted for the summer by local merchants in support of the SVS FFA program and MSG Program.
 - c. Created a photo op location with signage and hanging flower baskets and the Sierras as a backdrop at the Carson Valley Museum for locals and visitors alike to take "selfies".
 - d. Adorned Main Street with outdoor fall decorations using artificial flowers and pumpkins. Again these were sponsored by local merchants in support of the MSG Program.
 - e. Decorated a chain link fence at the south entrance on Main Street to spruce up town property that is being renovated.
 - f. Planted and maintained the Eddy Street Flower Planter with an abundance of perennial and annual flowers and bushes showcased throughout the spring, summer, and fall season.
 - g. Designed and decorated a Holiday Tree titled "Birds of a Feather Volunteer Together" for the Douglas County Historical Society's Gallery of Trees Fundraising event in order to highlight both our Main Street and Flower Committee Programs.

5-41

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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Zoning Map Amendment application DA 17-013 to change the zoning district from Neighborhood Commercial to Mixed Use Commercial for two parcels within the Town of Gardnerville, 1317 & 1321 Highway 395 (APN's 1220-04-602-001 & -002); with public comment prior to Board action.

2. **Recommended Motion:** approve the proposed request DA 17-01, by Ruins to Riches, LLC to change from Neighborhood Commercial to Mixed Use Commercial, based on the findings and conclusions in the staff report.

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** March 7, 2017 **Time Requested:** 30 minutes

6. **Agenda:** Consent Administrative

Background Information: The applicant is proposing to change the zoning from neighborhood commercial to mixed use commercial. The existing commercial building adjacent to Hwy 395 will remain. The apartment complex will be constructed at the back of the lot adjacent to the other apartments accessed off of Village Way. The applicant currently proposes 20 units for now and would have the potential for up to 44 units should an access agreement with the adjacent property owner be obtained. Town staff has sent an email to the property manager in support of the access.

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

8. **Board Action:**

Approved Approved with Modifications
 Denied Continued

Town of Gardnerville
1407 Highway 395 North
Gardnerville, Nevada 89410
(775) 782-7134
(775) 782-7135 facsimile
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PROJECT REVIEW APPLICATION

Location

Street Address: 1317 & 1321 N. Hwy 395
Assessor's Parcel #: 1220-04-602-001 & 1220-04-602-002
Current Zoning Designation: Neighborhood Commercial
County Project Reference #: _____

Project Description

A Zoning Map Amendment application to change the zoning district from Neighborhood Commercial to Mixed Use Commercial for two parcels within the Town of Gardnerville.

Applicant:

Name: Dennis McDuffee and Jeff Pisciotta (Ruins to Riches, LLC.)

Address: PO. Box 119 Gardnerville, NV 89410

Telephone Number: (775) 720-9000 Fax Number: () _____

Owner:

Name: Dennis McDuffee and Jeff Pisciotta (Ruins to Riches, LLC.)

Address: 1502 Hussman Ave. Gardnerville, NV 89410

Telephone Number: (775) 720-9000 Fax Number: () _____

Engineer:

Name: R.O. ANDERSON ENGINEERING, INC. - Tammy Kinsley, Associate Planner

Address: 1603 Esmeralda Ave, Minden, NV 89423

Telephone Number: (775) 215-5013 Fax Number: () _____

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

Applicant or Applicant's Representative:

Jeffrey P. Pisciotta

Printed Name

[Signature]

Signature

2/2/17

Date

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

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



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
 1594 Esmeralda Avenue
 Post Office Box 218
 Minden, Nevada 89423
 TEL (775) 782-6217
 FAX (775) 782-9007
 www.douglascountynv.gov

Douglas County Nevada Receipt *extra copy*
 \$2,970
 5 Comm. Development
 1703310-1 02/02/2017 5
 Thu, Feb 02, 2017 10:35AM
 Name: MCDUFFEE DENNIS
 Addr: PO BOX 119
 City: GARDNERVILLE
 State: NV Zip: 89410
 3 RUINS TO RICHES LLC 2,970.00 513 -
 1 ITEM(S): TOTAL: \$2970.00
 Check PAID \$2970.00
 Have a good day !!!

DEVELOPMENT APPLICATION

FOR STAFF USE ONLY

File Number	Receipt Number	Received By	Date
DA 17-013	Board	CTZ	2/2/17
Town:	Floodplain Zone:	Zoning:	NC
Master Plan Land Use:	FIRM # & Date:	Case Planner:	Steve
Regional/Community Plan:	Wellhead Protection Area (s):		
m/g			

INSTRUCTIONS TO APPLICANT

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

A. Application for (check all that apply):

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

B. Project Location

Street Address (if available): 1317 & 1321 N. Hwy 395

Assessor's Parcel Number(s): 1220-04-602-001 & 1220-04-602-002

Approximately 679 Feet North or South of Waterloo Lane
(Circle one) (Street Name)

Approximately 0 Feet East or West of Hwy 395
(Circle one) (Street Name)

C. Project Description

The applicant requests: A Zoning Map Amendment Application to change the zoning district from Neighborhood Commercial to Mixed Use Commercial.

RECEIVED
 FEB 02 2017

List any previous applications that have been filed for this site: PRE 16-054

APPLICANT:

Contact Name: Dennis McDuffee/Jeff Pisciotta Company: Ruins 2 Riches, LLC
Address: PO Box 119 City/State/Zip: Gardnerville, NV 89410
Telephone No: () 775 720-9000 Fax No: () _____
E-mail Address: Dennis@InteroNV.com

OWNER:

Contact Name: MCLAREN Land Company, LLC Company: _____
Address: PO Box 435 City/State/Zip: Glenbrook, NV 89413
Telephone No: () _____ Fax No: () _____
E-mail Address: _____

ENGINEER/REPRESENTATIVE:

Contact Name: Tammy Kinsley, Associate Planner Company: RO ANDERSON ENGINEERING, INC
Address: 1603 Esmeralda Ave City/State/Zip: Minden, NV 89423
Telephone No: () 775 215-5013 Fax No: () _____
E-mail Address: tkinsley@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)

Ruins to Riches LLC [Signature] 1-10-17
Printed Name Signature Date

Printed Name Signature Date

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

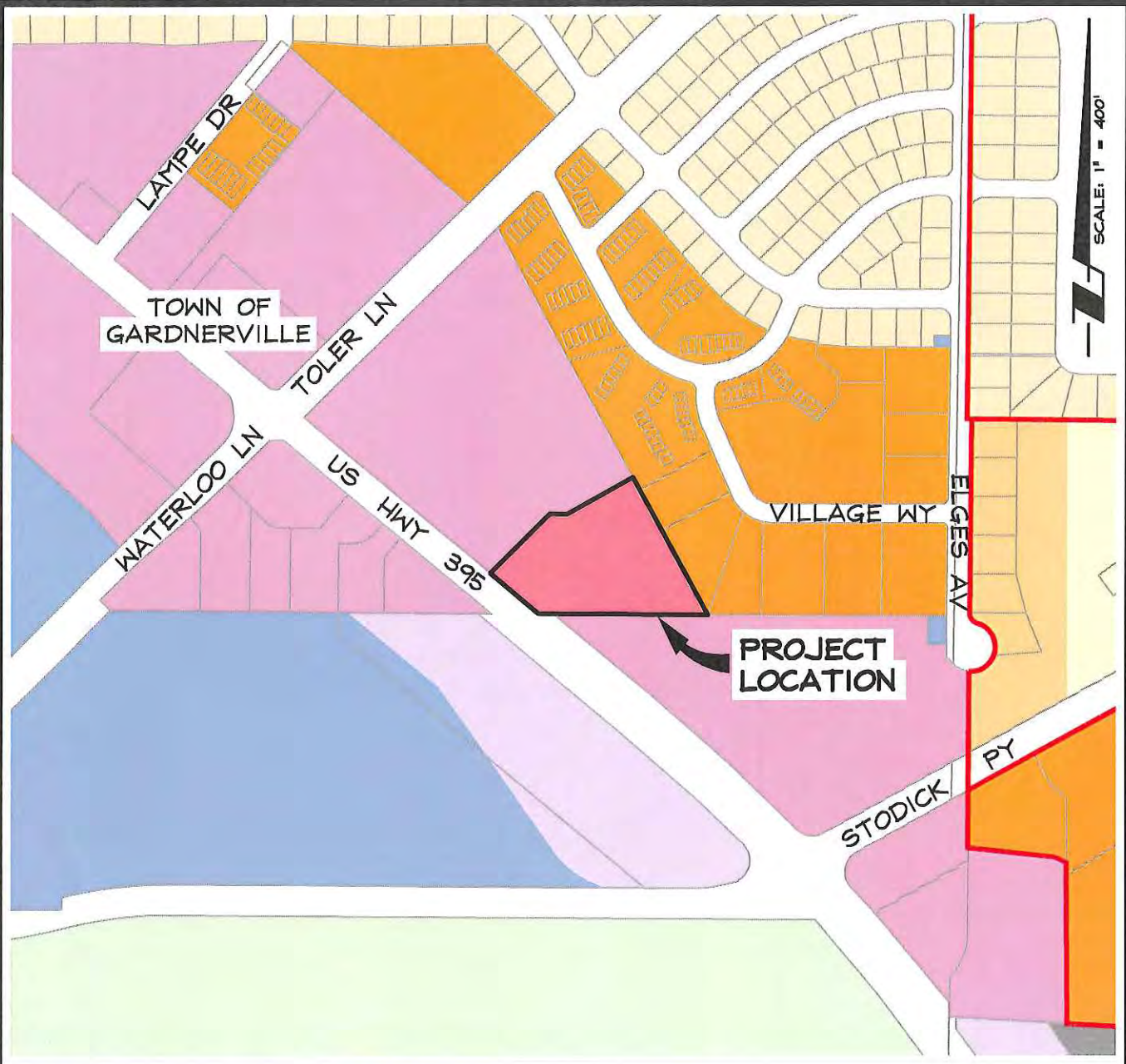
I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I also certify that all plans and submittal requirements are in accordance with the Nevada Revised Statutes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












APPLICANT/APPLICANT'S REPRESENTATIVE:

Ruins to Riches LLC [Signature] 1-10-17
Printed Name Signature Date

extra copy

Y:\Client Files\2452\2452-001\CAD\Planning\Exhibits\2452-001 P-ZONING MAP.dwg 12/9/2016 2:21:30 PM Marie A. Huise



LEGEND			
	SFR-1		SFR-8,000
	SFR-12,000		MFR
	NC		GC
	PF		SI
	A-19		PD BOUNDARY
	MUC		

R|O Anderson
 WWW.ROANDERSON.COM

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

CALIFORNIA
 595 Tahoe Keys Blvd
 Suite A-2
 South Lake Tahoe, CA 96150
 p 530.600.1660
 f 775.782.7084

**PROPOSED ZONING MAP
 ZONING MAP AMENDMENT
 RUINS TO RICHES LLC.**

2452-001

12/29/16



Ken Miller , Chairman
Cassandra Jones, Vice Chairman
Linda Slater, Board Member
Mary Wenner, Board Member
Lloyd Higuera, Board Member

MEMORANDUM

Date: February 28, 2017
To: Gardnerville Town Board
From: Tom Dallaire, P.E., Town of Gardnerville
Subject: DA 17-013 (Zoning Map Amendment); Ruins to Riches, LLC, Located at 1317
1321 Highway 395 North APN: 1220-04-602-001 & -002

I. TITLE:

Discussion to approve, approve with modifications or deny a request for a Zoning Map Amendment application DA 17-013 to change the zoning district from Neighborhood Commercial to Mixed Use Commercial for two parcels within the Town of Gardnerville, 1317 & 1321 Highway 395 (APN's 1220-04-602-001 & -002)

II. RECOMMENDATION

Staff's Recommendation to the Gardnerville Town Board is to approve the proposed request by Ruins to Riches, LLC to change from Neighborhood Commercial to Mixed Use Commercial, based on the findings and conclusions in the staff report.

The following recommended conditions need to be considered;

The following are staff's items that should be addressed at the design review stage. This current application in front of you is a Zone Change only, which will allow these issues to be considered in the future and there will not be any conditions for the zoning amendment for the development application:

1. Access, parking and connections to the adjacent sites should be investigated and improved with the design review application process. The town has reached out to the owners agent and provided an email and diagram of the concern.
2. Provide trash enclosure for 1 (2) yard trash bin for every 4 – 6 housing units, depending on desired pickup schedule and provide an enclosure structure per the Douglas County standards with the towns standard dimensions as attached.
3. The applicant shall submit design review for town board review and approval. Plans shall be in conformance with Douglas County Design Criteria and Improvement Standards (DCDCIS) Division 7, and the Town of Gardnerville Design Standards.
 - a. A decorative stop sign at Highway 395.
 - b. Pedestrian access should be provided and planned for the existing walk system a connecting the parcels at the rear of the site.
 - c. The storm water leaving the site shall be treated prior to discharge into the existing irrigation system adjacent to Hwy 395.

NOTE's from Board Meeting:

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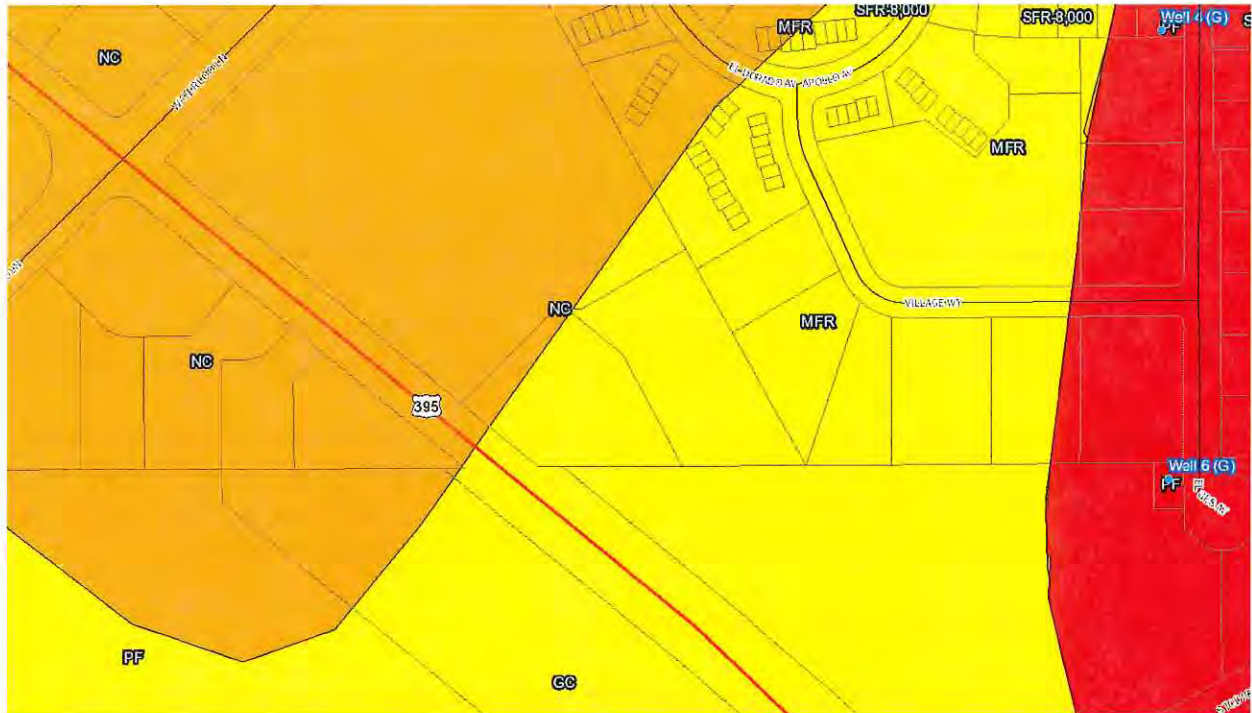


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III. DISCUSSION AND EVALUATION

Master Plan and Zoning Consistency: The project is located within the Minden-Gardnerville urban service area and a 10-year well-head protection zone and the site is just over 600 feet to the Gardnerville Water Company's public water well #6.

With the current improvements on the site adjacent to the highway, and a retail space and warehouse space available for leasing, and currently has a tenant in the front unit, and the applicant has shared interest in reinvestment of the existing structure to update the exterior look of the building.



The project site is designated in the Master Plan as GC (General Commercial) while in the Neighborhood Commercial zone. The town Plan for Prosperity states the objective I (pg 3) objective 3 (pg 6) is to improve US Hwy 395's image within the town. This specific site is only shown on the commercial quad section and really not identified as mixed use in the plan. The adjacent vacant site south of the subject parcels are identified to be mixed use along the highway and Stodick Parkway with 3 acres of commercial and 5.56 acres of residential (67 dwelling units (page 22)). All new investment should improve the town's image. The zone change at this time is what is in front of the board, not the submitted floor plans, elevations or site plan, which will be reviewed at a design review submittal at a later time.

Access to the parcels would be reduced from two driveways to one driveway per NDOT requirements, that could cause other unintended issues at full buildout and full occupancy of the warehouse and retail space. The Plan for Prosperity is all about creating mixed use areas. With the condos and apartments in the back of this parcel Staff feels this would be a great use of the property and a much needed rental space for our residents.

Traffic: The traffic study is conceptual at this point and indicates with the mixed use zoning, the maximum units that could occupy the land is 44 units. Currently the proposed unit number is 20

dwelling units. Should the shared driveway concept be allowed with the shopping center, 36 dwelling units could be proposed while meeting the County design standards. This will all come out in the design review stage. The current Traffic study does report 44 townhomes would only produce 29 trips in the morning and 34 trips in the evening. Those proposed figures seems to be a little off as it was specific to town homes and not apartments in the study. The traffic study includes the single driveway currently proposed as the only entrance and exit. The movements should be improved further with the additional access into the shopping center and that would provide a direct access to Waterloo lane without movement onto highway 395. .

Drainage: The proposed parcel fronting the highway is virtually covered in impervious surface. There is some landscaping around the site. The Back parcel is a vacant former irrigated field. There are signs of a former ditch on the vacant lot with a couple of concrete diversion structure that are there today. There are no signs of any irrigation being diverted. The drainage appears to flow to the highway. A hydrology report is not required as part of this review process.

