

Gardnerville Town Board

AGENDA ACTION SHEET



1. **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, to build a 2,600 square foot automotive repair shop with on site parking and landscaping improvements, on their 0.23 acre parcel, located at 1232 Pep Circle in the SI (Service Industrial) Zoning District in the Minden / Gardnerville Community Plan (APN 1220-03-411-006); with public comment prior to Board action.
2. **Recommended Motion:** Pulled from discussion due to incomplete application to County and a request by Douglas County Community Development.
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Geoffrey LaCost
5. **Meeting Date:** January 3, 2017 **Time Requested:** 30 minutes
6. **Agenda:** Consent Administrative

Background Information:

Pulled from discussion due to incomplete application to County and a request by Douglas County Community Development.

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

LaCost, Geoffrey

Subject: Stafford Automotive

From: Mason, Steve
Sent: Wednesday, December 28, 2016 1:33 PM
To: LaCost, Geoffrey; Dallaire, Tom
Cc: Patterson, Dean; Nicholson, Marie; Louthan, Carol
Subject: RE: Stafford Automotive

Hi Geoffrey,

Three Castles has been notified. There are a number of issues still requiring resolution, and the project would almost certainly have to return to the Town Board after the plans are finalized and the project is deemed "complete" (There are no fewer than three different versions of a site plan currently in circulation). An additional entitlement in the form of a Variance to Development Standards would be almost certainly required in order to accommodate the inadequate parking lot design and landscaping (almost entirely attributable to the under-sized lot), and this has not yet been included in the application. There are a long list of issues that must be addressed regarding our requirements, so I've asked the applicant and agent to sit down with myself, Dean and Mimi so that we can attempt resolution.

Thanks,

Steve Mason – Associate Planner
Douglas County Community Development
775-782-6212 // smason@douglasnv.us

From: LaCost, Geoffrey
Sent: Wednesday, December 28, 2016 11:46 AM
To: Mason, Steve; Dallaire, Tom
Cc: Patterson, Dean; Nicholson, Marie; Louthan, Carol
Subject: RE: Stafford Automotive

Hi Steve,

We have already posted our agenda which included the Stafford item as it had to be posted by 9am this morning. Tom is off this week so I will relay the information to him Tuesday.
Has Three Castles Engineering been notified of this issue and can the item be discussed at the board meeting?

Thanks,
Geoffrey

Geoffrey LaCost, E.I.
Superintendent Town Public Works
Town of Gardnerville, Douglas County
1407 Highway 395 N. Ph: 775.782.7134
Gardnerville, NV 89410 Cell: 775.691.6148
glacost@co.douglas.nv.us Fax: 775.782.7135

From: Mason, Steve
Sent: Wednesday, December 28, 2016 11:18 AM
To: Dallaire, Tom
Cc: LaCost, Geoffrey; Patterson, Dean; Nicholson, Marie
Subject: RE: Stafford Automotive
Importance: High

Hi Tom,

We would like to request to remove the Stafford Automotive project from consideration for review at the Tuesday, January 3, 2017 meeting. As mentioned, the application is still "incomplete," and, further, staff will not support approval of the project due to the under-sized parcel (15,000 square-foot minimum).

Thanks,

Steve Mason – Associate Planner
Douglas County Community Development
775-782-6212 // smason@douglasnv.us

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action: Discussion to approve, approve with modifications or deny a request for a Design Review development application (DA 16-077) by Carson Valley Community Food Closet to build a 10,000 square foot commercial storage & distribution service area and offices, with onsite parking and landscaping improvements on the one acre parcel, located at 1251 Waterloo Lane in the NC (Neighborhood Commercial) zoning district in the Minden / Gardnerville Community Plan (APN 1220-04-002-022) with required parking and landscaping; with public comment prior to Board action.**

2. **Recommended Motion: Conditionally approve the proposed Major Design review (DA-16-077) for the Carson Valley Community Food Closet with the conditions as outlined in the attached staff report (with the additional items that were discussed this evening).**
Funds Available: Yes N/A

3. **Department: Administration**

4. **Prepared by: Geoffrey LaCost**

5. **Meeting Date: January 3, 2015 Time Requested: 20 minutes**

6. **Agenda:** Consent Administrative

Background Information: Before the board is a major design review for the construction of a new 10,000 square foot (sf) commercial building on an existing undeveloped 1 acre lot. The building as proposed has 6,258 sf receiving area, storage, and distribution, 2942 sf of office space and service area, and 800 sf of covered entry. The parking area consists of 29 spaces, 3 of which are ADA accessible spaces.

Items the board should discuss:

1. County code does not allow a distribution center in a Neighborhood Commercial zone. County code does define Neighborhood Commercial as "to provide areas for development of restricted retail and business uses which have minimal impact on surrounding properties." Staff believes the Food Closet fits the intended use of the Neighborhood Commercial zoning providing restricted retail to select community members.
 - a. Does the Town choose to allow this type of business to be established in this zone?
2. The building does include architecture similar to neighboring buildings.
 - a. Will the Town require additional features on the exterior of the building to establish the fit within the existing neighborhood?

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
Gardnerville, Nevada 89410
775-782-7134
775-782-7135 fax
www.gardnerville-nv.gov



STAFF REPORT

Date: January, 3 2016 GTB Meeting

To: Gardnerville Town Board

From: Geoffrey LaCost, Superintendent Town Public Works

Subject: DA 16-077,

Design Review development application (DA 16-077) by Carson Valley Community Food Closet to build a 10,000 square foot commercial storage & distribution service area and offices, with onsite parking and landscaping improvements on the one acre parcel, located at 1251 Waterloo Lane in the NC (Neighborhood Commercial) zoning district in the Minden / Gardnerville Community Plan (APN 1220-04-002-022) with required parking and landscaping; with public comment prior to Board action.
APN: 1220-04-002-022.

REQUEST

The requested Design Review Development Application proposes to construct a new 10,000 sf, food storage building for distribution to families in need of perishable and non-perishable food items on a 1 acre site, with associated parking and parcel improvements all within the AO-1 flood zone, on the existing 1.00 acre parcel.