With the location to Gardnerville Water Company Well No.6 infiltration should not be an option as the site is within the wellhead protection zone. The draining from the proposed site will need to be collected, treated and discharged into the existing irrigation ditch adjacent to highway 395.

A conceptual drainage study is not a requirement for a zoning map amendment, so nothing was submitted for review. The Design review phase would be appropriate for this level of review.

Floodplain: A small portion of the southwesterly portion of the site is located within the AO2 ft flood plan which became effective in June 2016. There appears to be a culvert under hwy 395 at the intersection of the southerly property line and Hwy 395 right of way. This pipe would directly discharge into the Cottonwood Slough on the west side of highway 395.

IV. ZONING MAP AMENDMENT FINDINGS

Pursuant to County Code, Section 20.610.090 Findings for Zoning map amendments
The planning commission and the board shall, in approving an amendment to the zoning map, make the following findings:

A. The use in question is of a similar type and intensity to other principally permitted or conditionally permitted uses in the same zone district.

Town Staff Response: The use in question is a fit for the area and similar to that of the adjacent uses of the developed property.

B. The use in question meets the purpose and intent of the district in which it is proposed.

Town Staff Response: The plan for prosperity encourages this type of development as a mixed use proposal it would allow for the existing land use in the front and provide residence dwelling units within direct access to shopping, and recreation purposes, while dwellings would not place on highway 395 directly.

C. The use in question meets and conforms to the applicable policies and maps of the master plan.

Town Staff Response: The master plan supports the towns plan for prosperity and this proposed use. There is a definite need for more apartment style dwelling units in Gardnerville.

Currently MFR zoning consists of 233 acres, or 18% of the town, with 3% of the current property available (6.54 acres) as being vacant, 36 acres was developed as single family units, and 76 acres was developed on receiving area.

613		MFR	✓	233.26	Multi Family	148.97 MFR
	Vacant	3%	✓	6.54	130	0.56 Commercial
	Single Family	15%	✓	36.15	200	75.60 RECEIVING AREA
						8.13 MFR plus other Zones

D. If the amendment is in a receiving area and changes land to any industrial, commercial, or residential district, or otherwise increases the density or intensity of use, that the amendment is being requested in the context of a specific plan or a planned development, and utilizes transfer development rights.

Town Staff Response: The site is not located within a receiving area. The need is shown above.

Conclusion:

Does the project fill a need in Gardnerville? The multi-family housing within the town of Gardnerville is full at this time. There are waiting lists to move in. There are other vacant parcels that are currently zoned multi family, but this is a smaller lot of the others that may be available. It is close proximity to services which made this location desirable for the mixed use commercial. The mixed use commercial does require more parking and parking takes up land that would not otherwise be needed if they constructed MFR or neighborhood commercial.

Based on the findings and the staff report, Staff's Recommendation to the Gardnerville Town Board is to approve the proposed request by Ruins to Riches, LLC to change from Neighborhood Commercial to Mixed Use Commercial, based on the findings and conclusions in the staff report.

February 27, 2017

Via Hand Delivery

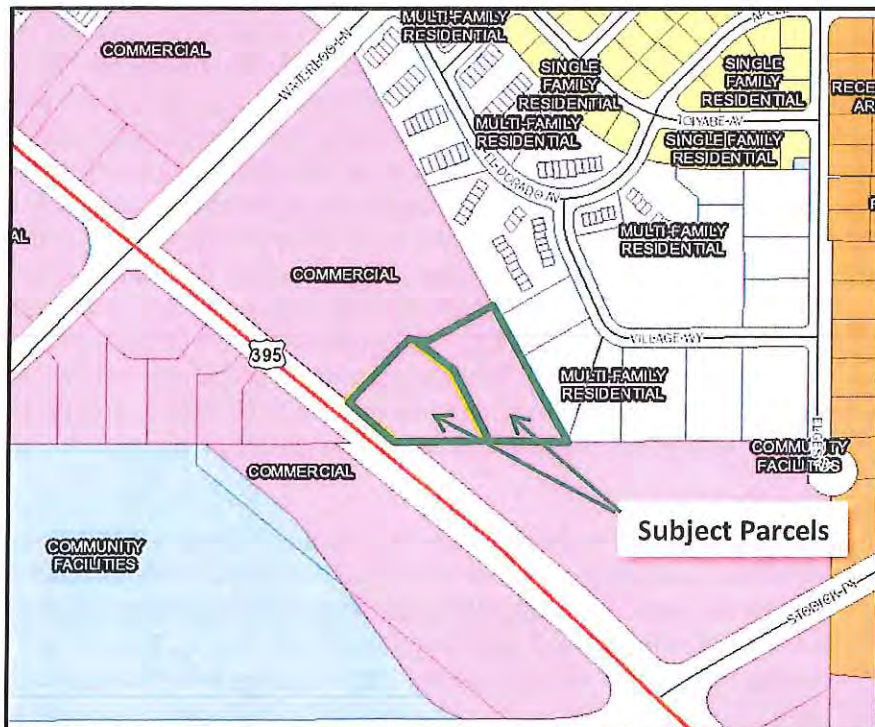
Douglas County Community Development
P.O. Box 218
Minden, NV 89423

Revised
**Statement of Justification and Detailed Description
A Zoning Map Amendment**

To whom it may concern:

On behalf of the applicants, Dennis McDuffee and Jeff Pisciotta, please consider this letter their statement of justification and detailed description for the Zoning Map Amendment application to change the zoning district from Neighborhood Commercial to Mixed-Use Commercial. The subject site is located at 1317 & 1321 N. HWY 395, Gardnerville, NV; Assessor's Parcel Numbers 1220-04-602-001 & 1220-04-602-002, within the Town of Gardnerville. Both parcels have a Master Plan designation of Commercial.

The subject parcels are located on the eastern side of U.S. Highway 395 approximately 679 feet south of Waterloo Lane. Per the Assessor's database, the property fronting U.S. Hwy 395 (located at 1321 N. Hwy 395) has an existing commercial building and the parcel behind, 1317 N. Hwy 395, is vacant. The parcels are within an "X-shaded" flood zone as per the FEMA FIRM panel 32005C0265H dated June 15, 2016.



1317 & 1321 N. Hwy 395; Gardnerville, Nevada

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Request for Mixed-Use Commercial Zoning

The applicants are requesting a Zoning Map Amendment to change the zoning district for both parcels from Neighborhood Commercial to Mixed Use Commercial, in order to develop a multi-family residential project in conjunction with the existing commercial building on site. The surrounding properties land use and zoning consists of the following:

Relation to Parcel	Land Use Designation	Zoning Classification	Current Use
North	Commercial	Neighborhood Commercial (NC)	Carson Valley Fair Center
East	Multi-Family Residential	Multi-Family Residential (MFR)	Townhouse
East	Multi-Family Residential	Multi-Family Residential (MFR)	Townhouse
South	Commercial	Neighborhood Commercial (NC)	Vacant Land
West	Commercial	Neighborhood Commercial (NC)	Remax Realty Affiliates building

Conceptual Development Plan

The applicants have provided a conceptual development plan which describes in graphic terms their approach in developing this site consistent with the regulations and guidelines of the Mixed Use Commercial zoning district. The concept consists of three multi-family residential structures (approximately 20 units) situated to the rear of the parcel with the existing commercial building at the front along U.S. Hwy 395. Each residential unit will have approximately 780 square feet of living space. This proposal provides 30 covered carport parking spaces with additional guest parking as required per Douglas County Title 20 and the Design Guidelines for Multi-Family Residential in the Mixed-Use Commercial zoning district. Although a conceptual plan of the floor plans, exterior elevations and site layout have been provided with this application, the applicants continue to work on the final design for the multi-family residential units, the required three amenities, plus the design elements for landscaping and open spaces as required per Douglas County Code 20.664.125 Multifamily housing (Mixed-Use Commercial zoning district). The final design details and specifications for the residential units will be submitted under a Design Review Application to the Douglas County Community Development Division for review and approval. The existing commercial building will remain as is, except Mr. McDuffee and Mr. Pisciotta plan to remove the rock from the front face of the building and update, improve the overall look of the façade and resurface the parking areas.

Grading, Drainage and Flood Plain

The Conceptual Drainage Report, Grading and Drainage Plan will be required with the subsequent application for Design Review. Douglas County Engineering staff will review these reports prior to issuing any building permits for compliance with FEMA regulations and Douglas County Code. The type of construction of the proposed structures will also be verified by the Building Division with the Design Review submittal for compliance with FEMA's standards for constructing in the "X-shaded" Flood zone, which requires that the finished floor of the structure be elevated a minimum of 12 inches above highest adjacent grade. Any type of construction or future development be it residential or commercial, will require the same level of evaluation for construction in this flood zone.

Utilities

The site is located within the Town of Gardnerville, who provides town services such as refuse disposal and drainage and road maintenance. The site is also within the Gardnerville Water Company services area, which provides community water service to the site. Finally, community sewer services are provided by the Minden-Gardnerville Sanitation District. All required public facilities for an Urban Service Area currently serve the site. Any future expansion of development on this site will be reviewed through the design review process, and if necessary, mitigation improvements to the public facilities for this project will be required for subsequent development.

Traffic Study

The applicant has provided a Traffic Impact Study prepared by Solaegui Engineers. The recommendations and conclusions from the study indicate that the proposed change in zoning and the conceptual mixed-use commercial project will have little impact on the adjacent street network. The study, prepared for up to 44 units, recommends that any required signing, striping, or traffic control improvements comply with Douglas County and Nevada Department of Transportation requirements. In addition, NDOT has provided a letter of recommendations for this zoning map amendment application. When and if a final design is processed for development through the Design Review and Site Improvement Permit process with Douglas County, the applicants will obtain the proper review and approval for their final design and encroachments on to Hwy 395 meeting NDOT and the Douglas County Design Criteria and Improvement Standards Manual, specifically 2.4 Access, and Douglas County Code 20.100.090 Roadway facilities.

The following is our analysis of the required findings for a Zoning Map Amendment, per Douglas County Code Sections 20.610.050:

Analysis of Zoning District Guidelines

Pursuant to Section 20.650.010 of the Douglas County Code, the purpose of the Mixed Use Commercial district is intended for the development of areas which integrate compatible commercial uses with medium density multi-family residential uses through proper design. The commercial land use designation in the master plan outlines goals that include providing for a better jobs/housing balance and more affordable housing, as well as conserving land resources and reducing commute times. In addition, the plan stipulates that the MUC district can be used for in-fill projects and as a rehabilitation tool for selective properties in distressed areas. The MUC district can also be located as a transition zone between multi-family development and other commercial districts. This site is a prime example of an infill property with the commercial building up front on Hwy 395 and the vacant part of the site to the rear. The site also serves as a buffer between existing multi-family residential housing to the east and the commercial use onsite and the adjacent shopping center to the north.

Applicable Master Plan Goals and Policies

This request for a ZMA provides the opportunity to revitalize a property that has been vacant for some time. Messrs. McDuffee and Pisciotta believe that changing the zoning district to Mixed-Use Commercial as requested will help facilitate this needed revitalization. This request is consistent with

the *Urban Communities* LU Policy 5.6 To identify particular areas within Douglas County for development as distinct urban communities. LU Goal 5:

“Douglas County shall provide for the use of flexible community design techniques within Urban Service Areas to establish or revitalize neighborhoods. Mixed-Use Commercial projects, high-density traditional design, and Planned Developments are examples of these techniques, which should be considered when site design or neighborhood compatibility concerns can best be addressed by a project with a mix of uses or densities.”

Minden/Gardnerville Community Plan

Location and General Description Minden-Gardnerville is the most urbanized community in the Carson Valley and is generally characterized as the heart of the valley. This community lies in the center of the Carson Valley and includes the Towns of Minden and Gardnerville.

The areas should be developed as distinct neighborhoods compatible and complimentary to surrounding neighborhoods. A variety of residential densities should be utilized with the predominant land use being single family. Multi-family uses, except Mixed-use Commercial districts, where appropriate, should be limited to small enclaves spread throughout the community rather than concentrating this use. Housing for seniors and affordable housing should be included within the overall housing mix.

Major Commercial Development in the Downtowns of Minden and Gardnerville

Compact commercial development and revitalization of downtown areas can be aided by intensifying commercial development in the downtown areas and limiting strip development in the expanding areas. Mixed commercial and residential uses, incorporating higher residential densities, are encouraged in the downtowns to add vitality to the areas and reduce automobile congestion and emissions.

Housing

Residents have expressed a desire for a variety of housing types in their community, including without limitation smaller lot sizes, including single-family traditional development, and mixed-use commercial, both of which promote density and vitality in the historic district.

Minden/Gardnerville (MG) Community Plan Goals, Policies, and Actions:

MG Goal 1 To preserve and enhance the existing character of the Minden-Gardnerville community.

MG Policy 1.2 The County shall support the expansion of commercial development, and plan for a wide variety of housing types and densities, including single-family traditional and mixed-use commercial, in a manner that is compatible with the Towns' existing character.

MG Policy 1.8 Douglas County shall plan for a wide variety of housing types and densities, including without limitation, Mixed-use Commercial zoning districts, in the Minden-Gardnerville community.

MG Policy 1.10 Growth areas shall be planned with distinct neighborhoods in mind. Neighborhoods shall contain a mix of residential homes and, where appropriate Mixed-use Commercial zoning.

MG Policy 1.12 Multi-family residential projects shall be located within the urban service and receiving areas of Minden and Gardnerville. Multi-family residential projects shall be located within a reasonable proximity to major roadways, commercial centers, emergency services, schools, pedestrian trails, and other urban services.

MG Policy 1.13 The County shall encourage the intermixing of multi-family residential projects within existing single-family residential neighborhoods. Whenever possible, multi-family projects, including without limitation Mixed-use Commercial zoning, where appropriate, shall be sited and designed to act as a buffer between commercial and higher density single-family residential land uses.

MG Goal 2 To pursue land uses consistent with the Plans for Prosperity that support the character of traditional Gardnerville and Minden and the community's quality of life objectives.

MG Policy 2.7 Consistent with the Gardnerville Plan for Prosperity, the County and the Town shall pursue land uses that support the character of traditional Gardnerville and the community's quality of life objectives.

MG Policy 2.8 Create a mixed-use and connected community by continuing to plan for mixed-use projects that create and connect to walkable neighborhoods and existing pedestrian trails.

MG Policy 2.9 Ensure plans for mixed-use developments are realistic. Initial projects would benefit from a horizontal mix of uses that are connected through carefully coordinated site planning, where uses come together around streets and open spaces.

Master Plan Chapter 4: Housing Element:

The limited availability of land zoned for high density residential development or mixed use development continues to be an issue in Douglas County.

Higher density residential options have rarely been utilized in Douglas County. Residential development rarely exceeds 4-5 units per acre and single-family attached housing such as condominiums and townhomes represent only a small percentage of the total housing inventory particularly in the Carson Valley.

Based on a 2010 analysis of vacant land zoned for multi-family residential (MFR) development, there are now only 124.75 acres zoned as MFR, with almost 100 acres of this total located only in the

Minden/Gardnerville Community Plan area...In addition, there are only 18.14 acres zoned as Mixed Use Commercial, all of which is located in the Minden/Gardnerville Community Plan Area.

Future Housing Demand

Future housing demand estimates are based upon two different population forecasts. A lower growth forecast prepared by the Nevada State Demographer estimates a total of 1,352 new housing units for ownership and 375 rental units will be needed by 2030. A projected 377 for sale housing units will be needed to meet the demands of low and very low income households. Just over 200 rental housing units will be needed for low and very low-income households over the next 20 years under the State Demographer's population forecast.

A population forecast which is based upon historic Douglas County growth levels from 2000 to 2010 requires a substantial increase in new housing units as compared to the Demographer's forecast. The total number of new owner units could be as high as 5,401 with 1,507 units for low and very low income owner households over the next 20 years. Under the historic population growth scenario, an estimated 1,524 rental units will be needed by 2030 with 840 units being available for low and very low income households in Douglas County.

H Goal 6 To increase availability of affordable homeownership opportunities for households with incomes up to 120 percent of AMI.

H Policy 6.2 Provide sufficient lands zoned MFR or MUC in Douglas County Community Plans.

Growth Management (GM) Goals, Policies, and Actions

GM Goal 2: To direct new development to locations within or adjacent to existing communities where public services and facilities can be provided and a sense of community can be created or enhanced.

Gardnerville "Plan for Prosperity"

The Town of Gardnerville has a "Plan for Prosperity" that represents the town's plans, values and vision for future development. Per the Executive Summary of the plan:

Overall Objectives

The planning process resulted in three overall objectives for the Town's future:

OBJECTIVE 1: *Creating a Mixed use and Connected Community*

Continue to plan for mixed-use projects that create and connect to walkable neighborhoods.

OBJECTIVE 2: *Make Sure Plans are Feasible*

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Make sure plans for mixed-use development are realistic. Initial projects would benefit from a horizontal mix of uses that are connected by carefully coordinated site planning, where uses come together around streets and open spaces.

OBJECTIVE 3: *Improve US 395's Image*

Old Town and the 'S' Curve continue to be a priority investment district. Other important sites identified included the South Gateway and Waterloo/US 395. However, all new investment should improve the image of the town.

Findings for Zoning Map Amendment 20.610.050

When approving a zoning text or map amendment, the planning commission and the board must make the following findings:

A. That the proposed amendment is consistent with the policies embodied in the adopted master plan and the underlying land use designation contained in the land use plan;

Response: The requested zoning district of Mixed Use Commercial is consistent with the policies in the 2011 Master Plan and the existing land use designation. The proposed ZMA is within an established urban area, which further supports the land use policies embodied in the adopted Master Plan and the Minden/Gardnerville Community Plan.

B. That the proposed amendment will not be inconsistent with the adequate public facilities policies contained in this title;

Response: The zoning map amendment complies with the adequate facilities ordinance, and is consistent with Title 20 of Douglas County Code Adequate Public Facilities code 20.100.100.

C. That the proposed amendment is compatible with the actual and master planned use of the adjacent properties.

Response: Based on the evidence provided and the goals and policies of the County's Master Plan, the proposed Mixed-Use Commercial zoning is compatible with both the actual and master planned uses of the adjacent commercial and multifamily residential properties.

Future Entitlement Process

Once the Zoning Map Amendment process is completed Mr. McDuffee and Mr. Pisciotta will submit for a Design Review application for the approval of the building design and improvements. Concurrently or shortly after the design review approval, they will merge the two parcels and re-subdivide through the

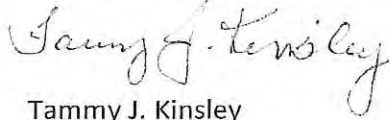
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Tentative Subdivision Map, Site Improvements and Final Subdivision Map process with Douglas County Community Development to create individual ownership of the multi-family buildings.

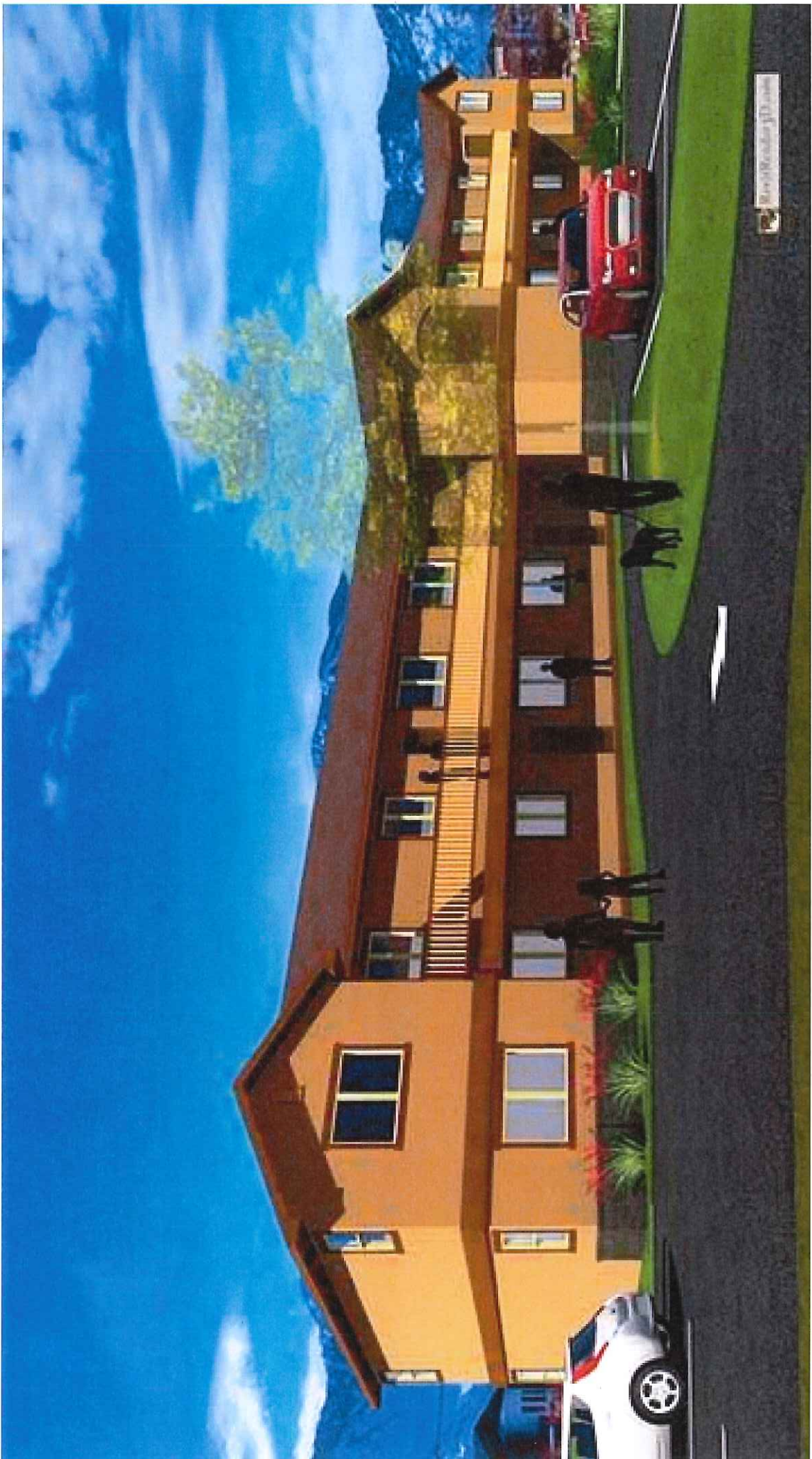
Thank you for your consideration. Should you have any questions regarding this application, please contact me directly at (775) 215-5013 or via email at tkinsley@roanderson.com.

Sincerely,

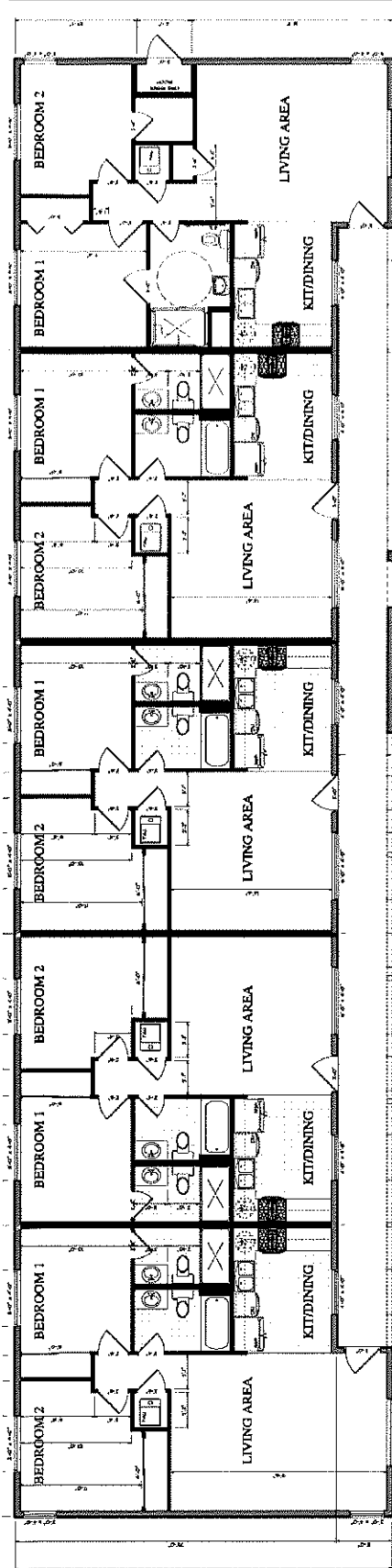
R.O. ANDERSON ENGINEERING, INC.



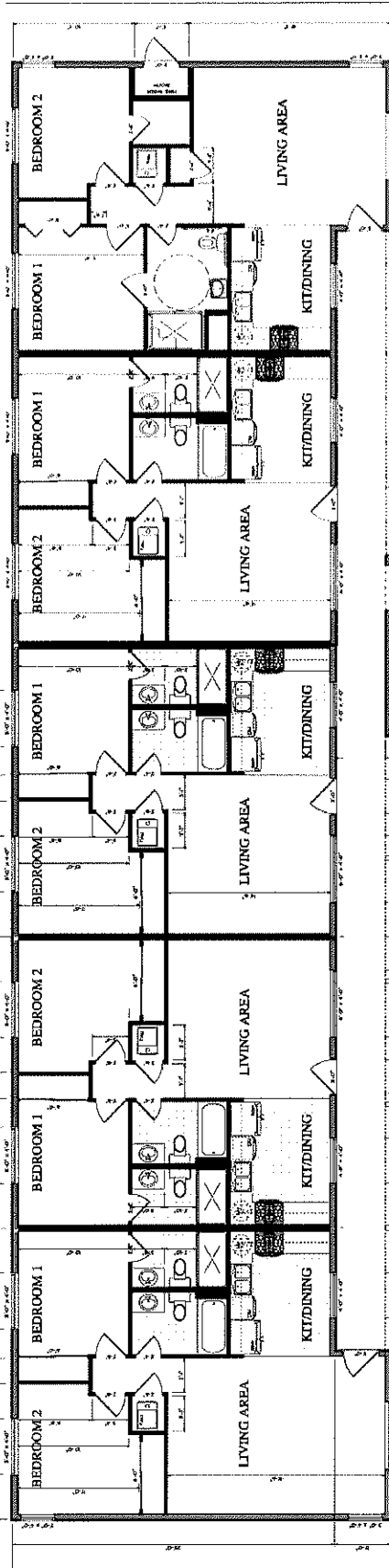
Tammy J. Kinsley
Associate Planner



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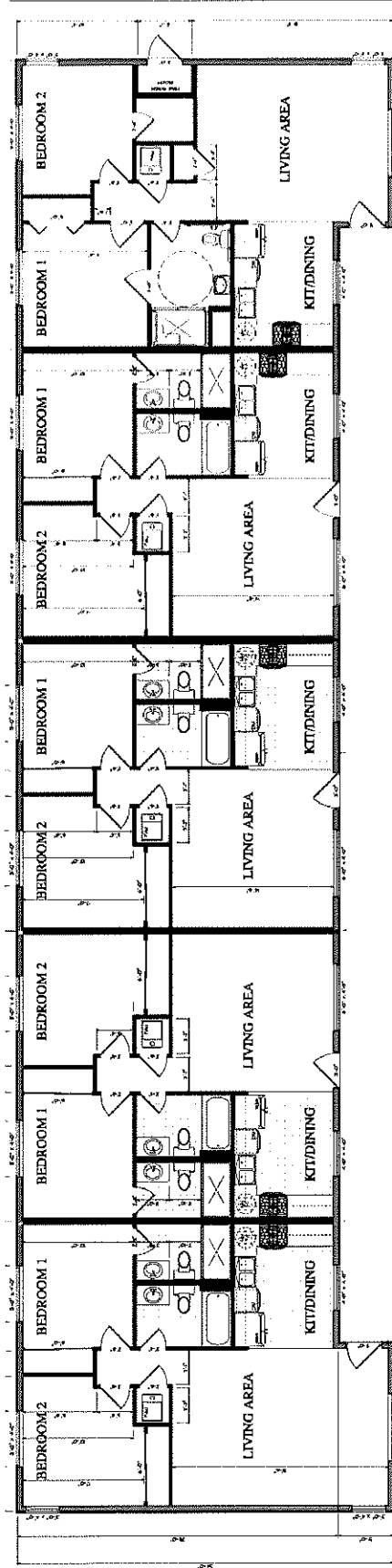


Upper Floor



Lower Floor

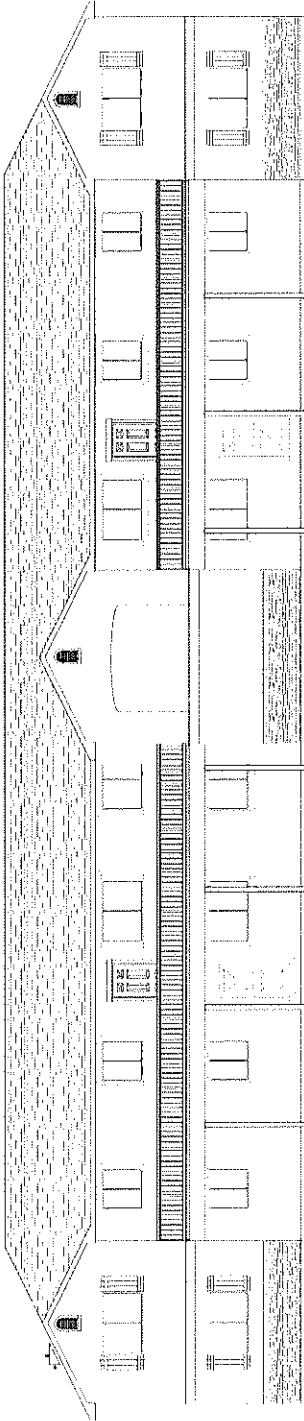
Conceptual 10 Unit Two Story Building



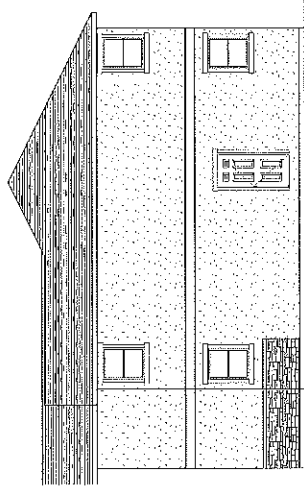
Single - level Floor

Conceptual 5 Unit Single Story Building

6-21

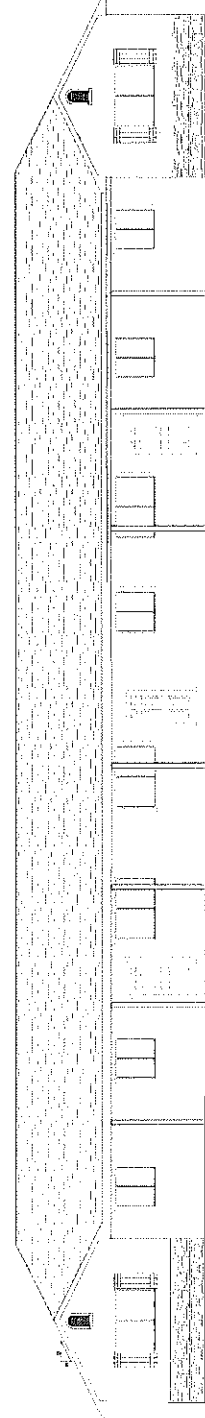


Conceptual 10 Unit Two Story Building - ELEVATIONS

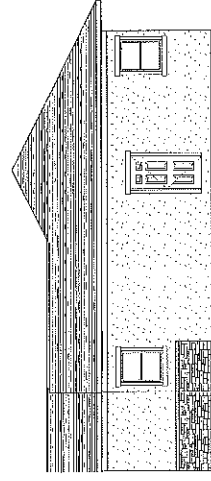


Right Elevation

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Conceptual 5 Unit Single Story Building - ELEVATIONS



Right Elevation

SCALE: 1" = 30'

PROJECT SUMMARY

TOTAL AREA: 120,994 S.F. (2.77 AC)
 OWNER/DEVELOPER: RUINS TO RICHES LLC
 1317 N HWY 395
 GARDNERVILLE, NV 89410
 PHONE: 775.720.9000

ENGINEER: R.O. ANDERSON ENGINEERING
 1603 EMERALDA AVE
 MINDEN, NV 89423
 PHONE: 775.782.2322

EXISTING ZONING: NC
 PROPOSED ZONING: MUC

EXISTING MASTER PLAN: COMMERCIAL
 PROPOSED MASTER PLAN: COMMERCIAL

BUILDING:

COMMERCIAL:
 EXISTING BUILDING - 9,699 S.F. (25%)
 (1,432 S.F. RETAIL 8,267 SF WAREHOUSE)

RESIDENTIAL:
 ALLOWED BUILDING - 29,097 S.F. (76%)
 PROPOSED BUILDING - 20 UNITS (15,580 S.F.)

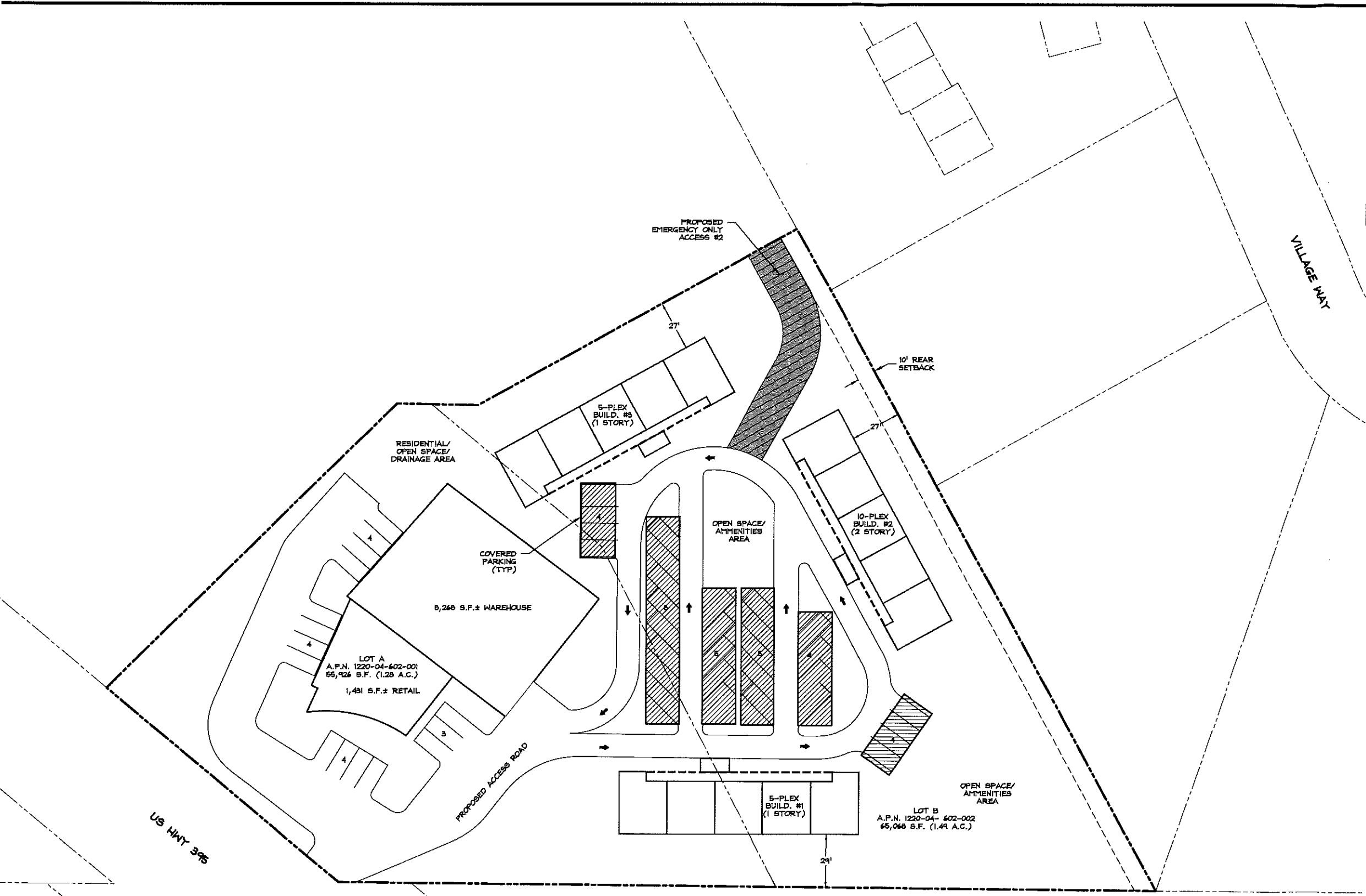
PARKING:
 REQUIRED PARKING - 15 SPACE (COMMERCIAL)
 - 30 SPACES (1.5/UNIT)
 PROPOSED - 46 SPACES
 (30 COVERED, 16 UNCOVERED)

DENSITY:
 ALLOWED - 44 UNITS
 PROPOSED - 20 UNITS

OPEN SPACE:
 REQUIRED = 10% (12,099 S.F.)
 PROVIDED = 43% (51,540 S.F.)