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 proposed food storage and distribution building is consistent with the goals and policies of the current adopted Douglas County Master Plan and the general purpose and intent of the applicable district regulations. This parcel is located within a Neighborhood Commercial Zoning district and the proposed building design, parking layout, and landscape areas are consistent with the master plan. The site is located within an AO-1 flood zone. As required by county code, the finished floor of the building (concrete slab on grade) as shown on the site plan will be elevated 2'-0" above highest adjacent grade.*

STAFF COMMENT: **Agreed, the proposed development does meet the essence of the Douglas County Master Plan for the Neighborhood 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 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;

APPLICANT COMMENT: *The proposed building preserves the character and integrity of the surroundings, and has been designed to fit in with the other Neighborhood Commercial zoned buildings near Waterloo Lane. 26 standard parking spaced and 3 ADA compliant Handi-Cap parking space have been provided for the volunteer workers within the building, incoming customers, and also to provide for employee parking. . A loading and unloading zone has been provided on the east side of the building. Landscaping has been provided to compliment the overall site design as required by Douglas County code.*

STAFF COMMENT: **Agreed, the finish of the building should present a sense of place within the neighborhood commercial area. The proposed building elevation drawings appear to fit in with the neighboring building.**

- 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: *Estimated traffic volume has been calculated by Resource Concepts, Inc.. A traffic review letter has been provided in this submittal and the analysis reveals that a formal traffic study is not required. The proposed entry to the parking lot meets current design standards.*

STAFF COMMENT: **Agreed, the plan proposes to develop an additional 1 acres of currently vacant unimproved property.**

- 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: *The proposed building will incorporate pavement markings and standard parking sizes as well as ADA parking and signage, meeting Douglas County Design Standards for Public Works.*

STAFF COMMENT: **The Town requires no parking signs on the front of the trash enclosure to limit vehicles from blocking access. 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;

COMMENT: *The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties. This 1 acre site has been designed to provide 2 points of ingress / egress off of Waterloo Lane, 1 accessed through the adjacent parcel to the West, and the other via the existing ingress/egress point through the parcel to the East. Outside the building envelope, the drive and parking areas are primarily asphalt concrete, with primary drainage paths on the west and east sides to retention basins at the northwest and northeast corners. Resource Concepts provided the technical drainage report provides in this submittal. The sizing of the basins as described in that report and have been sized and incorporated into the grading and drainage plan provided to provide for retention and infiltration of storm water run-off. Exterior lighting for this building is provided. The front entry area will have soffit lighting. The parking lot has been designed and overhead lighting provided for pedestrians and vehicles for safety purposes. All lighting will be downcast and night-sky friendly. No street signage is being proposed at this time.*

STAFF COMMENT:

All storm water needs some type of mechanical and or biological filtration before infiltration into a designated protected wellhead area. The 100 year storm runoff needs to be addressed as to where the flow will overflow and flow offsite. The flow cannot be harmful or detrimental to adjacent or downstream property owners. The Existing inlet and drainage ditch on this property will need to be maintained and cleared of weeds to allow runoff to follow the drainage system.

- 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;

COMMENT: *The project is not located within an identified archeological / cultural study area as recognized by the County.*

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

COMMENT: *The proposed development will comply with all additional standards imposed on it by particular provision of this chapter, The Douglas County Design Criteria and Improvement Standards and all other requirements of Title 20 where applicable and the uses within the Neighborhood Commercial zoning district.*

STAFF COMMENT:

County code (20.658.020.140.B) prohibits Warehouse and distribution centers in Neighborhood Commercial (NC) zones.

Upon review of county code (20.650.010.C.2) the definition of Neighborhood Commercial is "... to provide areas for the development of restricted retail and business uses which have minimal impact on surrounding properties." The purpose of the Food Closet is to provide restricted retail of food to select community members therefore it is in staffs opinion this is an appropriate use of the property.

- 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.

COMMENT: *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 properties in the vicinity.*

STAFF COMMENT: Agreed, no comment.

Staff recommends approval with the following conditions;

1. All improvements need to conform to the Towns 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 before infiltration into a "Wellhead Protection Zone". The existing ditches will need to be cleaned and cleared of weeds on a biannual basis to allow runoff to flow into the culvert at Waterloo.
3. 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.
4. Damage to the Town's existing infrastructure, during the construction phase of this project, shall be replaced at the contractor's / developers expense.
5. All development shall comply with the towns 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
Gary Thurm, P.E., Three Castles Engineering
Donald McRoberts, Carson Valley Food Closet
Lucille Rao, DC Planning
Barbra Resnik, DC Engineering

minimum lot size of 12,000 square feet, and a maximum density of 3.63 units per gross acre. Unless otherwise specified in this development code, no more than one home per parcel is permitted in this land use district.

3. **SFR-1/2** (Single-family residential - one-half acre minimum net parcel size). This district is intended for the development of single-family detached units in a suburban setting with a minimum lot size of one-half (½) net acre, and a maximum density of 1 unit per one-half gross acre. Unless otherwise specified in this development code, no more than one home per parcel is permitted in this land use district.

4. **SFR-1** (Single-family residential - one acre minimum net parcel size). This district is intended for the development of single-family detached units in suburban and rural settings with a minimum lot size of one net acre, and a maximum density of one unit per gross acre. Unless otherwise specified in this development code, no more than one home per parcel is permitted in this land use district.

5. **SFR-2** (Single-family residential - two acre minimum net parcel size). This district is intended for the development of single-family detached units in suburban and rural settings with a minimum lot size of two net acres, and a maximum density of 0.50 units per gross acre. Unless otherwise specified in this development code, no more than one home per parcel is permitted in this land use district.

6. **MFR** (Multi-family residential). This district is intended for the development of higher density residential areas with a variety of housing options, including small lot subdivisions when part of a planned unit development or attached or detached multi-family units, condominiums, townhouses or apartments. This district has a minimum net parcel size of 9,000 square feet, and a maximum density of one unit per 3,630 square feet of gross lot area.

7. **RA-5** (Rural agriculture - five acre minimum net parcel size). This district is intended to promote the development of single-family detached units at a density and character compatible with agricultural uses with a minimum lot size of five net acres, and a maximum density of 0.20 units per gross acre. The director may approve a minimum parcel size of 1% less than five net acres in connection with a land division of not more than four parcels contiguous with existing, similarly sized parcels. Unless otherwise specified in this development code, no more than one home per parcel is permitted in this land use district.

8. **RA-10** (Rural agriculture - ten acre minimum parcel size). This district is intended to promote the development of single-family detached units at a density and character compatible with agricultural uses with a minimum lot size of ten net acres, and a maximum density of 0.10 units per gross acre. Unless otherwise specified in this code, no more than one home per parcel is permitted in this land use district.

C. Non-residential (commercial and industrial).

1. **PR** (Private recreation). The purpose of this district is to provide for commercially oriented recreational uses on land under private ownership.

2. **NC** (Neighborhood commercial). The purpose of this district is to provide areas for the development of restricted retail and business uses which have minimal impact on surrounding properties. The uses are oriented to provide services to the immediate neighborhood and in doing so reduce the amount of vehicle trips by providing local retail services.

3. **OC** (Office commercial). The purpose of this district is to provide areas limited to professional office uses which have a minimal exterior impact on surrounding properties. The district may also serve as a transition or buffer area between medium density residential and more intense commercial zoning districts.