SITE DETAILS:

- 45' HGT. MAX BUILDING
- 150 C.F. STORAGE (INTERIOR)
- 150 S.F. OR 25% OF UNIT (WHICHEVER IS LESS)
- 3 AMENITIES MIN.
- SETBACK:
 0' - FRONT
 10' - REAR
 0' - SIDE



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Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion to approve, approve with modifications or deny a request for a Major Design Review DA 17-012 for construction of a 19,526 square foot church, including classrooms, meeting room, multipurpose room, offices, kitchen and associated parking lot and picnic areas, within the Town of Gardnerville, APN 1320-33-310-004; with public comment prior to board action. (approx. 45 minutes)
2. **Recommended Motion:** Conditionally approve the proposed Major Design review DA-17-012 for the High Sierra Fellowship Church at APN 1320-33-310-004 with the conditions as outlined in the attached staff report. (with the additional items that were discussed this evening).

Funds Available: Yes N/A (requires staff time)

3. **Department:** Administration
4. **Prepared by:** Geoffrey LaCost
5. **Meeting Date:** March 7, 2017 **Time Requested:** 45 minutes
6. **Agenda:** Consent Administrative

Background Information:

Before the board is a major design review for the construction of a new 19,525 square foot (sf) church on an existing undeveloped 5.08 acre lot. The building as proposed includes classrooms, meeting room, multipurpose room, offices, and kitchen. The parking area consists of 175 spaces, 6 of which are ADA accessible spaces.

Items the board should discuss:

1. County code 20.100.090D requires the property owner to develop and improve adjoining roads to properties being developed.
 - a. Staff believes it is reasonable to have the property owner pay the Town of Gardnerville for the appropriate road improvements of which the Town will include the projects to the CIP for future development.
 - i. Maple Street would be cost of completion, up to the crown of the road, of the portion of Maple adjacent to the property including pavement, base, Curb and Gutter (C&G), sidewalks, easements and administrative costs.
 - ii. Ezell would be a 100% cost of completion of the portion of Ezell adjacent to the property including pavement, base, Curb and Gutter (C&G), sidewalks, easements and administrative costs. The difference is due to the fact that Ezell is already half done.
 - iii. In the supporting documents there is a preliminary concept for parking on Ezell. Does the Town Board want to have an angled parking style?

2. County Code 20.100.090.E.1.a requires a cul-de-sac be installed at the end of Maple till the road is continued connecting to High School Street. In the supporting documentation there is a preliminary concept for Maple Street alignment and cul-de-sac.
 - a. Does the Town Board approve the alignment as conceptually proposed?
 - b. The alignment requires dedication of some additional right-of-way from the High Sierra Church property. This is called out as part of the above code.
3. The site light at the entrance will presumably be similar to the parking lot night sky friendly lights.
 - a. Does the town want to require this particular light to follow the town street light standard because of the proximity to the road?
4. There are trees placed around the building but none in the parking lot or around the parking lot.
 - a. There should be additional trees planted on the street side per 20.694.100G which include Ezell, Maple, and Gilman.
 - b. Staff believes additional trees are appropriate in the parking lot landscape planters and around the perimeter of the parking lot to shield 175 parked cars.
5. There is only one entrance to the property and 733 daily trips on Sundays.
 - a. Does the town want to require a second entrance onto Maple Street to improve accessibility?
 - b. Staff is requesting the trash enclosure be rotated near its current location to allow a second access onto Maple.
6. The storm water overflow from the parking lot detention basin into the Heritage Park Garden Wetland will erode the DG path.
 - a. Staff is requiring the overflow be piped to the wetland detention basin to prevent eroding issues.
 - b. Overflows should be limited to 1 to reduce piping into the Wetland.
 - c. An easement will need to be drafted to account for piping into the Heritage Park Garden wetlands.
7. The exterior architecture is questionable as to whether it follows the Plan for Prosperity in design and ascetics. The town board needs to decide if the ascetics are acceptable.
 - a. The plan calls out that "gable roofs (will be) hidden behind a parapet."
 - i. There are two gabled roofs visible.
 - b. The plan calls out that "buildings should be either wood frame construction or brick with strong cornice lines and punched window openings."
 - i. Some of the building has a stone veneer. A majority does not.

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

8. **Board Action:**

- | | |
|--|---|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Approved with Modifications |
| <input type="checkbox"/> Denied | <input type="checkbox"/> Continued |

Town of Gardnerville
1407 Highway 395
Gardnerville, Nevada 89410
775-782-7134
775-782-7135 fax
www.gardnerville-nv.gov



STAFF REPORT

Date: March, 7 2016 GTB Meeting

To: Gardnerville Town Board

From: Geoffrey LaCost, Superintendent Town Public Works

Subject: DA 17-012,

Major Design Review DA 17-012 for construction of a 19,526 square foot church, including classrooms, meeting room, multipurpose room, offices, kitchen and associated parking lot and picnic areas, within the Town of Gardnerville, APN 1320-33-310-004; with public comment prior to board action.

APN: 1320-33-310-004.

REQUEST

Before the board is a major design review for the construction of a new 19,525 square foot (sf) church on an existing undeveloped 5.08 acre lot. The building as proposed includes classrooms, meeting room, multipurpose room, offices, and kitchen. The parking area consists of 175 spaces, 6 of which are ADA accessible spaces.

The following is our summary of the required findings per Douglas County Code Section 20.614.040:

- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

APPLICANT COMMENT: *The project site has a Master Plan designation of Commercial and is within the General Commercial zoning district of the Town of Gardnerville. The Church Use is allowed in this land use and zoning district as per Douglas County Code section 20.658.050 Institutional & Uses of Community Significance (B).*

STAFF COMMENT: **Agreed, the proposed development does meet the essence of the Douglas County Master Plan for the General Commercial Zoning district.**

- B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public right-of-ways to mitigate development related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;

APPLICANT COMMENT: *The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state, which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east of the site. The perimeter of the site will continue the use of the existing bicycle and pedestrian easement on Gilman Avenue with the proposed connector path on Maple Street. The main church building is situated in the southeast corner of the parcel, leaving the parking, landscape buffers and natural vegetated areas toward the Heritage Park site across Ezell Street. Parking lot and building exterior lighting will be directed downward and not spill from the perimeter of the site, as per the Douglas County Design Criteria and Improvement Standards.*

STAFF COMMENT: **The finish of the building should present a sense of place within the area. The proposed building elevation drawings do not appear to fit in with the Plan for Prosperity Design Guidelines. Additional brick is needed to fit into the "Old Town" district. According to 20.694.100G there needs to be additional trees along the street sides for Ezell Street, Maple Street, and Gilman Avenue. The parking lot itself needs additional trees along the landscape perimeter and in the finger islands to reduce a visual nuisance of a large parking lot. This will also lessen noise issues next to the Community Garden. To fit into the town the street light at the entrance should follow the Gardnerville Town Standard.**

- C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;

COMMENT: *The applicant has provided a Traffic Analysis report, prepared by Paul Solaegui Engineers that states the church use anticipates generating 733 average daily trips and 241 AM peak hour trips during a typical Sunday. In addition, during a weekday the project is anticipated to generate 182 average daily trips with 11 trips occurring during both the AM and PM peak hours. The report states that this church use will have little impact on the existing adjacent street network. The primary access to the site will be from Gilman Avenue. This driveway approach will have stop sign control for the exiting of vehicles onto Gilman Avenue.*

STAFF COMMENT: **241 AM peak trips mean that a vehicle would have to be able to leave/enter a single entrance every 15 seconds. To alleviate traffic from the single entrance staff recommends a second entrance to Maple Street. This will require the trash enclosure be adjusted on the current plans.**

- D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;

COMMENT: *There are no roadway improvements proposed with the construction of the project site. Gilman Avenue is an existing improved two-lane roadway with one lane in each direction. The speed limit is 25 miles per hour. There are curb and gutter, sidewalk and bike lanes on both sides of the street. The traffic engineer analyzed if improvements to Gilman Avenue are necessary and based on the analysis Gilman Avenue is adequate to serve the project both under current conditions and with future build-out of The Ranch at Gardnerville subdivision (located north of the project on Gilman Avenue). The only proposed traffic control device is a stop sign at the driveway exit to Gilman Avenue.*

STAFF COMMENT: Per Douglas County Code 20.100.090D the property owner will develop and improve adjoining unfinished roads specifically Maple Street and Ezell Street. The town recognizes that completion of the two street projects may be over burdening on the applicant therefore the town will accept payment for the work of the roads to be completed and the Town will complete the full scope of the work at a later date. As part of the Maple Street improvements the applicant will need to provide right-of-way to create a cul-de-sac per Douglas County Code 20.100.090.E.1.a. The Town will also not maintain regulatory signage at the ingress/egress points onto the property.

- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;

APPLICANT COMMENT: *The exterior architectural features of the church building will consist of weathered and red brick wainscoting and accent columns that will be accented with earthtone exterior insulation finishing system (EIFS, similar to stucco) walls above. The roofing materials and walkway roofing materials will be weathered brown corrugated roofing material and a standing seam, non-reflective, metal charcoal grey roof above. Accent exterior walls will be of Hardieboard - Board and batten wood stock in a brown tone. The cross on the exterior east elevation wall will be a wooden feature. The window glass will be clear anodized with Low E glazing. All exterior man-doors will be painted to match the building. Aluminum window louvers will be an accent to the northwest and southeast windows. The building exterior walls are designed to breakup the materials and visual elevations so as not to appear as a flat continuous boring surface. Clear story windows of clear anodized with Low E glazing will be on the southwest elevation. The overall building height will not exceed the allowable 45 feet. The roof will have two pitched 5: 12 areas with the majority of the facade having parapet walls and 4: 12 roof slopes behind. The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east. The perimeter of the site will continue the use of the existing bicycle and pedestrian easement on Gilman Avenue with the proposed connector path on Maple Street. The main church building is situated in the northeast corner of the parcel, leaving the parking, landscape buffers and natural vegetated areas toward the Heritage Park site across Ezell Street. Parking lot and building exterior lighting will be directed downward and not spill from the perimeter of the site, as per the Douglas County Design Criteria and Improvement Standards.*

STAFF COMMENT: **The storm water overflow to the Heritage Park Gardens wetlands needs to be piped. The overflow will cause the Nature path to be degrade and rut.**

- F. The project is not located within an identified archeological/cultural study area, as recognized by the county. If the project were 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;

APPLICANT COMMENT: *The project site is not known to be an identified archeological or cultural study area.*

STAFF COMMENT: **Agreed, no comment.**

- G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and Improvement Standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of Chapter 20.100; and

APPLICANT COMMENT: *The proposed construction and site improvements for a church use within the General Commercial zoning district, as specified by Douglas County Code, comply with the improvement standards as per the Douglas County Design Criteria and Improvement Standards and the public facility policies as stated in Chapter 20.100. The project will be served by NV Energy for electrical service, Southwest Gas for natural gas services, Gardnerville Water Company for water services and the Town of Gardnerville for storm drain, sanitary sewer, and trash pick-up services. Frontier Communications is the cable and telephone provider for this area of Douglas County.*

STAFF COMMENT: **Agreed, no comment.**

- H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity.

APPLICANT COMMENT: *The proposed church development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other properties in the vicinity of the project site. The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east of the project parcel.*

STAFF COMMENT: **The property needs additional trees to hide a large parking lot and an additional entrance for traffic safety.**

Staff recommends approval with the following conditions;

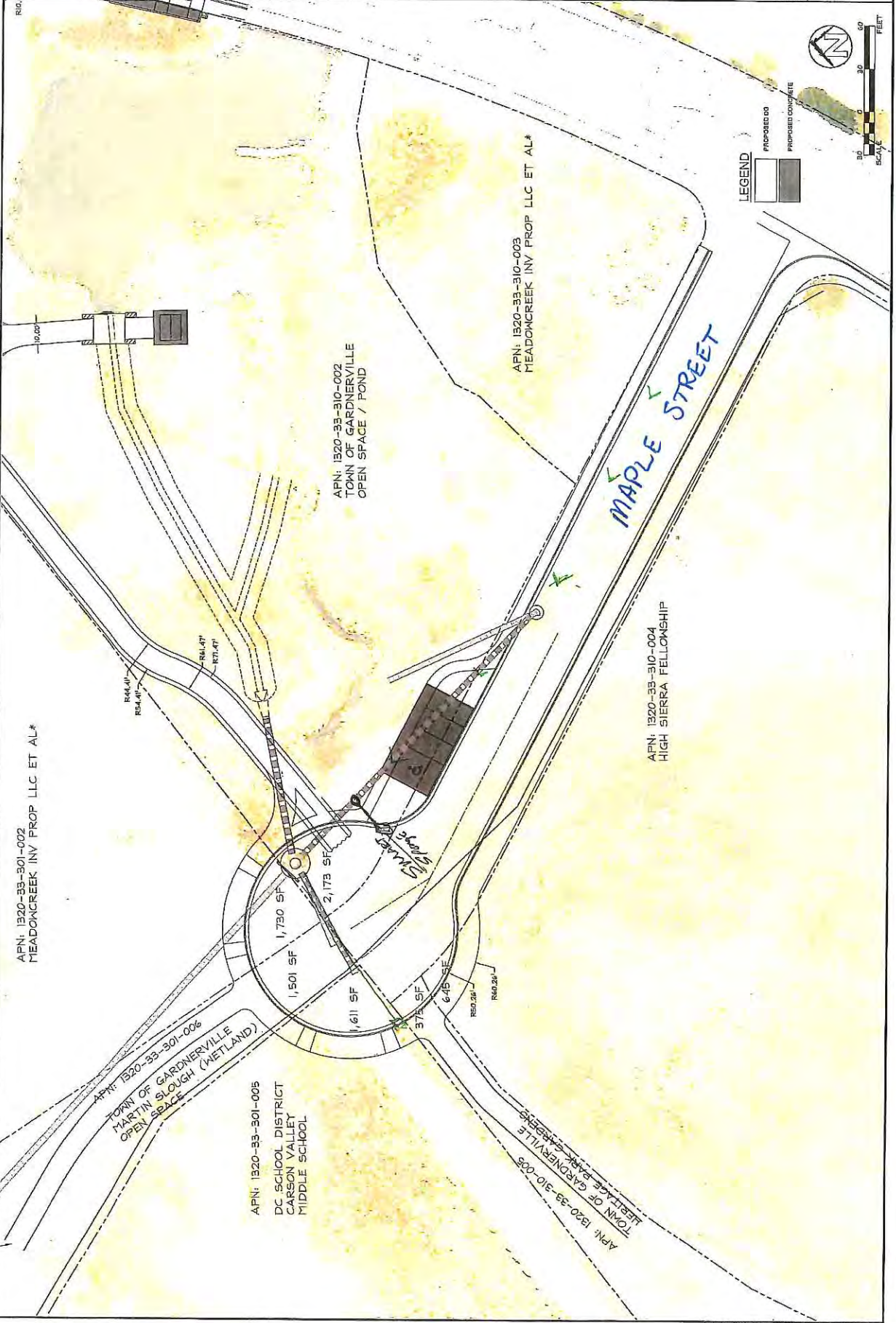
1. All improvements need to conform to the Town's General Improvement Standards specifically the trash enclosure; a copy has been attached to this report. Town staff shall review and approved all future improvement plans.
2. Provide a storm drain maintenance plan for the proposed mechanical and/or biological filtration basin.
3. Pipe overflow of retention basin into Heritage Park Garden Wetlands. Provide applicable easements.
4. The applicant shall provide payment for cost of completion of half of Maple Street and the remainder of Ezell Street improvements that are adjacent to the property.
5. The applicant will provide right-of-way for a cul-de-sac at the end of Maple Street.
6. The applicant will provide a second entrance to alleviate expected traffic congestion.
7. The applicant will use the town standard street light at the entrances to the property.
8. There will be additional trees planted along the street per county code and around the parking lot including the landscape islands.
9. The architecture of the building will include additional brickwork to provide a good "fit" with the plan for prosperity.
10. The applicant shall be responsible for all administrative, engineering, or legal fees incurred by the Town in conjunction with reviewing the project. These fees shall be reimbursed to the Town before the issuance of the final approval.
11. Damage to the Town's existing infrastructure, during the construction phase of this project, shall be replaced at the contractor's / developers expense.
12. All development shall comply with the Town's General Improvement Standards. Please see the attached standards.

Please give us a call with any questions or concerns you may have regarding this project.

Sincerely,

Geoffrey LaCost, E.I.
Town of Gardnerville
Superintendent Town Public Works

CC: File
High sierra Fellowship Church
Evan Nikirk P.E., R.O. Anderson
Lucille Rao, DC Planning
Barbra Resnik, DC Engineering



20.100.090 Roadway facilities

A. Adequate roadways. New development, with the exception of parcels created by division of land into large parcels as defined by NRS and single-family residential building permits on parcels created prior to the adoption of this title, or as provided in subsection P, shall be served by paved roadways adequate to accommodate the vehicular traffic to be generated by the development. Proposed streets shall provide a safe, convenient and functional system for traffic circulation, and shall be properly related to the county's transportation plan, road classification system, adopted master plan and any amendments thereto, and shall be appropriate for the particular traffic characteristics of each development.

B. Access roads. All developments must be connected to the county's improved thoroughfare and road system by one or more access roads of such dimensions and location approved to the standards specified in the design criteria and improvement standards manual. Requirements for dedication of right-of-way and improvement of access roads may be increased depending on the density or intensity of the proposed development. Access roads within a project shall be designed, constructed and offered for dedication in accordance with the design criteria and improvement standards manual.

C. Road network. New development shall be supported by a regional transportation network having adequate capacity, and safe and efficient traffic circulation. A traffic impact study shall be submitted demonstrating adequacy of the road network as required by the design criteria and improvement standards to accommodate traffic generated by the development, other developed property and undeveloped property approved for development. The traffic impact study shall address the issues specified in the design criteria and improvement standards manual. Improvements to roads designated by the master plan as regional in nature shall be made in accordance with the design criteria and improvement standards manual.

[REDACTED]

1. The arrangement of roads shall provide for the continuation of major roads between adjacent properties when necessary for the convenient movement of traffic, effective fire protection, or for efficient provision of utilities.

a. If the adjacent property is undeveloped and the road must be temporarily dead-ended, right-of-way shall be extended to the property line, and the construction and maintenance of a turnaround is required for temporary use, with a notation that land outside the normal road right-of-way shall revert to abutting property owners whenever the road is continued.

b. Where a road does not extend to the boundary of the development, and its continuation is not required for access to adjoining property, its terminus shall be no closer than 50 feet to the boundary.

c. Emergency access shall comply with the provisions of the road standards.

d. The developer shall be responsible for posting a sign at the terminus of temporarily dead-ended right-of-way indicating that the right-of-way is intended to be extended in the future.

20.694.100 Landscape design standards

A. At least 15 percent of the total paved area devoted to parking and driveway areas must be offset by pervious areas of landscape material (e.g., xeriscaping, turf, and/or new or existing trees and shrubs). All landscaping must be irrigated with an irrigation system approved by the department.

B. Plant materials existing or proposed within public rights-of-way adjacent to a landscaping project shall be included on the landscape plan but will not be counted toward the total required landscape area.

C. Where a perimeter fence or wall is proposed along a street frontage within a residential subdivision, a minimum five-foot landscape planter area shall be provided outside the fenced area adjacent to the sidewalk. This area shall include street trees and a variety of shrubs and plants to screen the fence and provide an aesthetically pleasing streetscape.

D. On multi-family developments, at least 50 percent of the required common open space areas must be landscaped in pervious material, such as xeriscaping, trees, shrubs, and/or turf.

E. New construction shall provide adequate shade trees in all paved areas and provide an appropriate balance of evergreen and deciduous plantings throughout the site.

F. The landscape plans shall show a minimum of one tree for every 400 square feet of required on-site landscaped area.

G. In addition to paragraph F above, street trees, with a minimum two-inch caliper and five-foot spread, are required for all new commercial, industrial, public, institutional, or residential subdivisions creating parcels of one-half net acre or less. ~~One tree shall be planted, at a maximum, for each 40 linear feet of street frontage, on average.~~ Street trees must be planted by the developer and include proper irrigation prior to the issuance of a certificate of occupancy. In single-family residential subdivisions, installation of trees and irrigation system shall occur prior to issuance of a certificate of occupancy for each individual dwelling unit. Street trees must be set back a minimum of ten feet from water and sewer lines, 30 feet from an intersection, and ten feet from any driveway, hydrant, or street sign. Trees which grow to more than 20 feet in height may not be planted under overhead utility lines. Street trees within highway rights-of-way shall limit mature spread to 20 feet. Street trees shall follow the approved street tree list found in the Douglas County Design Criteria and Improvement Standards, Appendix B, "Plant List." Any exceptions to the list shall be at the discretion of the director.

H. All trees must be staked in accordance with the International Society of Arborists standards.

I. Street trees adjacent to sidewalks, parking lots, or streets must be free of fruit or other elements which litter the ground. All street trees must be heat and cold resistant, tolerant of the urban environment, and insect and disease resistant.

J. Shrubs and hedges must be a minimum five-gallon size. Hedges, where required, shall be planted and maintained to form a continuous, unbroken, solid, visual screen within three years after planting.

Gardnerville Plan for Prosperity → Design Guidelines

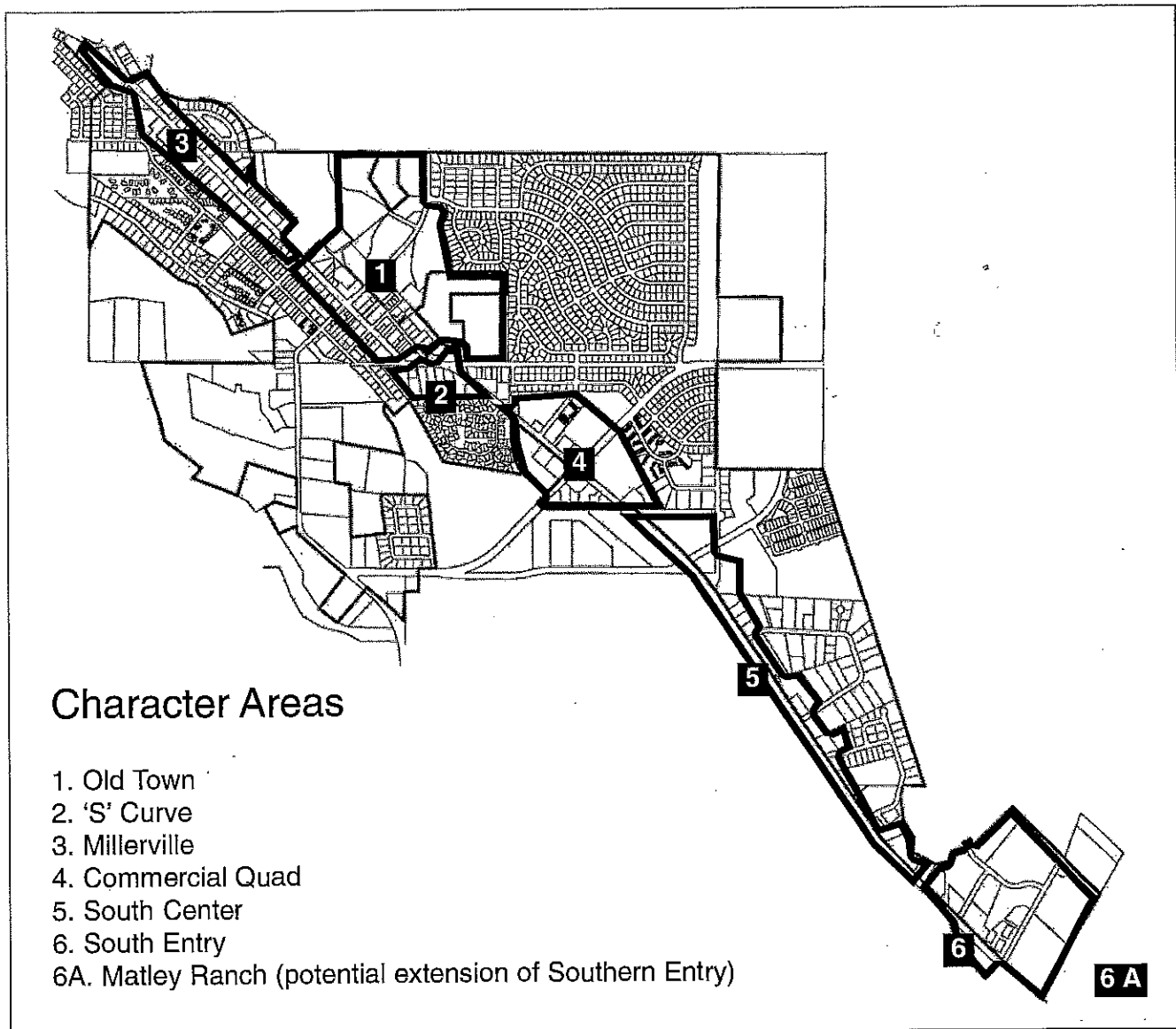
Urban Design Concepts

The Plan for Prosperity provides overall planning concepts for opportunity areas. The guidelines for character districts build upon these concepts identifying key site planning

and other design features. Leading concepts illustrate how individual projects contribute to Gardnerville's overall design.

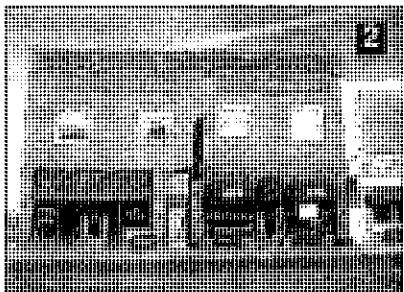
Below:

This Map indicates the design character areas of the Plan for Prosperity. The Guidelines are organized to communicate design expectations for these areas.



GARDNERVILLE PLAN FOR PROSPERITY

Section Three



Above:

- (1) Historic photograph of Gardnerville's Oddfellows Hall
- (2) Contemporary photo of the Oddfellows Hall
- (3) Example of a new building designed to fit into a two-story main street context. The Building:

- Steps back the third level to maintain a two-story elevation;
- Has a transparent ground floor storefront that faces the sidewalk;
- Has "punched" window openings in the upper floor; and
- Introduces an architectural bay element over the main building entry.

3.1 Old Town

Guiding Principle: New development should reflect the pedestrian scale, orientation and character of Gardnerville's traditional commercial, residential and mixed-use buildings.

Urban Design Concepts for Old Town

New investment is to revitalize Old Town Gardnerville into a pedestrian friendly traditional town center for the community. New projects have to be designed to coexist with commercial and residential uses. Soundwalls, blank walls, locating parking lots in front of buildings, and providing service access to buildings without regard of their impact on existing and future residents and tenants will be discouraged. Old Town has distinctive traditional and planned gateways, focal points and pedestrian linkages. Every new project will have to contribute to these design elements in Old Town.

Block and Lot Patterns

Old Town possesses a traditional pattern of blocks and lots that new development should fit within and emulate. The underlying pattern of lots creates an "Old Town cadence". The bay spacing and building widths are relatively narrow providing pedestrian-scaled walking edge and variety. New development should be developed in the block and lot "modules" familiar to traditional Gardnerville.

Gateways

There are two important gateway points in the Old Town character area. The 'S' Curve is the traditional point of arrival from the south. The Gardnerville Museum (historic school) is the traditional entry from

the north. New investment in these areas has to reinforce their role as gateways.

Focal Points

The intersection at Gilman and Main Street is Old Town's "number one corner". Hotels clustered here because it was a crossroad and arrival point. It was the traditional location for Gardnerville's substantial buildings. This location has important opportunity sites that should frame the intersection and activate it with ground floor commercial uses.

Heritage Park

Heritage Park is an important civic focal point and plays an important social role in the community. The park is surrounded by vacant development sites providing a unique opportunity in Carson Valley for activating a traditional town center public park.

The development of each edge will contribute to the quality of the park. Development on the north and south side of the park should spatially define and activate its edges. On the south, sites are part of Old Town's traditional commercial Main Street blocks. Multi-story buildings with commercial uses that face the park are planned for this area. These could also include residential uses.

The Plan for Prosperity identifies desirable uses, design character, and orientation of new development. On the north side are vacant sites that are planned as horizontal mixed-use developments. Retail uses are planned for the corner sites facing the park at Gilman. These corner sites should orient towards the park and enhance pedestrian connections to existing and future residential development along Gilman. The Balance of the northern edge can be

Gardnerville Plan for Prosperity • Design Guidelines

developed with residential uses that orient towards the park. This housing should differentiate itself from other suburban track housing developed to the north. It should be more urban in character, potentially stacked-flats, townhouses or small-lot single-family with narrow side and front yard setbacks. Parking garages and driveways should not face the park but be accessed via a neighborhood alley system. A combination of two and three-story development would be allowed along Gilman and facing the park.

Pedestrian Connections

Old Town has been the traditional destination for a social walk and visit. In recent years traffic on US 395 has increased and road widening has impacted sidewalks. New development on Main Street still has to reinforce the pedestrian nature of the area in concert with the Town's efforts to add streetscaping and work with NDOT on traffic calming measures. In addition, the improvement of side street connections to Douglas Street's traditional residential neighborhood and new neighborhoods to the north is important. Streetscape improvements should enhance pedestrian connections while new development provides interest and orients towards the street. Parking lots, blank walls and other investment that does not enhanced connections will not be permitted on side streets. New buildings have to have a corner orientation.

Vehicular Access

In Old Town, development has traditionally been serviced via the alleys or through the front door. Main Street's traffic and lack of on-street parking no longer allows the front door service. Therefore, the alley system for parking lot access and service is important. Every project

that connects to the alleys has to support this system with connecting driveways, service access, and parking lots. The mid-block and rear parking system has to be reinforced by every new investment in Old Town. No parking garages or driveways should face on to Heritage Park.

Old Town Guidelines

DESIGN GOAL: New investment in Old Town should reflect its role as the historic core of the community with traditional street-oriented storefront buildings, narrow lots, pedestrian-scaled block pattern, and a mix of residential and commercial uses.

Site Connections

- Building entries should be located facing streets.
- Public streets and open spaces should be the primary means of visually and functionally connecting various buildings and development in Old Town.

Building Alignments and Orientation

- Commercial buildings should be aligned and orientated towards public streets.
- The ground floors of commercial and mixed-use buildings should have transparent storefronts that contribute to pedestrian connections.
- Building and landscape setbacks along public streets should provide an interconnected sidewalk system.
- Commercial buildings should have storefronts located along the sidewalk.
- Residential development should have front yards and porches oriented towards the street.

Streetscape and Landscape Design

- New development should implement the Town's streetscape mas-



Above:

This new infill mixed-use building is located on a corner. The building orients towards the intersection and sidewalks.

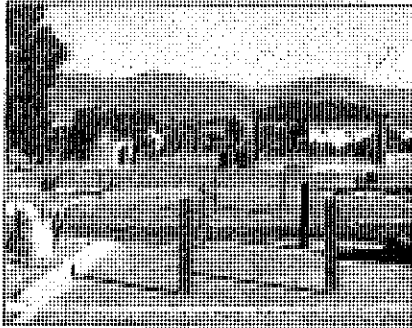


Above:

Old Town includes older historic residential blocks. New development located in or adjacent to these areas should step down in height and include design features that transition between residential and commercial buildings.

GARDNERVILLE PLAN FOR PROSPERITY

Section Three



Above:

Heritage Park is an important civic amenity. Development facing the park should provide a well-defined and active edge. Commercial ground floor uses should be located along Gilman enhancing pedestrian connections to Old Town.

ter plan.

Roadway and Parking Lot Design

- Parking lots and driveways should be accessed by mid-block alleys rather than by individual curb cuts.
- Parking lots should be located in the middle of Main Street blocks, hidden behind buildings.

Response to Architectural Context

- New investment should reflect Old Town's variety of architectural styles.
- Storefront buildings should be either wood frame construction or brick with strong cornice lines and punched window openings.
- Commercial buildings should have flat roofs or gable roofs hidden

behind a parapet.

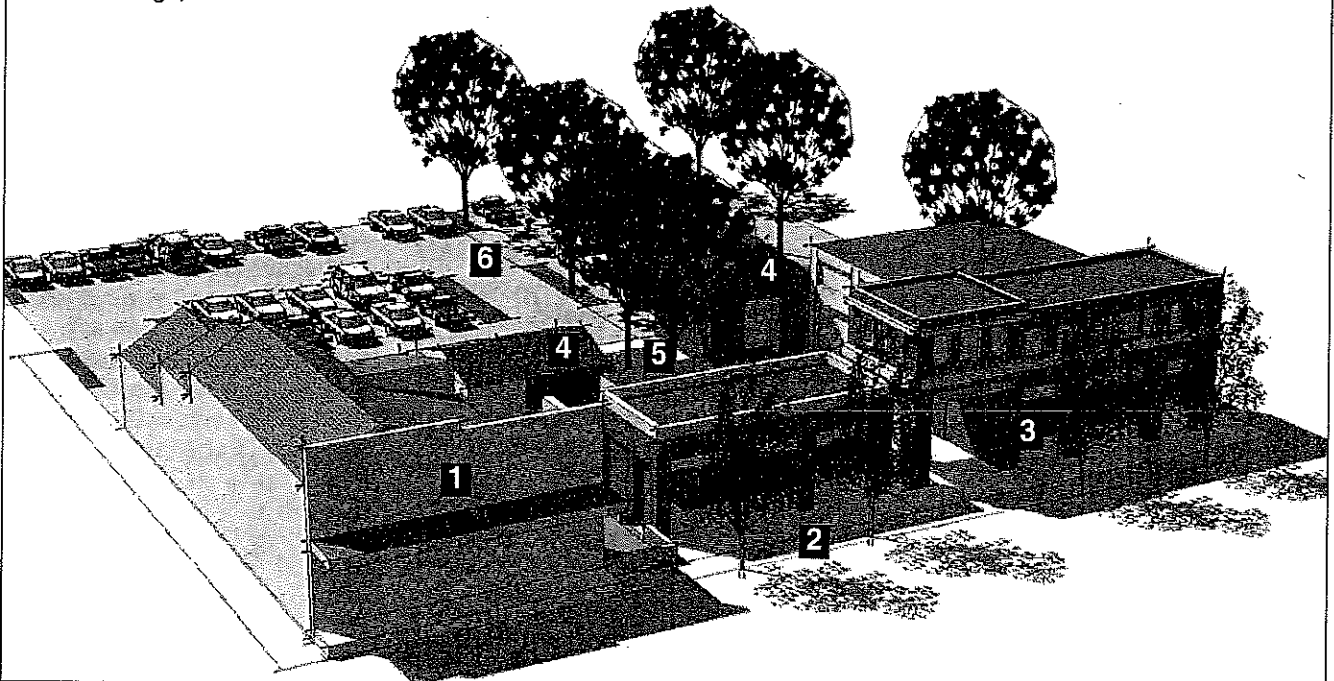
- Residential architecture should be varied, have porches facing the street, and locate parking at the rear of the site.

Signage Design

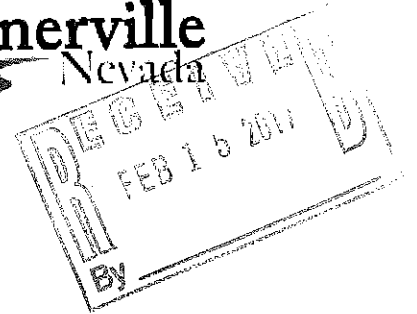
- Signs in Old Town should be mounted on buildings and work at the modest scale of the historic state highway (not large auto-oriented signage) and at the street level experience of a pedestrian.
- Window signs should be part of the overall graphic concept for the business and part of the pedestrian signage tradition.