20.650.010

Note: *Italics* denote that Specific Standards apply (*see* chapter 20.668)

20.658.020 Use (see section in chapter 20.660 for use descriptions)	PR	NC	OC	GC	MUC	TC	LI	GI	SI	PF	AP
.130 Utility and public service (con't)											
(I) <i>Telecommunication facility</i> ¹	S	S	S	S	S	S	S	S	S	S	S
(J) Utility service facility	P	P	P	P	P	P	P	P	P	P	P
(K) Water reservoir	D	X	X	X	X	X	X	X	X	D	X
(L) Water tank, water treatment facility or sewer lift station	D	D	D	D	D	D	D	D	D	D	D
(M) Wind energy conversion system, commercial	X	X	X	X	X	X	X	X	X	S	X
(N) Treated effluent irrigation	S	S	S	S	S	S	S	S	S	S	S
.140 Warehouse uses											
(A) <i>Personal storage facility</i>	X	X	X	X	X	X	D	D	D	X	X
(B) Warehouse and distribution center	X	X	X	X	X	X	D	D	X	D	X
.150 Accessory uses											
(A) Accessory agriculture retail sales	D	D	D	D	D	D	D	D	D	X	X
(B) Accessory dwelling	D	D	D	D	D	D	D	D	D	D	D

(continued on next page)

Key: D - Requires design review S - Requires special use permit and design review
 X - Prohibited P - Permitted by right (may require building permit)
 T - Request a temporary use permit

6-9

bins, rooms, or containers.

1. One parking space is required for each 20 units.
2. Any unit, bin, room, or container must be a permanent structure.

B. Warehouse and distribution center means a building of 100,000 square feet or greater of gross floor area used primarily for the inside storage and distribution of goods and materials, which includes land and buildings used as a relay station for the transfer of goods from one vehicle or party to another, and the parking and storage of tractor or other trailer units (see 20.660.040.C, light industrial, for warehousing centers of less than 100,000 square feet of gross floor area).

1. One parking space is required for each 1,000 square feet of floor area.
2. One loading space is required for 10,000 or more square feet of floor area. (Ord. 984, 2001; Ord. 801, 1997; Ord. 763, 1996; Ord. 452, 1986; Ord. 424, 1984)

20.660.150 Accessory uses.

An accessory use must be a use customarily incidental to and on the same parcel as the main use. A use listed in chapter 20.660 may be an accessory use if the planning director determines that the use is customarily incidental to a main use. Except as provided in this section, an accessory use must comply with all regulations applicable to the main use.

A. Accessory agricultural retail sales mean a location for the retail sale or wholesale of agricultural or horticultural products which are grown on site.

1. A minimum of five parking spaces is required.
2. Products must be grown on site, not have been purchased for the purpose of resale, and can only be sold on a seasonal basis with no permanent structure.

B. Accessory dwelling: An attached or detached dwelling unit determined by minor design review to be accessory to the permitted principal use; which provides complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation; which is intended for occupation by paying or non-paying guests, members of the family, or person employed on the premises; which is located on the same parcel as the permitted principal use. Accessory dwellings do not include dwellings which are designated as part of an allowed principal use and which are allowed by right. The use of trailers and manufactured homes as accessory dwellings is not allowed, unless located within an A-19, FR-19, or FR-40 zoning district subject to the provisions of subparagraph 2 below.

1. A minimum of one off-street parking space must be provided in addition to any parking required for the main structure.
2. The accessory dwelling may be detached from the structure housing the principal use provided it is on the same parcel as the main structure, except in the agricultural zoning district where the accessory dwellings may be located where appropriate for the agricultural operation with which it is associated;
3. Accessory dwellings within the residential or rural agricultural zoning districts are limited to 800 square feet of livable area;
4. Accessory dwellings in the agricultural or forest and range zoning district which are used to house persons, and their families, significantly employed for agricultural work on the property may be up to 2,500 square feet of livable area;
5. Accessory dwellings within non-residential zoning districts are limited to 1,000 square feet in livable area, and must be accessory to a primary permitted use on the same parcel. A person may utilize an existing residential structure, regardless of size, as an accessory dwelling in a non-residential zoning district provided that at least 25 percent of the total floor area is utilized for a

3. See section 20.668.140 for specific standards regarding this use. (Ord. 1170, 2006; Ord. 990, 2001; Ord. 984, 2001; Ord. 801, 1997; Ord. 763, 1996; Ord. 662, 1994; Ord. 378, 1981; Ord. 167, 1968)

20.660.030 Forestry uses.

A. **Forestry** means cultivating and maintaining forests and managing forest land, including the selling of firewood produced on the parcel. (Ord. 984, 2001; Ord. 763, 1996; Ord. 167, 1968)

20.660.040 Industrial uses.

A. **Equipment rental** means a place of business established for the rental and leasing of equipment such as construction machinery and landscape and farm implements.

1. One parking space is required for each 300 square feet of enclosed building area. Equipment may not occupy required customer and employee parking spaces.

2. Rental equipment must be architecturally screened from public view.

B. **General industrial** means any intense manufacturing operation or industrial use, including but not limited to batch plants, foundries, tank farms, refineries, junk yards or auto dismantling, which is not specifically listed elsewhere in this code.

1. One parking space is required for each 500 square feet of floor area or as determined through special use permit.

2. One loading space is required for each 10,000 or more square feet of floor area.

3. This use shall provide proof of having obtained and of having maintained, as may be periodically requested by the county, all applicable local, state, and federal permits.

C. **Light industrial** means any light industrial activity, including but not limited to assembling, compounding, food or beverage processing, inside storage, processing or treatment of products, scientific research, manufacturing, wholesale trade, warehousing, and corporate offices, which is not specifically listed elsewhere in this code. Furthermore, uses which can demonstrate compatibility with and an accessory or support relationship to the previously mentioned primary uses are permitted. These uses may include but are not limited to financial institutions, accounting offices, child care facilities, recreation facilities, service stations, and copy centers.

1. One parking space is required for each 500 square feet of floor area.

2. One loading space is required for each 10,000 or more square feet of floor area.

3. This use shall provide proof of having obtained and of having maintained, as may be periodically requested by the county, all applicable local, state, and federal permits;

4. Accessory inside retail sales may occupy up to ten percent of the total floor area of the main use.

D. **Machine shop** means a facility where material is processed or treated by machining, cutting, grinding, welding, or similar processes.

1. One parking space is required for each 500 square feet of floor area.

2. One loading space is required for each 10,000 or more square feet of floor area.

E. **Outside storage** means the outside placement of items for a period of more than 48 hours.

1. The items being stored must be screened from the view of adjacent roadways and properties.

F. **Saw mill** means a facility for the storage, sales, and milling of forest products, not including the cutting of firewood.