Infill Mixed-use Building on Main Street

1. Existing historic storefront building
2. Continuation of streetscaping and wider sidewalk
3. Two-story facade, pedestrian-scaled bay spacing and awnings, and sidewalk-oriented storefronts
4. Retained and restored historic brick buildings
5. Court yards spaces
6. Shared parking access from alley with shade trees



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



PROJECT REVIEW APPLICATION

Location

Street Address: Gilman Ave. at Ezell and Maple Streets
Assessor's Parcel #: 1320-33-310-004
Current Zoning Designation: General Commercial
County Project Reference #: DA 17-012

Project Description

Construction of a 19,525-square foot church, including classrooms, offices, meeting room, kitchen, and multi-purpose room, with a 80,040-square foot parking lot (175 parking spaces), landscaping, playground, and picnic areas.

Applicant:

Name: High Sierra Fellowship Church (c/o Steve Stockwell, Administrative Pastor)
Address: 1701 Lucerne Street, Minden, Nevada 89423
Telephone Number: () 775.782.7486 Fax Number: () _____

Owner:

Name: High Sierra Fellowship Church (c/o Steve Stockwell, Administrative Pastor)
Address: 1701 Lucerne Street, Minden, Nevada 89423
Telephone Number: () 775.782.7486 Fax Number: () _____

Engineer:

Name: R.O. ANDERSON ENGINEERING, INC. - Evan Nikirk, P.E., Senior Engineer
Address: 1603 Esmeralda Ave, Minden, Nevada 89423
Telephone Number: () 775.215.5007 Fax Number: () _____

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

Applicant or Applicant's Representative:

Steve Stockwell, Admin. Pastor
Printed Name

Steve Stockwell
Signature

02.15.2017
Date

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

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



DOUGLAS COUNTY
COMMUNITY DEVELOPMENT DEPARTMENT
 1594 Esmeralda Avenue
 Post Office Box 218
 Minden, Nevada 89423
 TEL (775) 782-6217
 FAX (775) 782-9007
www.douglascountynv.gov

5 Comm. Development
 1703310-1 02/02/2017 5
 Thu, Feb 02, 2017 10:33AM
 Name: HIGH SIERRA
 Addr: PO BOX 277
 City: GARDNERVILLE
 State: NV Zip: 89410
 2 HIGH SIERRA FELLOWSHIP 2,090.00 513
 1 ITEM(S): TOTAL: \$2090.00
 Check PAID \$2090.00

DEVELOPMENT APPLICATION

Have a good day !!!

FOR STAFF USE ONLY

File Number: <u>DA 17-012</u>	Receipt Number: _____	Received By: <u>CTZ</u>	Date: <u>2/2/17</u>
Town: _____	Floodplain Zone: _____	Zoning: <u>GC</u>	Case Planner: <u>HF</u>
Master Plan Land Use: _____	FIRM # & Date: _____	Wellhead Protection Area (s): _____	
Regional/Community Plan: <u>M/G</u>			

INSTRUCTIONS TO APPLICANT

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

A. Application for (check all that apply):

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

B. Project Location

Street Address (if available): n/a

Assessor's Parcel Number(s): 1320-33-310-004

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

Approximately - 0 - Feet East or West of Gilman Avenue
(Circle one) (Street Name)

C. Project Description

The applicant requests: A Major Design Review for construction of a 19,525-square foot church, including classrooms, meeting room, multi-purpose room, offices, kitchen, and associated parking lot and picnic areas.

List any previous applications that have been filed for this site: n/a

APPLICANT:

Contact Name: Steve Stockwell, Administrative Pastor Company: High Sierra Fellowship Church
Address: 1701 Lucerne Street City/State/Zip: Minden, Nevada 89423
Telephone No: () 782-7486 Fax No: () _____
E-mail Address: admin@hsfellowship.org

OWNER:

Contact Name: Steve Stockwell, Administrative Pastor Company: High Sierra Fellowship Church
Address: 1701 Lucerne Street City/State/Zip: Minden, Nevada 89423
Telephone No: () 782-7486 Fax No: () _____
E-mail Address: admin@hsfellowship.org

ENGINEER/REPRESENTATIVE:

Contact Name: Evan Nikirk / Tammy Kinsley Company: R.O. Anderson Engineering, Inc.
Address: 1603 Esmeralda Avenue City/State/Zip: Minden, Nevada 89423
Telephone No: () 782-2322 Fax No: () _____
E-mail Address: enikirk@roanderson.com / tkinsley@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)

Steve Stockwell *Steve Stockwell* 12.01.2016
Printed Name Signature Date

Printed Name Signature Date

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

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

APPLICANT/APPLICANT'S REPRESENTATIVE:

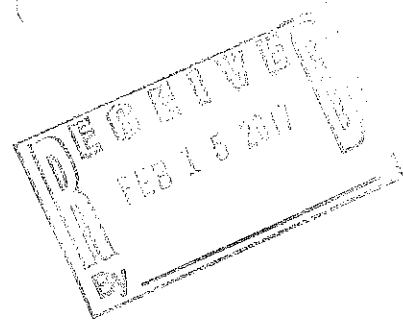
Evan Nikirk, P.E. *Evan Nikirk* 12.01.2016
Printed Name Signature Date

R O Anderson

February 2, 2017

Via Hand Delivery

DOUGLAS COUNTY COMMUNITY DEVELOPMENT
PLANNING DIVISION
P.O. Box 218
Minden, NV 89423



**Statement of Justification
for Design Review
High Sierra Fellowship Church, Gardnerville, NV
APN: 1320-30-310-004**

To whom it may concern:

On behalf of our client, High Sierra Fellowship Church, please consider this letter our statement of justification for a Design Review application.

The applicant is requesting to construct a church building, approximately 19,525 square feet in size, with one trash enclosure, parking lot area, landscaping, playground and picnic areas. The project site is located on the northwest side of Gilman Avenue, just northeast of Ezell Street and southwest of Maple Street. The current parcel number is 1320-30-310-004; there is no address for this location. The site has a master plan designation of Commercial and is located within the General Commercial Zoning District in the Town boundary of Gardnerville. Per the FEMA FIRM Panel 32005C 0253H dated June 15, 2016 the site is located within the "X-shaded," "AE" and "AE Floodway" special flood hazard areas.

The church building will be constructed in the "X-shaded" portion of the site. All structures will meet Douglas County Code and FEMA standards for construction in these designated areas. In addition to the main church use, the building will have administration offices, classrooms, meeting rooms and a kitchen. The primary access to the site will be from Gilman Avenue. The project proposes a parking lot to accommodate 175 parking spaces, of which will include six required ADA spaces located near the front, center parking area of the church building. There are perimeter sidewalks around the building to accommodate the egress and ingress doors around the church building. There will be a playground and picnic area to the southwest of the church building and a picnic area at the northwest end of the building.

Improvements on the site will consist of the following:

1. Improvements at the southwest side of the building (landscaping, picnic area, playground, and roof over the multi-purpose room) will slope toward a central grassy swale that will drain to a new drop inlet to be installed near the driveway entrance. The drop inlet will tie into an existing 18-inch-diameter stub from the curb inlet on Gilman Avenue.

2. Improvements on the northeast side of the building facing Maple Street (including roof and back of building (facing Gilman Avenue) will slope to a shallow xeriscape swale that will drain to a new drop inlet near the rear exit walk. The drop inlet will be centered over and discharge directly into the existing 30-inch-diameter reinforced concrete pipe (RCP) storm drain.
3. The roof over the southeastern classrooms, kitchen, and nursery and the back of the building in this area (i.e., between classrooms and Gilman Avenue) will be collected by a swale and drain to either the new drop inlet by the driveway entrance or to the new drop inlet next to the rear exit walk.
4. The concrete areas in front of the building and the parking lot will drain to the west side of the site, generally following the existing surface drainage pattern toward the wetlands on the adjacent parcel owned by the Town of Gardnerville. Runoff will be collected by curb and gutter on the downslope side of the parking lot, then routed to a stormwater biofilter / detention basin via a series of curb openings. The biofilter will be approximately two feet deep and will be designed generally consistent with bioretention systems (rain gardens) in the *Truckee Meadows Structural Controls Design and LID Manual*.

The exterior architectural features of the church building will consist of weathered and red brick wainscoting and accent columns that will be accented with earthtone stucco walls above. The roofing materials and walkway roofing materials will be weathered brown corrugated roofing material and a standing seam, non-reflective, metal charcoal grey roof above. Accent exterior walls will be of Hardieboard – Board and batten wood stock in a brown tone. The Cross on the exterior east elevation wall will be a wooden feature. The window glass will be clear anodized with Low E glazing. All exterior man-doors will be painted to match the building. Aluminum window louvers will be an accent to the northwest and southeast windows. The building exterior walls are designed as to break-up the materials and visual elevations so as not to appear as a flat continuous boring surface. Clear story windows of clear anodized with Low E glazing will be on the southwest elevation. The overall building height will not exceed the allowable 45 feet. The roof will have two pitched 5:12 areas with the majority of the façade having parapet walls and 4:12 roof slopes behind.

The following is our analysis of the required findings for a Design Review per Douglas County Code Section 20.614.040.

20.614.040 Design Review Findings

When considering applications for design review, the director shall evaluate the impact of the design review on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the development and make the following findings:

- A. The proposed development is consistent with the goals and policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

Response: The project site has a Master Plan designation of Commercial and is within the General Commercial zoning district of the Town of Gardnerville. The Church Use is allowed in this land use and zoning district as per Douglas County Code section 20.658.050 Institutional & Uses of Community Significance (B).

B. The proposed development is compatible with and preserves the character and integrity of adjacent development and neighborhoods and includes improvements or modifications either on-site or within the public rights-of-way to mitigate development-related adverse impacts, such as traffic, noise, odors, visual nuisances, or other similar adverse effects to adjacent development and neighborhoods. These improvements or modifications may include but shall not be limited to the placement or orientation of buildings and entryways, parking areas, buffer yards, and the addition of landscaping, walls, or both;

Response: The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state, which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east of the site. The perimeter of the site will continue the use of the existing bicycle and pedestrian easement on Gilman Avenue with the proposed connector path on Maple Street. The main church building is situated in the southeast corner of the parcel, leaving the parking, landscape buffers and natural vegetated areas toward the Heritage Park site across Ezell Street. Parking lot and building exterior lighting will be directed downward and not spill from the perimeter of the site, as per the Douglas County Design Criteria and Improvement Standards.

C. The proposed development will not generate pedestrian or vehicular traffic which will be hazardous or conflict with the existing and anticipated traffic in the neighborhood;

Response: The applicant has provided a Traffic Analysis report, prepared by Paul Solaegui Engineers that states the church use anticipates generating 733 average daily trips and 241 AM peak hour trips during a typical Sunday. In addition, during a weekday the project is anticipated to generate 182 average daily trips with 11 trips occurring during both the AM and PM peak hours. The report states that this church use will have little impact on the existing adjacent street network. The primary access to the site will be from Gilman Avenue. This driveway approach will have stop sign control for the exiting of vehicles onto Gilman Avenue.

D. The proposed development incorporates roadway improvements, traffic control devices or mechanisms, or access restrictions to control traffic flow or divert traffic as needed to reduce or eliminate development impacts on surrounding neighborhood streets;

Response: There are no roadway improvements proposed with the construction of the project site. Gilman Avenue is an existing improved two-lane roadway with one lane in each direction. The speed limit is 25 miles per hour. There are curb and gutter, sidewalk and bike lanes on both sides of the street. The traffic engineer analyzed if improvements to Gilman Avenue are necessary and based on the analysis Gilman Avenue is adequate to serve the project both under current conditions and with future build-out of The Ranch at Gardnerville subdivision

(located north of the project on Gilman Avenue). The only proposed traffic control device is a stop sign at the driveway exit to Gilman Avenue.

E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties;

Response: The exterior architectural features of the church building will consist of weathered and red brick wainscoting and accent columns that will be accented with earthtone exterior insulation finishing system (EIFS, similar to stucco) walls above. The roofing materials and walkway roofing materials will be weathered brown corrugated roofing material and a standing seam, non-reflective, metal charcoal grey roof above. Accent exterior walls will be of Hardieboard – Board and batten wood stock in a brown tone. The Cross on the exterior east elevation wall will be a wooden feature. The window glass will be clear anodized with Low E glazing. All exterior man-doors will be painted to match the building. Aluminum window louvers will be an accent to the northwest and southeast windows. The building exterior walls are designed as to break-up the materials and visual elevations so as not to appear as a flat continuous boring surface. Clear story windows of clear anodized with Low E glazing will be on the southwest elevation. The overall building height will not exceed the allowable 45 feet. The roof will have two pitched 5:12 areas with the majority of the façade having parapet walls and 4:12 roof slopes behind. The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east. The perimeter of the site will continue the use of the existing bicycle and pedestrian easement on Gilman Avenue with the proposed connector path on Maple Street. The main church building is situated in the northeast corner of the parcel, leaving the parking, landscape buffers and natural vegetated areas toward the Heritage Park site across Ezell Street. Parking lot and building exterior lighting will be directed downward and not spill from the perimeter of the site, as per the Douglas County Design Criteria and Improvement Standards.

F. 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;

Response: The project site is not known to be an identified archeological or cultural study area.

G. The proposed development complies with all additional standards imposed on it by the particular provisions of this chapter, the Douglas County design criteria and improvement standards and all other requirements of this title applicable to the proposed development and uses within the applicable base zoning district, including but not limited to, the adequate public facility policies of chapter 20.100; and

Response: The proposed construction and site improvements for a church use within the General Commercial zoning district, as specified by Douglas County Code, comply with the improvement standards as per the Douglas County Design Criteria and Improvement Standards and the public facility policies as stated in Chapter 20.100. The project will be served by NV Energy for electrical service, Southwest Gas for natural gas services, Gardnerville Water Company for water services and the Town of Gardnerville for storm drain, sanitary sewer, and trash pick-up services. Frontier Communications is the cable and telephone provider for this area of Douglas County.

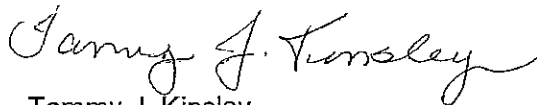
H. The proposed development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other property in the vicinity. (Ord. 763, 1996)

Response: The proposed church development will not be materially detrimental to the public health, safety, convenience and welfare, or result in material damage or prejudice to other properties in the vicinity of the project site. The proposed site layout has perimeter landscaping and affords parking areas with the required landscaped fingers between parking stall areas. The proposed landscape buffer at the corner of Gillman Avenue and Maple Street is proposed with street trees and will meet the landscape requirements of Douglas County's Design Criteria and Improvement Standards. The undeveloped areas of the site will remain in their natural state which is consistent with the surrounding Town of Gardnerville parcels to the north, west, and east of the project parcel.

Thank you for your consideration regarding this Design Review Application submittal. If you should have any questions please feel free to contact me.

Sincerely,

R.O. ANDERSON ENGINEERING, INC.

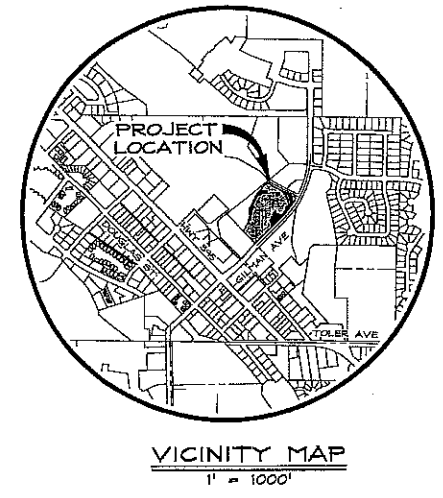
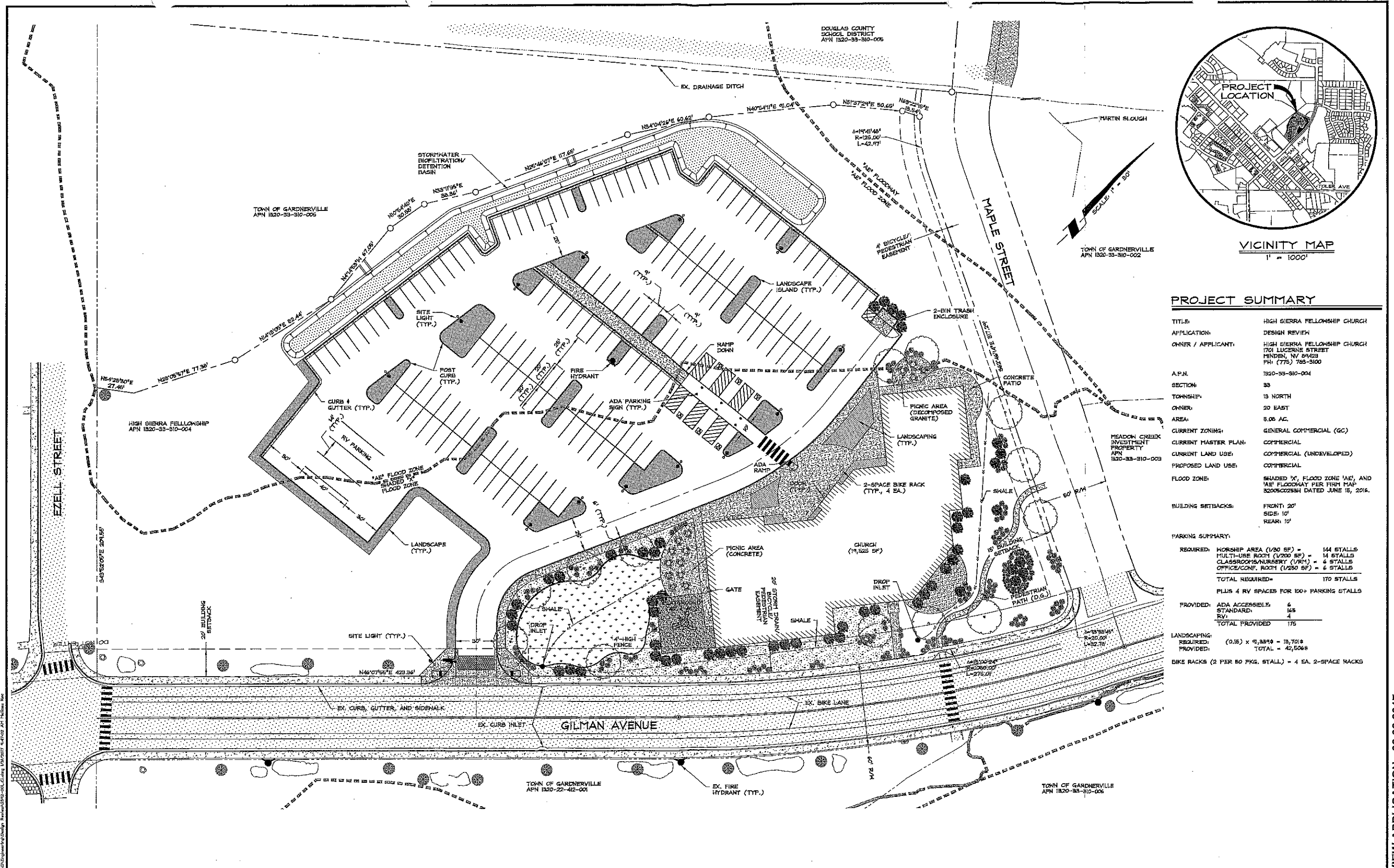


Tammy J. Kinsley,
Associate Planner

ITEMS NOT INCLUDED

**Design Review
High Sierra Fellowship Church, Gardnerville, NV
(APN 1320-30-310-004)**

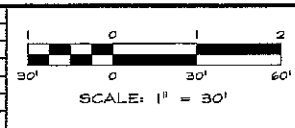
11. Tax Receipt – Not applicable; the church is tax exempt
19. WCAC – Not applicable; there are no water conveyances on this parcel.



PROJECT SUMMARY

TITLE:	HIGH SIERRA FELLOWSHIP CHURCH
APPLICATION:	DESIGN REVIEW
OWNER / APPLICANT:	HIGH SIERRA FELLOWSHIP CHURCH 701 LUCERNE STREET HINDEN, NV 89428 PH: (775) 768-3100
A.P.N.:	1820-33-910-004
SECTION:	33
TOWNSHIP:	13 NORTH
OWNER:	20 EAST
AREA:	5.00 AC.
CURRENT ZONING:	GENERAL COMMERCIAL (GC)
CURRENT MASTER PLAN:	COMMERCIAL
CURRENT LAND USE:	COMMERCIAL (UNDEVELOPED)
PROPOSED LAND USE:	COMMERCIAL
FLOOD ZONE:	SHADED 'X', FLOOD ZONE 'AE', AND 'A1' FLOODWAY PER FIRM MAP 32005C0283H DATED JUNE 15, 2016.
BUILDING SETBACKS:	FRONT: 20' SIDE: 10' REAR: 10'
PARKING SUMMARY:	
REQUIRED:	WORSHIP AREA (1/30 SF) = 144 STALLS MULTI-USE ROOM (1/200 SF) = 14 STALLS CLASSROOM/NURSERY (1/75) = 6 STALLS OFFICE/CONF. ROOM (1/250 SF) = 6 STALLS
TOTAL REQUIRED:	170 STALLS
	PLUS 4 RV SPACES FOR 100+ PARKING STALLS
PROVIDED:	ADA ACCESSIBLE: 4 STANDARD: 165 RV: 4 TOTAL PROVIDED: 173
LANDSCAPING:	
REQUIRED:	(0.15) x 9,399 = 1,409.85
PROVIDED:	TOTAL = 42,506.85
BIKE RACKS (2 PER 50 PKG. STALL) = 4 EA. 2-SPACE RACKS	

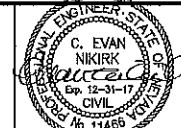
NO.	DATE	REVISION	BLOCK	BY



R/O Anderson HIGH SIERRA FELLOWSHIP CHURCH
DESIGN REVIEW

NEVADA: 1828 Emerald Ave., 775.762.7024
CALIFORNIA: 3071 Harrison Avenue, 775.762.7024

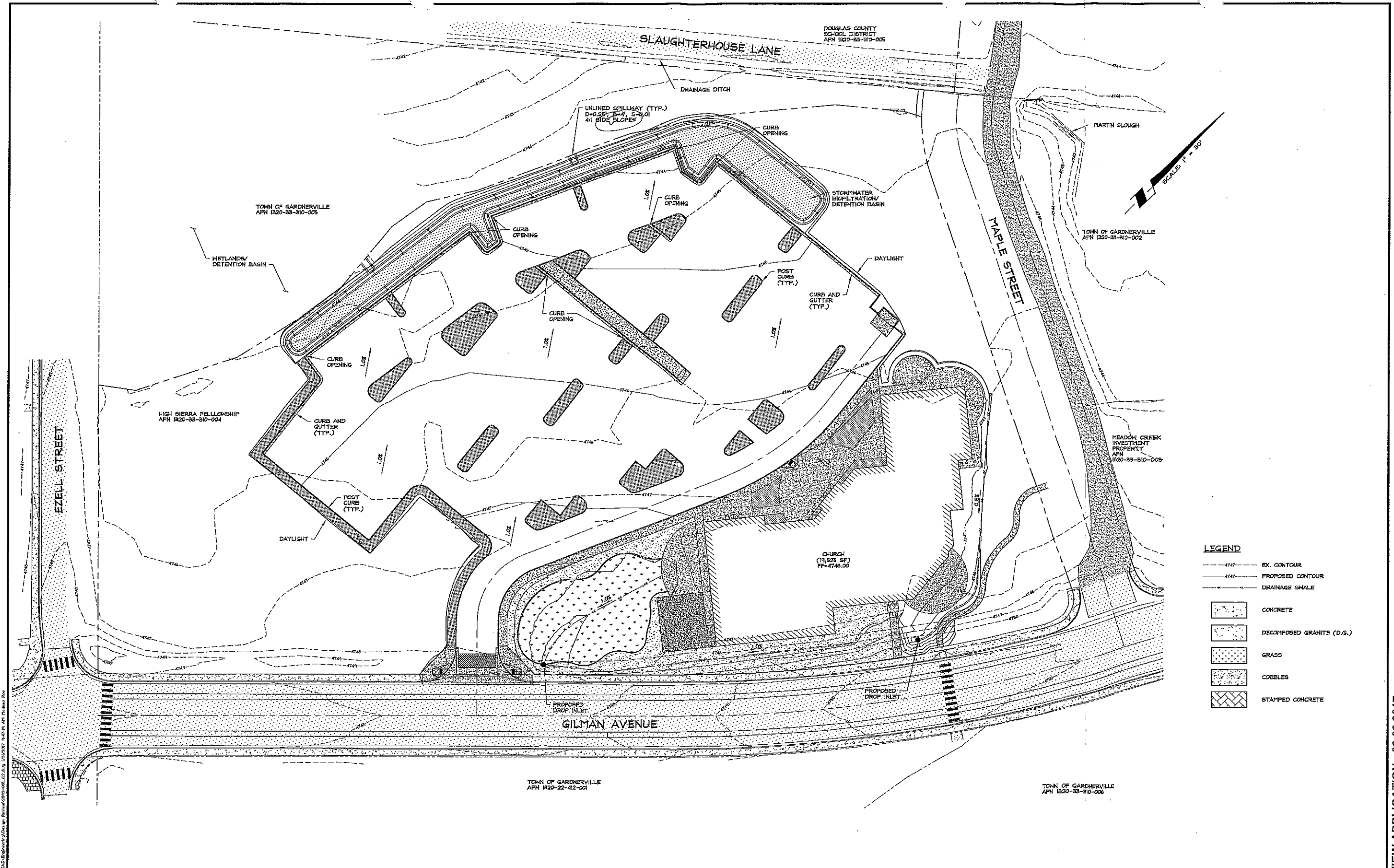
SITE PLAN



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DATE:	02.02.2017	OF:	3 SHEETS

DESIGN REVIEW APPLICATION - 02.02.2017

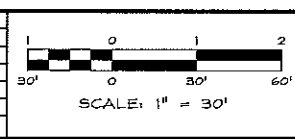
7-26



LEGEND

--- 4747 ---	EX. CONTOUR
— 4747 —	PROPOSED CONTOUR
---	DRAINAGE SHALE
[Stippled pattern]	CONCRETE
[Dotted pattern]	DECOMPOSED GRANITE (D.G.)
[Cross-hatched pattern]	GRASS
[Diagonal lines]	COBBLES
[Square pattern]	STAMPED CONCRETE

NO.	DATE	REVISION	BLOCK	BY



R/O Anderson
 HIGH SIERRA FELLOWSHIP CHURCH
 DESIGN REVIEW

NEVADA: 1603 E. Bermuda Ave., P.O. Box 22294, Henderson, NV 89143, P 702.762.7262
 CALIFORNIA: 3079 Harrison Avenue, Suite 5, South Lake Tahoe, CA 96150, P 530.420.1660, F 775.762.7064

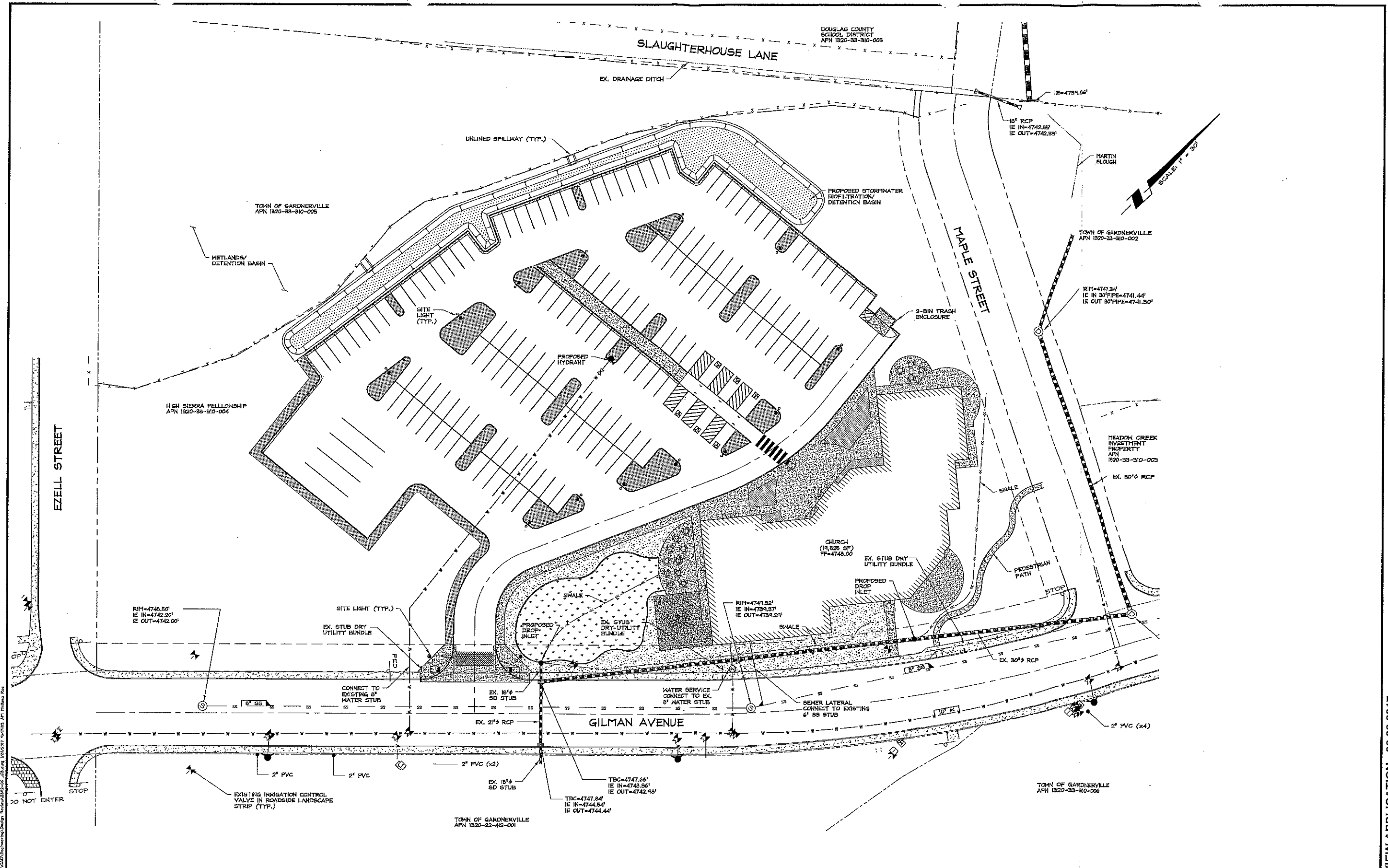
GRADING PLAN

DESIGN REVIEW APPLICATION - 02.02.2017

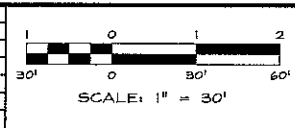
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DATE: 02.02.2017	OF: 3 SHEETS

02.02.2017

7-27



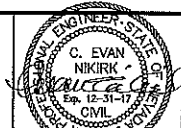
NO.	DATE	REVISION	BLOCK	BY



RO Anderson HIGH SIERRA FELLOWSHIP CHURCH
DESIGN REVIEW

NEVADA CALIFORNIA
1605 Evergreen Ave. 3075 Harrison Avenue
P.O. Box 22981 Hudson, NY 12423 South Lake Tahoe, CA 96150
T 775.762.7922 F 775.762.7924

UTILITY PLAN



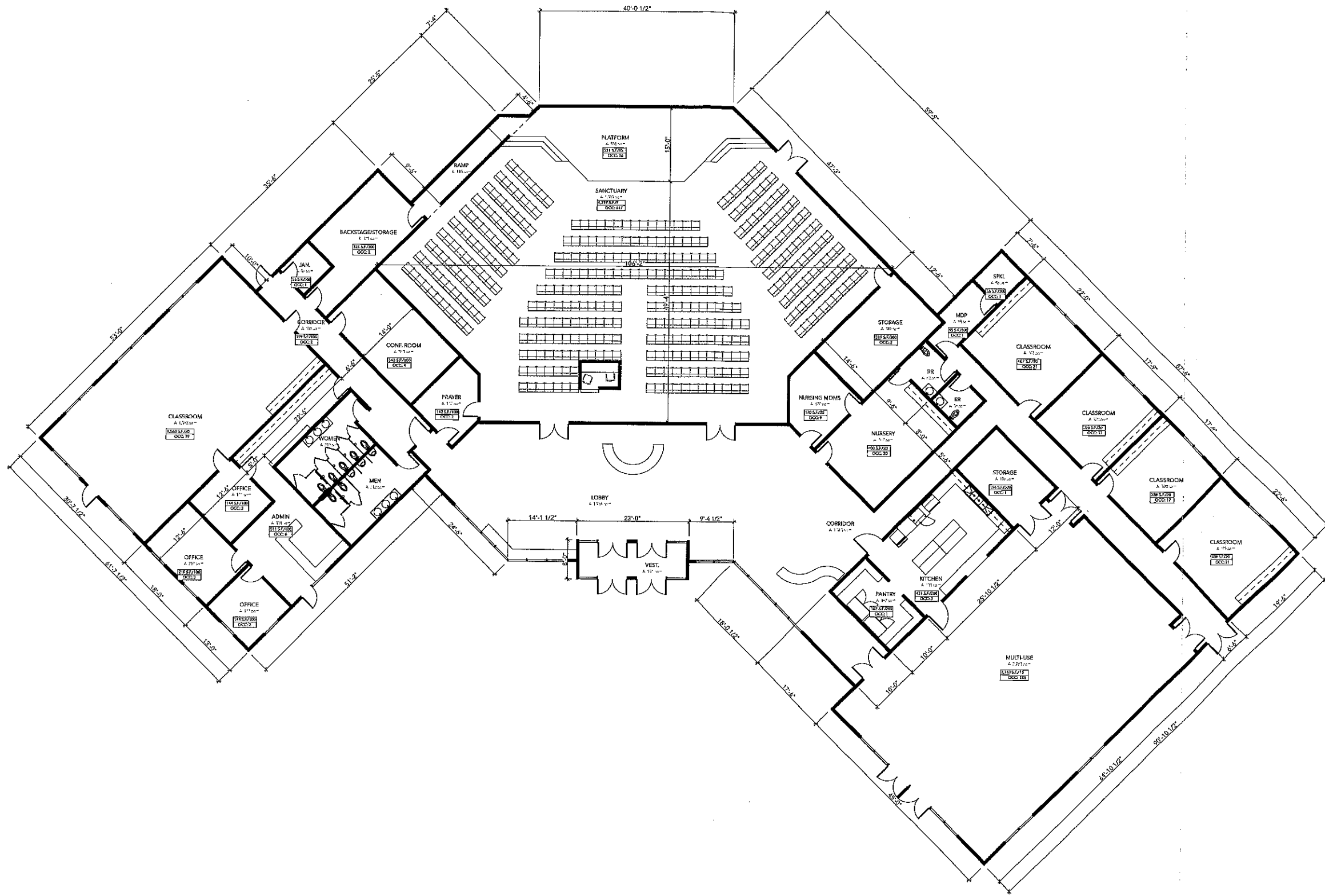
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DATE: 02.02.2017	OF: 3 SHEETS

DESIGN REVIEW APPLICATION - 02.02.2017

7-28

02.02.2017

N
 1 FIRST FLOOR
 SCALE: 1" = 10'



7-29

NOTE:
 THE ENTIRE BUILDING TO BE EQUIPPED WITH
 AUTOMATIC SPRINKLER SYSTEM



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REV.	DATE	DESCRIPTION

PRELIMINARY DRAWING!
 NOT FOR CONSTRUCTION!