1. One parking space is required for each 500 square feet of floor area or area of operation.

2. One loading space is required for each 10,000 or more square feet of floor area.

20,660,040

Note: *Italics* denote that Specific Standards apply (see chapter 20.668)

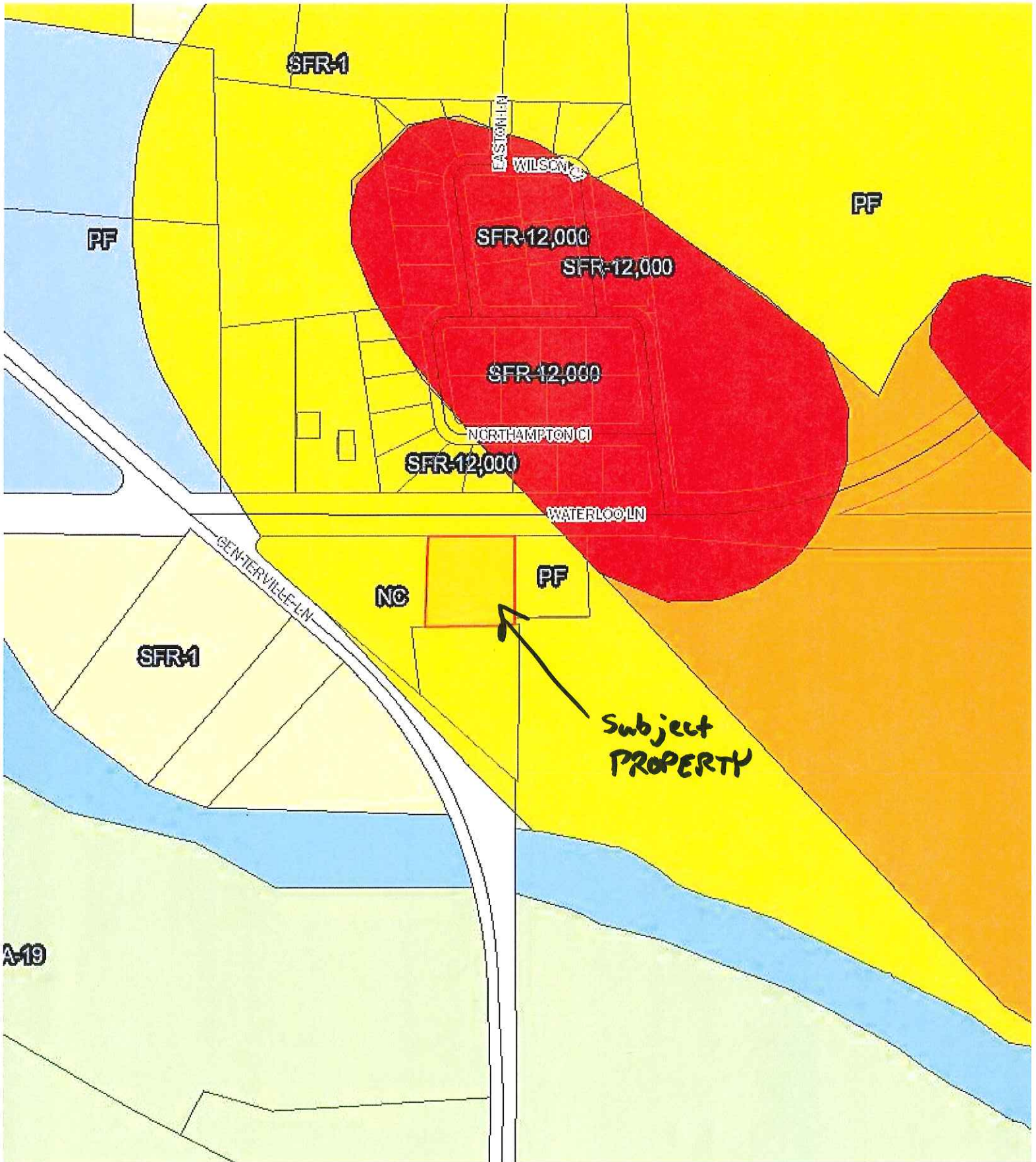
20.658.020 Use (see section in chapter 20.660 for use descriptions)	PR	NC	OC	GC	MUC	TC	LI	GI	SI	PF	AP
.030 Forestry uses											
(None permitted)	X	X	X	X	X	X	X	X	X	X	X
.040 Industrial uses											
(A) Equipment rental	X	X	X	X	X	X	D	X	D	X	X
(B) General industrial	X	X	X	X	X	X	X	S	X	X	X
(C) Light industrial	X	X	X	X	X	X	D	D	D	X	X
(D) Machine shop	X	X	X	X	X	X	D	D	D	X	X
(E) Outside storage	X	X	X	X	X	X	D	D	D	X	X
(F) Saw mill	X	X	X	X	X	X	X	S	X	X	X
(G) Solid waste disposal site and facility	X	X	X	X	X	X	X	S	X	S	X
(H) Solid waste transfer facility	X	X	X	X	X	X	S	S	S	S	X
.050 Institutional and uses of community significance											
(A) Cemetery	S	S	S	S	S	X	S	S	S	S	X
(B) Church	S	D	D	D	D	D	X	X	S	D	X
(C) Community center and related facilities	S	D	D	D	D	D	X	X	X	D	X ¹

(continued on next page)

Key: **D** - Requires design review **S** - Requires special use permit and design review
X - Prohibited **P** - Permitted by right (may require building permit)

¹ Sheriff's substations are permitted within the AP zoning district by design review (D).

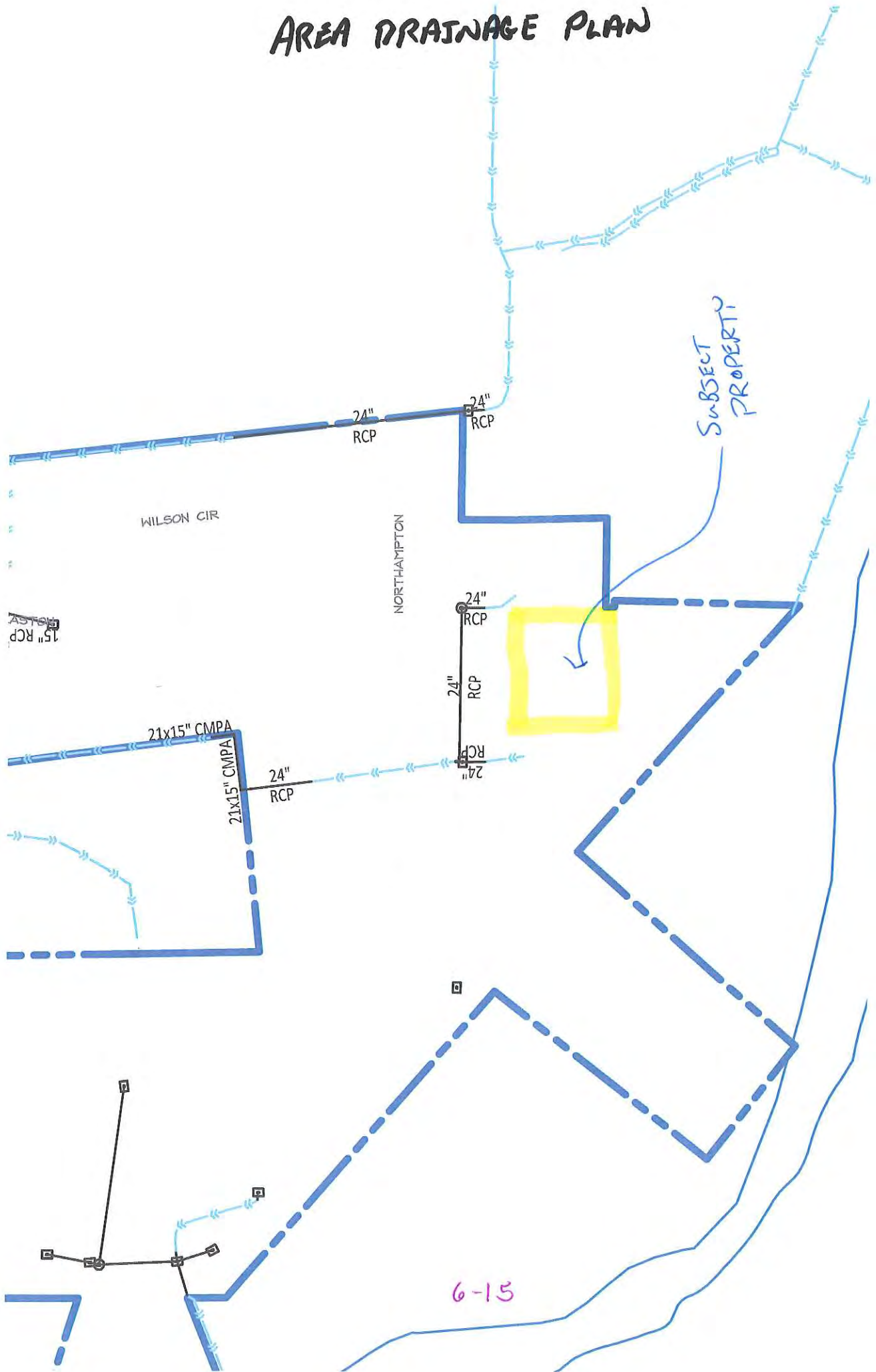
WELL HEAD PROTECTION ZONE





6-14

AREA DRAINAGE PLAN





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

DEVELOPMENT APPLICATION

FOR STAFF USE ONLY

DA 16-077

File Number	Receipt Number	Received By	Date
Town:	<u>Gard.</u>	Floodplain Zone:	Zoning: <u>NC</u>
Master Plan Land Use:		FIRM # & Date:	Case Planner:
Regional/Community Plan:	<u>m/g</u>	Wellhead Protection Area (s):	

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 |

RECEIVED
 DEC 04 2016
 DOUGLAS COUNTY
 COMMUNITY DEVELOPMENT

B. Project Location

Street Address (if available): 1251 Waterloo Ln

Assessor's Parcel Number(s): 1220-04-002-022

Approximately 0 Feet North or South of Waterloo Ln
 (Circle one) (Street Name)

Approximately 550 Feet East or West of Centerville Ln
 (Circle one) (Street Name)

C. Project Description

The applicant requests: To build an approximate 10,000 sq. ft. commercial building, "The Carson Valley Community Food Closet" on an existing undeveloped 1 acre lot.
 The building as proposed has approximately 6258 sq. ft. for Receiving Area, Storage & Distribution, 2942 sq. ft. of office space and service area, and 800 sq. ft. of Covered Entry.
 The parking area consists of 29 spaces, 3 of which are ADA accessible spaces. Landscaping has been provided as required by county code. The existing food closet currently utilizes off-site storage and would like to have supplies stored at this new location, while being able to accommodate future demand for food supplies to those in need of this service.

List any previous applications that have been filed for this site: None

APPLICANT:

Contact Name: Gary E. Thurm, Jr. Company: Three Castles Engineering
Address: 1540 Hwy 395, Ste 6 City/State/Zip: Gardnerville, NV 89410
Telephone No: () 775-783-1058 Fax No: () _____
E-mail Address: threecastlesengineering@gmail.com

OWNER:

Contact Name: Donald McRoberts Company: Carson Valley Community Food Closet
Address: P.O. Box 2911 City/State/Zip: Gardnerville, NV 89410
Telephone No: () 775-782-3711 Fax No: () 775-782-4452
E-mail Address: cvcfcdm@charter.net

ENGINEER/REPRESENTATIVE:

Contact Name: Gary E. Thurm, Jr., P.E. Company: Three Castles Engineering
Address: 1540 Hwy 395, Ste 6 City/State/Zip: Gardnerville, NV 89410
Telephone No: () 775-783-1058 Fax No: () _____
E-mail Address: threecastlesengineering@gmail.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)

<u>Donald McRoberts</u>	<u></u>	<u>12-6-16</u>
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:

<u>Gary E. Thurm, Jr.</u>	<u></u>	<u>12/5/16</u>
Printed Name	Signature	Date

6-17

December 1, 2016

To: Douglas County Community Development
Attn: Heather Ferris, Senior Planner

From: Gary E. Thurm, Jr., P.E.
Manager
Three Castles Engineering

Re: Justification Letter
Carson Valley Community Food Closet
1251 Waterloo Lane
Gardnerville, NV 89410
A.P.N. 1220-04-002-022

To Whom It May Concern:

The Carson Valley Community Food Closet is proposing to build an approximate 10,000 sq.ft. food storage building for distribution to families in need of perishable and non-perishable food items on a 1 acre site, located next to their existing food closet building. The following is the justification:

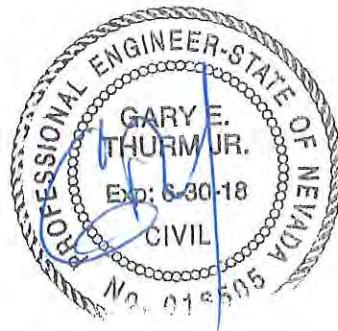
- A. The proposed food storage and distribution building is consistent with the goals and policies of the currently adopted Douglas County Master Plan and the general purpose and intent of the applicable district regulations. This parcel is located within a Neighborhood Commercial Zoning district and the proposed building design, parking layout, and, landscape areas are consistent with the master plan. The site is located within an AO-1 flood zone. As required by county code, the finished floor of the building (concrete slab on grade) as shown on the site plan will be elevated 2'-0" above highest adjacent grade.
- B. The proposed building preserves the character and integrity of the surroundings, and has been designed to fit in with the other neighborhood commercial zoned buildings near along Waterloo Lane. 26 standard parking spaces and 3 ADA compliant Handi-Cap parking spaces have been provided for the volunteer workers within the building, incoming customers, and also to provide for employee parking. A loading and unloading zone has been provided on the east side of the building. Landscaping has been provided to compliment the overall site design as required by Douglas County code.
- C. Estimated traffic volume has been calculated by Resource Concepts, Inc.. A traffic review letter has been provided in this submittal and the analysis reveals that a formal traffic study is not required. The proposed entry to the parking lot meets current design standards.
- D. The proposed building will incorporate pavement markings and standard parking sizes as well as ADA parking and signage, meeting Douglas County Design Standards for Public Works.