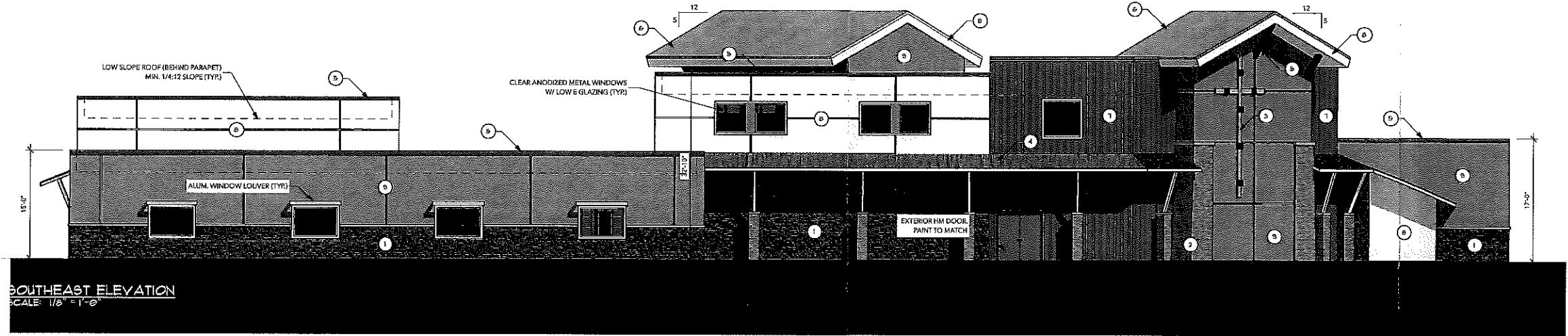
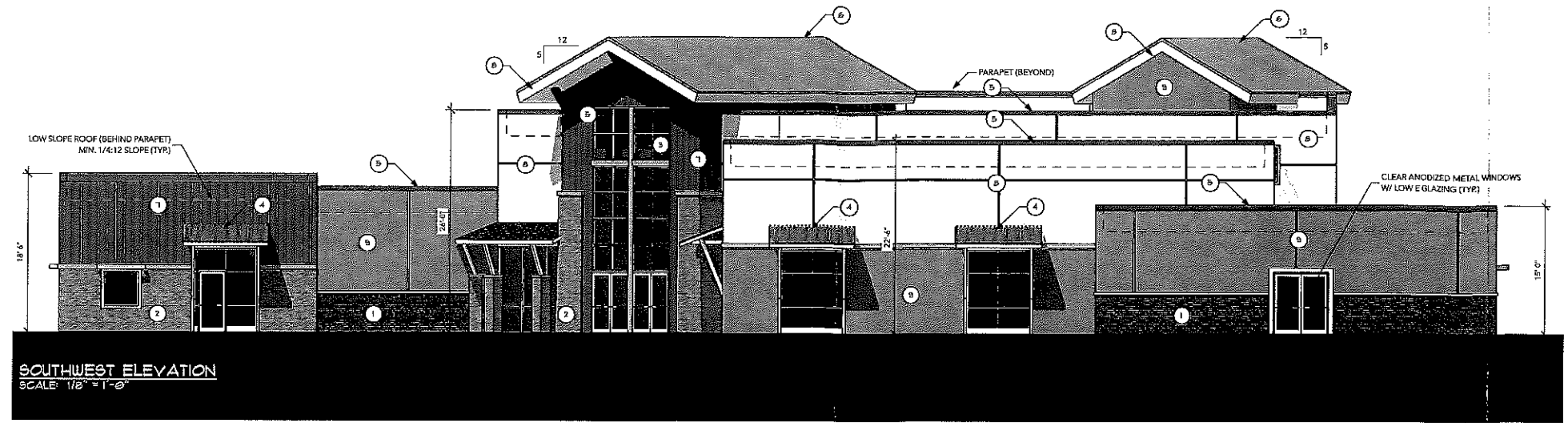
PROJECT: HIGH SIERRA FELLOWSHIP
 NEW CHURCH BUILDING
 1101 LUCERNE ST.
 MINDEN, NY 85423

DANIEL COOK ARCHITECTS 1200 WASHINGTON BLVD - OGDEN, UT 84401 PH: 801-469-8950 FAX: 801-469-8951 WWW.DANIELCOOKARCHITECTS.COM

PROJECT: HIGH SIERRA FELLOWSHIP
 NEW CHURCH BUILDING

SHEET TITLE: FLOOR PLAN
 SHEET NUMBER: AI

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REV.	DATE	DESCRIPTION
01		PRELIMINARY ORIGINAL ISSUE

PRELIMINARY DRAWING/
NOT FOR CONSTRUCTION

**HIGH SIERRA FELLOWSHIP
NEW CHURCH BUILDING**

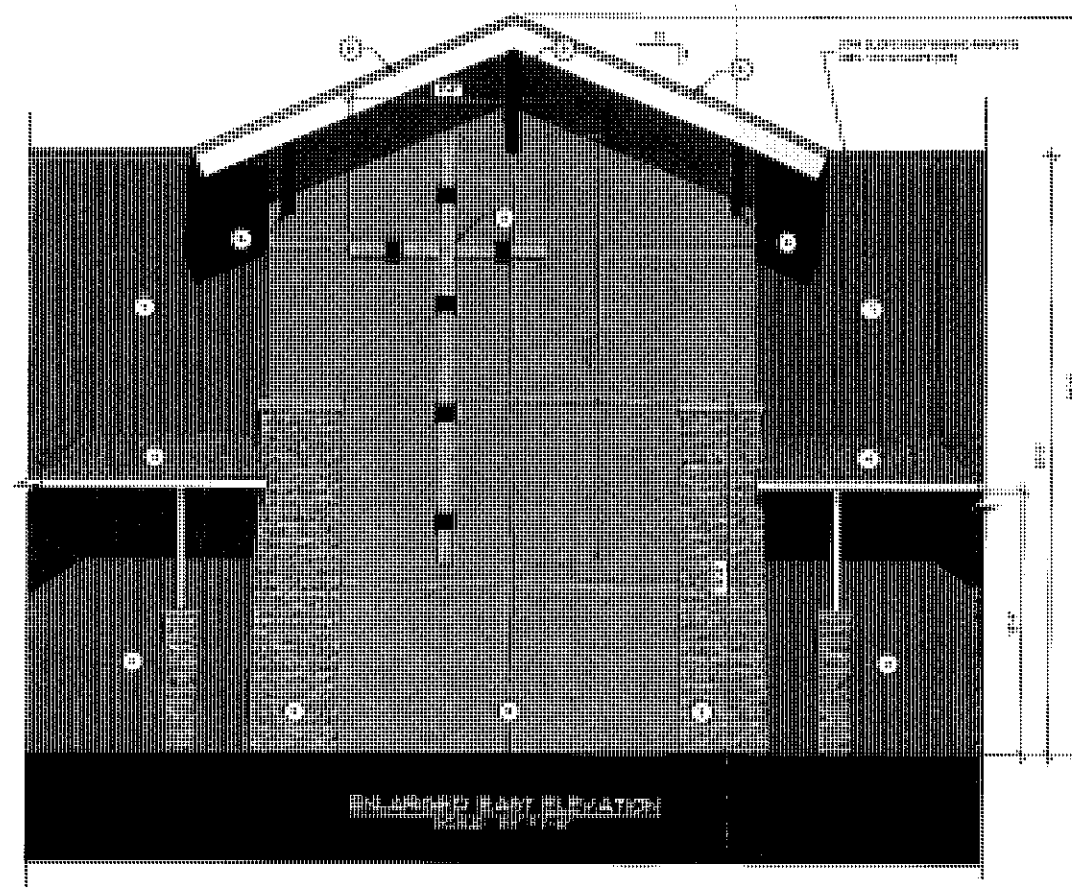
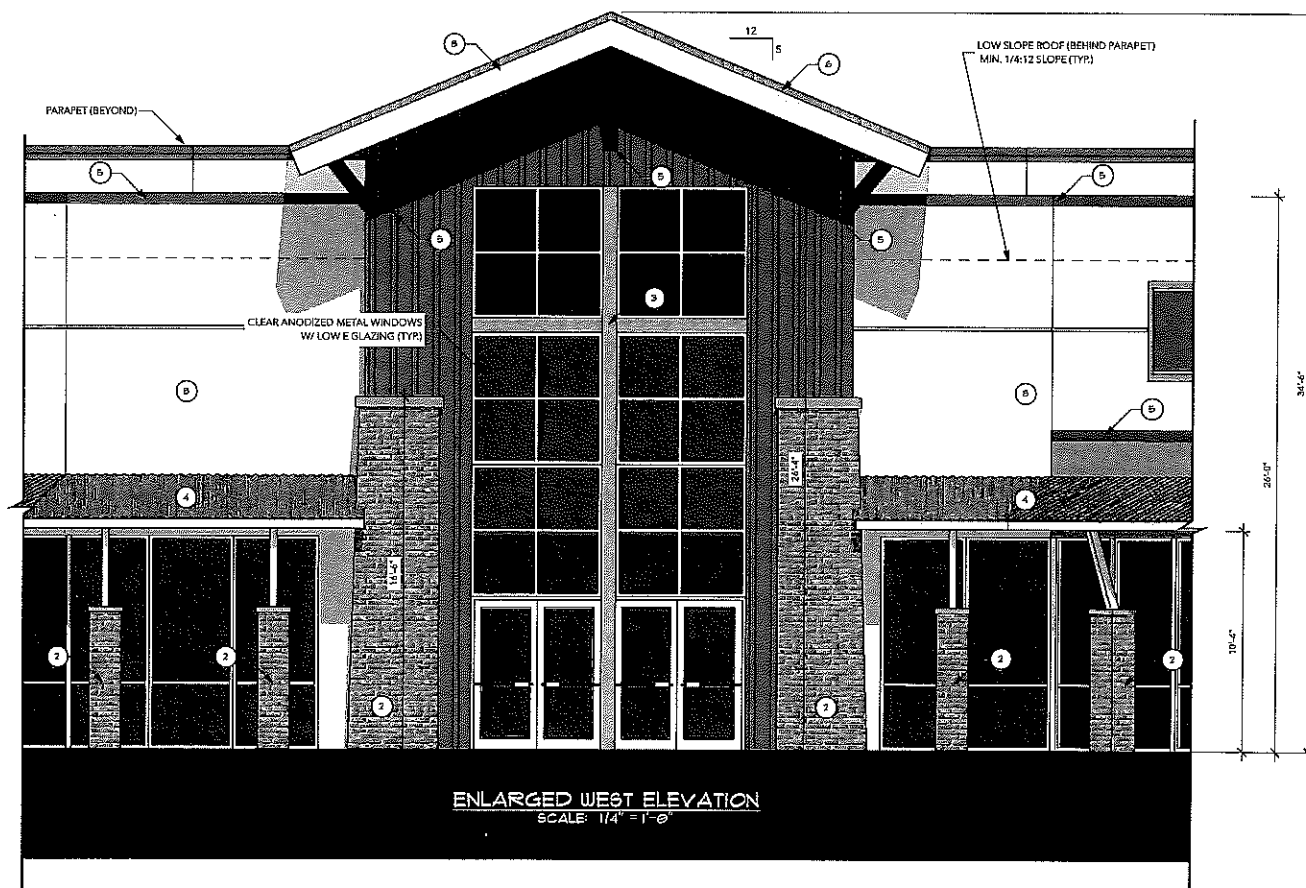
1101 LUCERNE ST.
MINDEN, NV 89423

DANIEL COOK ARCHITECT | 1709 WASHINGTON BLVD - OGDEN, UT 84401 | PH: 801-965-1311 | INFO@DANIELCOOKARCHITECT.COM

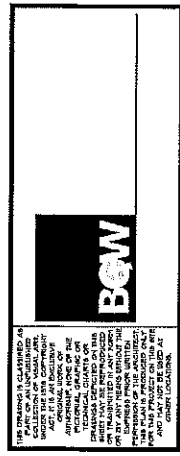
PROJECT: HIGH SIERRA FELLOWSHIP NEW CHURCH BUILDING
SHEET TITLE: ELEVATIONS
SHEET NUMBER: A2

ROOFTOP SCREENING PARAPETS ARE DESIGNED AT A HEIGHT AS TO OBSTRUCT VIEWS OF ROOFTOP EQUIPMENT. ALL EQUIPMENT IS TO BE SCREENED, AT MINIMUM, FOR PERSPECTIVE VIEWS FROM ADJACENT ROADS AND PAINTED TO MATCH BUILDING FINISHES.

DO NOT SCALE DRAWING



ROOFTOP SCREENING
 PARAPETS ARE DESIGNED AT A HEIGHT AS TO OBSTRUCT VIEWS OF ROOFTOP EQUIPMENT. ALL EQUIPMENT IS TO BE SCREENED, AT MINIMUM, FOR PERSPECTIVE VIEWS FROM ADJACENT ROADS AND PAINTED TO MATCH BUILDING FINISHES.



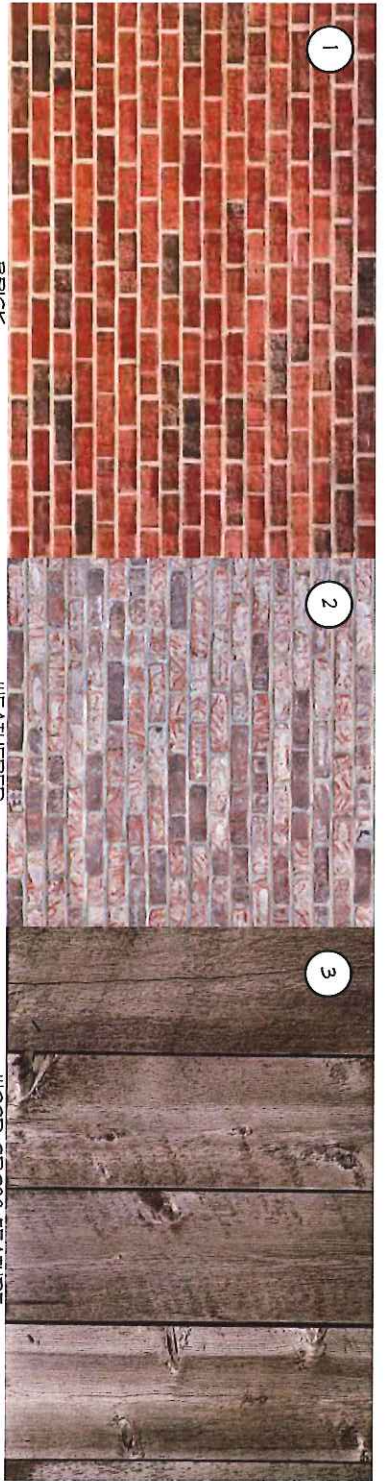
REV.	DATE	DESCRIPTION
		PRELIMINARY DRAWING NOT FOR CONSTRUCTION

PROJECT: HIGH SIERRA FELLOWSHIP NEW CHURCH BUILDING
 1761 LUCERNE ST.
 MINDEN, NY 85423
 DANIEL COOK ARCHITECT | 7189 WASHINGTON BLVD - OGDEN, UT 84401 | PH: 801-997-1311 | WWW.DANIELCOOKARCHITECT.COM

SEAL:

SHEET TITLE: ELEVATIONS
 SHEET NUMBER: A3
 ORIGINAL FILE: PRELIMINARY
 PROJECT RFP #: DO NOT SCALE DRAWING

7-30



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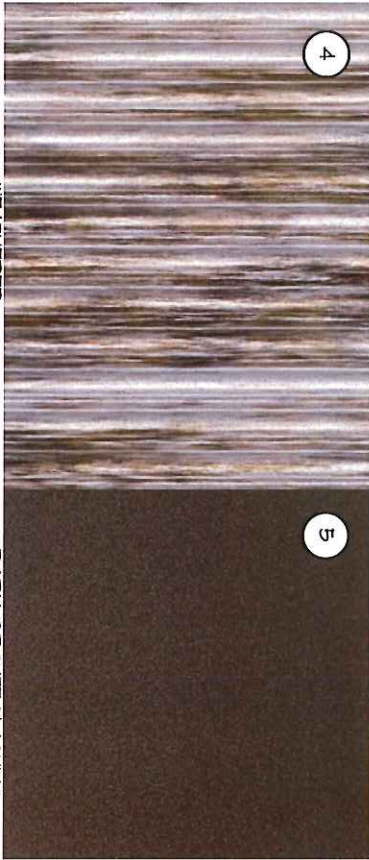
BRICK

2

WEATHERED
BRICK

3

WOOD CROSS FEATURE



4

WEATHERED
CORRUGATED ROOFING

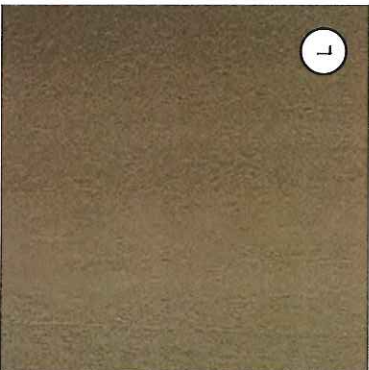
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DARK BRONZE FLASHING



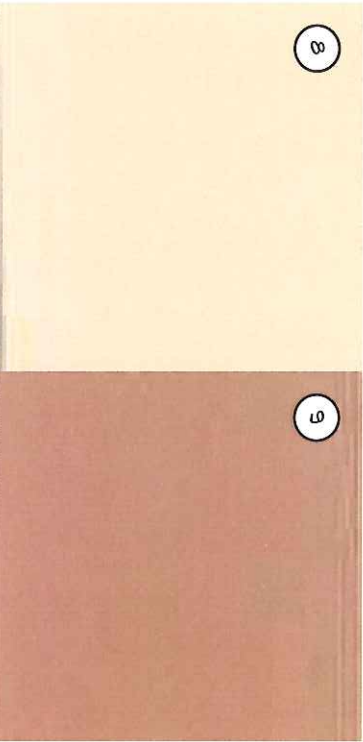
6

STANDING SEAM METAL ROOFING
CHARCOAL OR SIM.



7

HARDBOARD - BOARD AND BATTEN
WOOD STOCK BROWN OR SIM.



8

EXTERIOR INSULATION FINISH SYSTEM
SHEARLING OR SIM.

9

EXTERIOR INSULATION FINISH SYSTEM
SEASHELL OR SIM.

MATERIALS CARD

HIGH SIERRA FELLOWSHIP
NEW CHURCH BUILDING

1701 LUCERNE ST.
MINDEN, NY 89423

DANIEL COOK ARCHITECT | 2909 WASHINGTON BLVD - OGDEN, UT
84401 | PH: 800-552-7137 | WWW.BGWSERVICES.COM



SHEET NUMBER:

A4