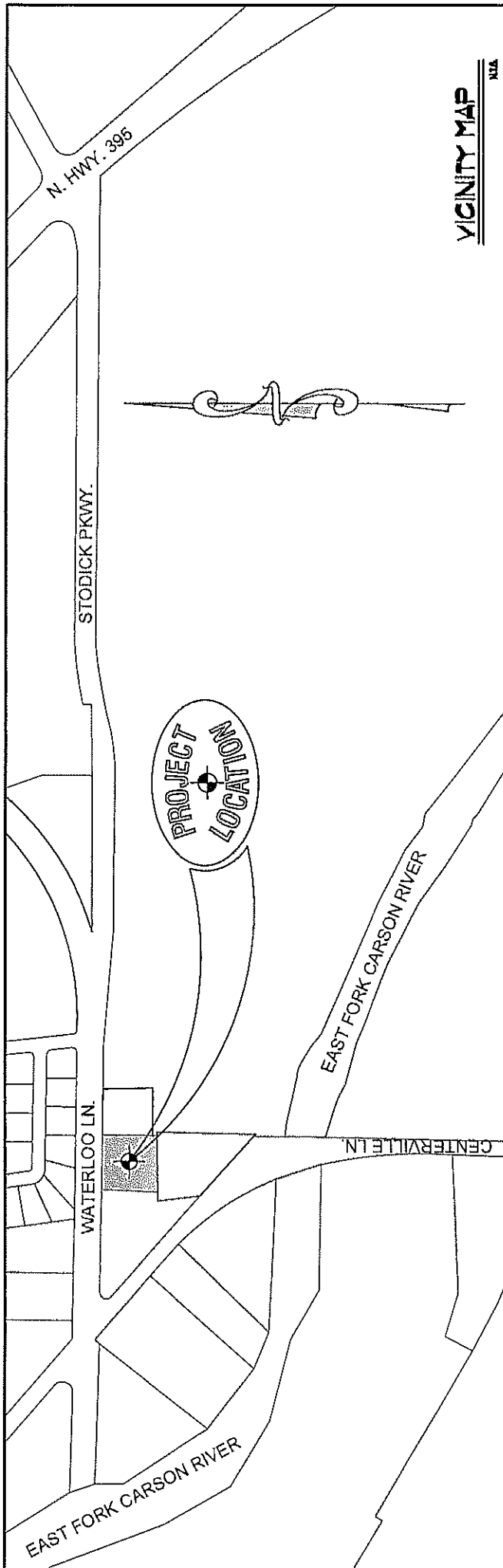
- E. The proposed development incorporates features to minimize adverse effects, including visual impacts, of the proposed development on adjacent properties. This 1 acres site has been designed to provide 2 points of ingress / egress off of Waterloo Lane, 1 accessed through the adjacent parcel to the West, and the other via the existing ingress/egress point through the parcel to the East. Outside the building envelope, the drive and parking areas are primarily asphalt concrete, with primary drainage paths on the west and east sides to retention basins at the northwest and northeast corners. Resource Concepts provided the technical drainage report provided in this submittal. The sizing of the basins as described in that report and have been sized and incorporated into the grading and drainage plan provided to provide for retention and infiltration of stormwater run-off. Exterior lighting for the building and parking lot is provided. The front entry area will have soffit lighting. The parking lot has been designed and overhead lighting provided for pedestrians and vehicles for safety purposes. All lighting will be downcast and night-sky friendly. No street signage is being proposed at this time.
- F. The project is not located within an identified archeological / cultural study area, as recognized by the county.
- G. The proposed development will comply with all additional standards imposed on it by particular provisions of this chapter, the Douglas County Design Criteria and Improvement Standards and all other requirements of Title 20 where applicable and the uses within the Neighborhood Commercial zoning district.
- 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 properties in the vicinity.

If you have any questions concerning this justification, please call me at (775) 267-6762.

Sincerely,

Gary E. Thurm, Jr., P.E.





VICINITY MAP
N/A



Three Castles Engineering
An Engineering & Consulting Company
1540 HWY 395, STE 6
Cardnerville, NV 89410
(775) 783-1058

November 30, 2016

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

Re: Design Review Application Submittal
Carson Valley Community Food Closet
Pre-liminary Traffic Study

The proposed improvement plans are for the construction of a new a food storage and distribution building and a parking lot on this 1.0 acre parcel. The ITE Trip Generation Manual (9th Edition) was used to estimate the anticipated average daily traffic (ADT) as well as the peak hour traffic (PHT) for the proposed use. However, there are special circumstances for this particular land use as well as existing data for trip generation from the existing Carson Valley Food Closet located to the adjacent parcel to the east, and this data rather than the ITE manual was used.

The Carson Valley Food Closet located at 1255 Waterloo Lane, currently provides food donated by families and business within the valley and elsewhere to local families in need of subsistence. They store the perishable and non-perishable food items in their current location with an off-site storage facility for non-perishable items. They provide food to approximately 1250 residents or 500 families on a one time per month visit. Of the 500 families, approximately 125 return to the food closet on a weekly basis. While the food closet receives food items on a daily basis or during food drives, distribution of the food is only during the week and during the hours of 12:30 to 4. Peak hour of adjacent street traffic for a.m. and p.m. from the ITE manual are not considered here as the two do not mix.

If we look at the total families serviced, both once per month, and $\frac{1}{4}$ of those families returning once a week, we can calculate an average daily trip. Of the total families that come to the food closet, roughly half come by foot or bus, so estimating peak traffic becomes a little more difficult. The peak time for families coming to the food closet are 12:30 to 2:30. If we look at what the maximum would be, where each family comes in their own vehicle, the calculation is conservative.

There are typically 6 volunteers during the months of November and December when the maximum number of families are served. These volunteers arrive before the peak time and leave afterwards, so no mixing of traffic. Similar for the 3 full time employees that arrive around 9 a.m. and leave after 4:00 p.m.

Page 2

The following calculation provides the estimates for Average Daily Trips (ADT) and Peak Hour Trips (PHT):

500 Families / 20 Days per month = 25 ADT

125 Families / 5 Days per week = 25 ADT

Total ADT = 50

If all families come between the hours of 12:30 and 2:30, then PHT = 25

These estimates are well below the 500 ADT and 80 PHT threshold that Douglas County has established requiring a detailed traffic study.

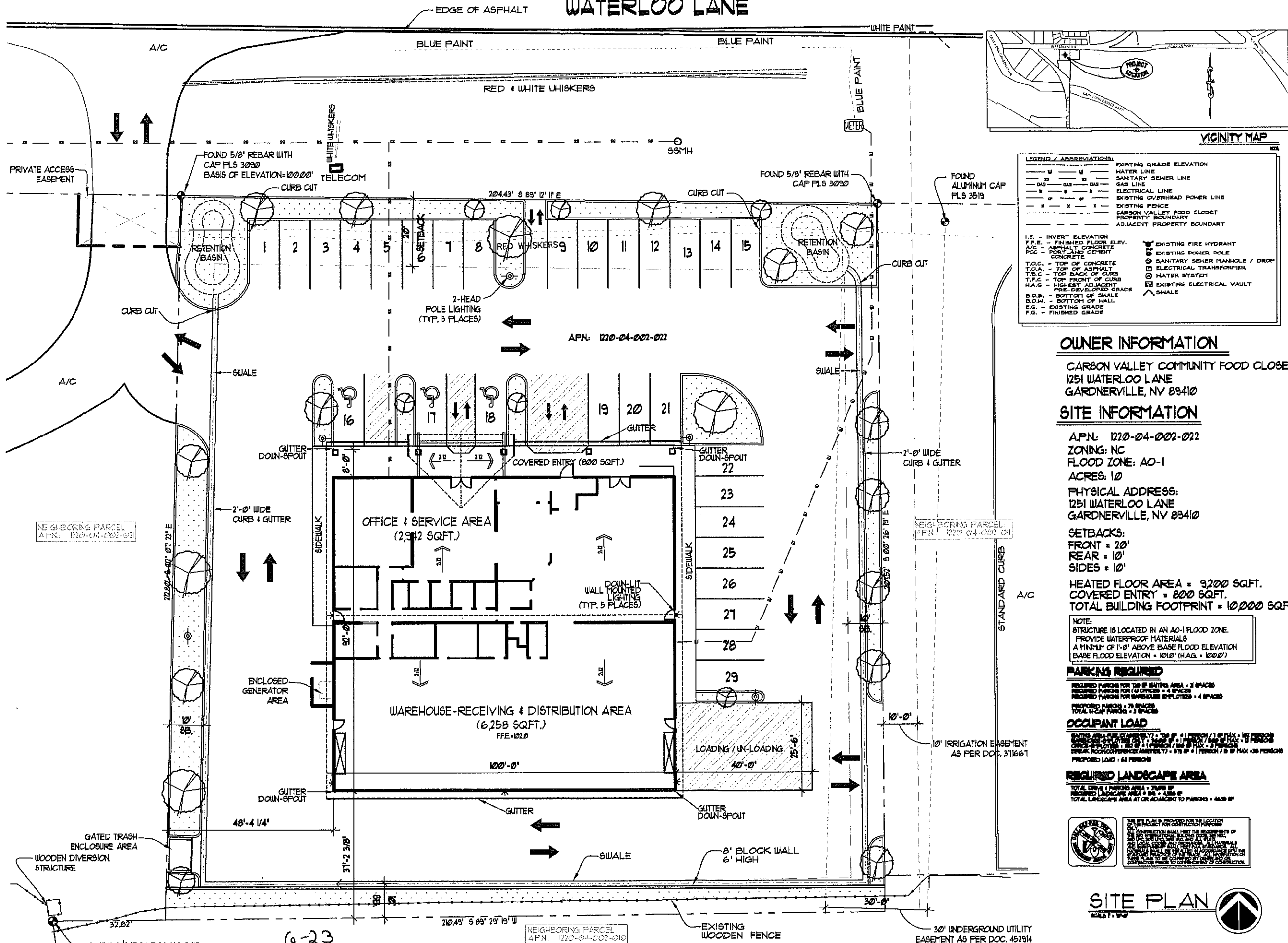
If you have any questions regarding this analysis, please contact me at 775-783-1058

Regards,

Gary E. Thurm, Jr., P.E.



WATERLOO LANE



LEGEND / ABBREVIATIONS:

---	EXISTING GRADE ELEVATION	---	EXISTING FIRE HYDRANT
---	WATER LINE	---	EXISTING POWER POLE
---	SANITARY SEWER LINE	---	SANITARY SEWER MANHOLE / DROP
---	GAS LINE	---	ELECTRICAL TRANSFORMER
---	ELECTRICAL LINE	---	WATER SYSTEM
---	EXISTING OVERHEAD POWER LINE	---	EXISTING ELECTRICAL VAULT
---	EXISTING FENCE	---	SHALE
---	CARSON VALLEY FOOD CLOSET PROPERTY BOUNDARY		
---	ADJACENT PROPERTY BOUNDARY		

Legend / Abbreviations (continued):

I.E.	INVERT ELEVATION	F.P.E.	FINISHED FLOOR ELEV.
A/C	ASPHALT CONCRETE	P.C.C.	PORTLAND CEMENT CONCRETE
T.O.C.	TOP OF CONCRETE	T.O.A.	TOP OF ASPHALT
T.B.C.	TOP BACK OF CURB	T.F.C.	TOP FRONT OF CURB
H.A.G.	HIGHEST ADJACENT PRE-DEVELOPED GRADE	B.O.S.	BOTTOM OF SHALE
B.O.M.	BOTTOM OF MALL	E.E.	EXISTING GRADE
F.G.	FINISHED GRADE		

OWNER INFORMATION

CARSON VALLEY COMMUNITY FOOD CLOSET
1251 WATERLOO LANE
GARDNERVILLE, NV 89410

SITE INFORMATION

APN: 1220-04-002-022
ZONING: NC
FLOOD ZONE: AO-1
ACRES: 10
PHYSICAL ADDRESS:
1251 WATERLOO LANE
GARDNERVILLE, NV 89410

SETBACKS:
FRONT = 20'
REAR = 10'
SIDES = 10'

HEATED FLOOR AREA = 9,200 SQFT.
COVERED ENTRY = 800 SQFT.
TOTAL BUILDING FOOTPRINT = 10,000 SQFT.

NOTE:
STRUCTURE IS LOCATED IN AN AO-1 FLOOD ZONE.
PROVIDE WATERPROOF MATERIALS
A MINIMUM OF 1'-0" ABOVE BASE FLOOD ELEVATION
BASE FLOOD ELEVATION = 1010' (H.A.G. = 1020')

PARKING REQUIRED

REQUIRED PARKING FOR 125 SF SEATING AREA = 3 SPACES
REQUIRED PARKING FOR (4) OFFICES = 4 SPACES
REQUIRED PARKING FOR WAREHOUSE EMPLOYEES = 4 SPACES

OCCUPANT LOAD

SEATING AREA (PER PERSON) = 120 SF / 1 PERSON / 1.5 MAX = 15 PERSONS
OFFICE EMPLOYEES = 100 SF / 1 PERSON / 1.5 MAX = 15 PERSONS
WAREHOUSE EMPLOYEES = 575 SF / 1 PERSON / 1.5 MAX = 38 PERSONS
PROPOSED LOAD = 68 PERSONS

REQUIRED LANDSCAPE AREA

TOTAL CURB & PARKING AREA = 3,000 SF
REQUIRED LANDSCAPE AREA = 10% = 300 SF
TOTAL LANDSCAPE AREA AT OR ADJACENT TO PARKING = 3,300 SF



CONSTRUCTION SHALL MEET THE REQUIREMENTS OF THE CARSON VALLEY COMMUNITY FOOD CLOSET DESIGN MANUAL. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CARSON VALLEY COMMUNITY FOOD CLOSET. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CARSON VALLEY COMMUNITY FOOD CLOSET.

SITE PLAN



THOMAS CASTLE ENGINEERING, LLC
An Engineering and Drafting Company
CARTER ROAD, P.O. BOX 700
GARDNERVILLE, NV 89410
Phone: (775) 825-2222 Fax: (775) 825-2222
Email: thomascastleeng@earthlink.net

ORIGIN DATE: 12/05/16
REVISION: _____ DATE: _____

CARSON VALLEY FOOD CLOSET
OWNER: CARSON VALLEY FOOD CLOSET
1251 WATERLOO LANE
DOUGLAS COUNTY, NV
A.P.N. 1220-04-002-022

PROJECT

CONTRACTOR

JUNE 11, 2019 DRAWN BY: OT

C1.0
SHEET



TRIZO CASTLE ENGINEERING, LLC
 An Engineering and Consulting Company
 CARY L. TRIZO, JR., D.E. #1805
 1540 S.W. 795 ST. E.
 CALENDAR, FL 33420
 Phone: (772) 223-8268 Fax: (772) 729-9279
 e-mail: trizo@trizoengineering.com

ORIGIN DATE: 12/05/16

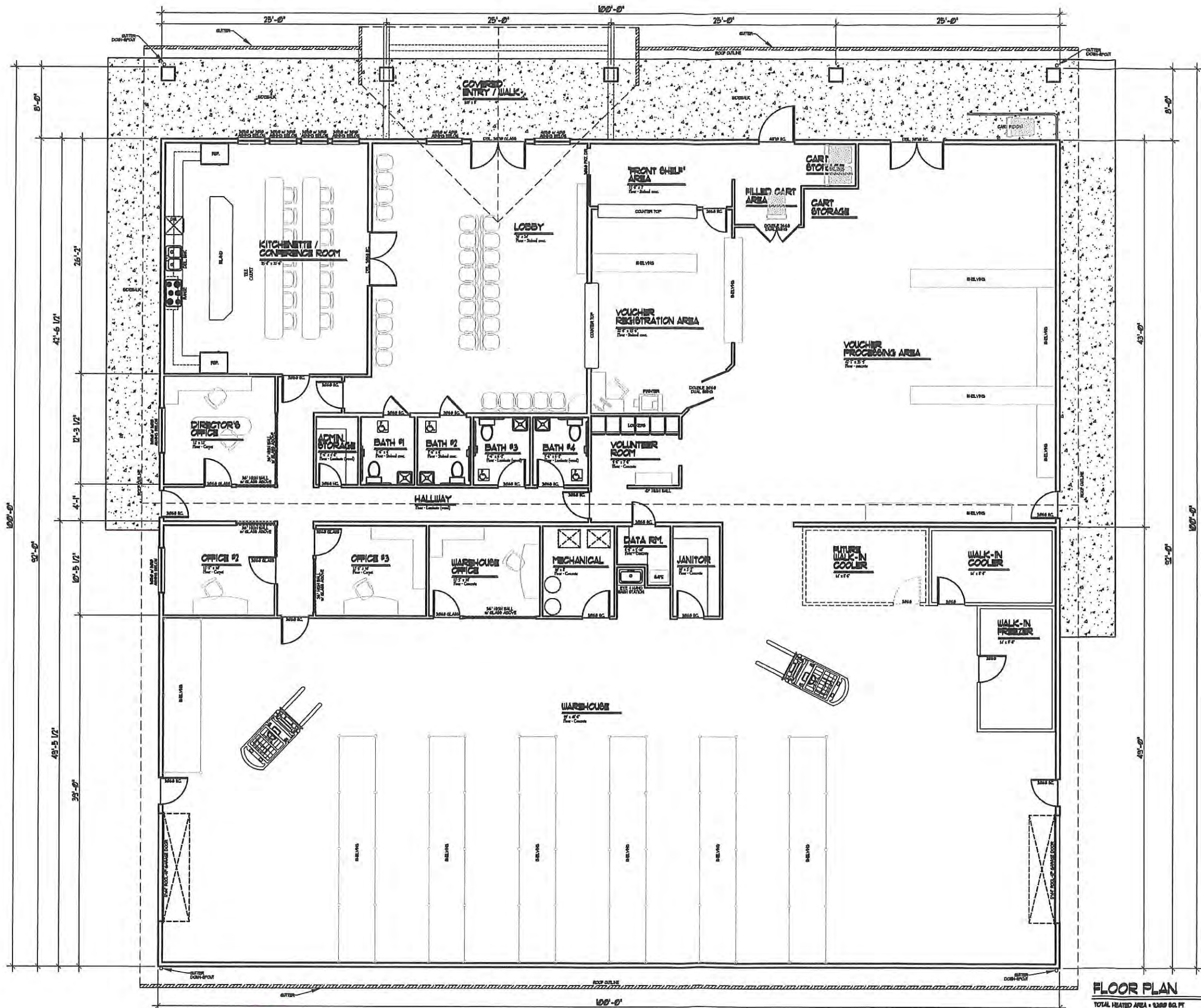
REVISION DATE

CARSON VALLEY FOOD CLOSET
 OWNER: CARSON VALLEY FOOD CLOSET
 1251 WATERLOO LANE
 DOUGLAS COUNTY, NV
 A.P.N. 1220-04-002-022

PROJECT

CONTRACTOR

JOB#: 16059 DRAWN BY: GT



6-24

THIS DOCUMENT IS INTENDED ONLY FOR USE ON THE PROJECT SPECIFIED IN THE TITLE BLOCK. NO WARRANTIES ARE IMPLIED EXCEPT FOR THIS PROJECT AND SPECIFIC LOCATION AUTHORIZED BY THIS ENGINEER.

FLOOR PLAN
 TOTAL HEATED AREA = 1388 SQ. FT.
 COVERED ENTRY = 88 SQ. FT.
 TOTAL BUILDING FOOT PRINT = 1476 SQ. FT.
 SCALE: 1/4" = 1'-0"

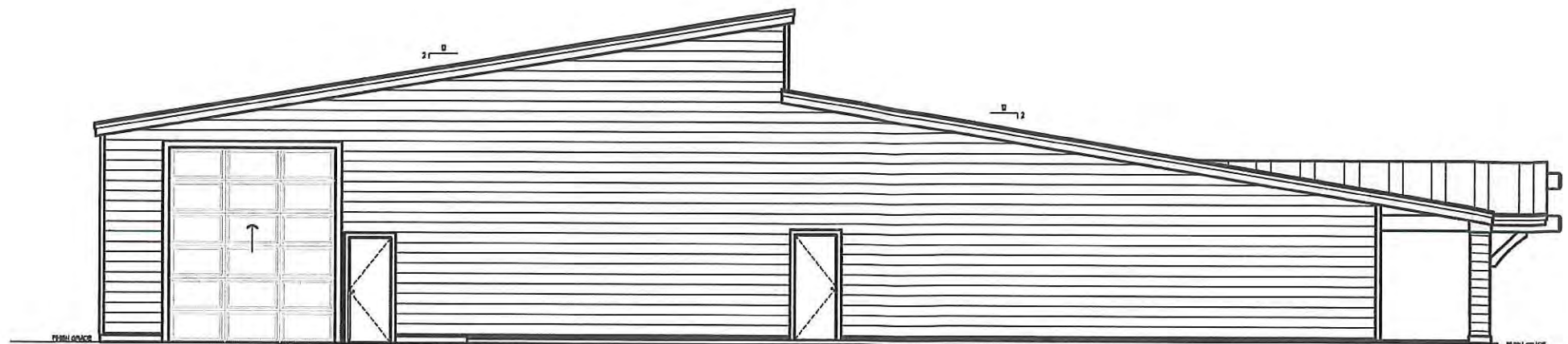


TUDOR CASTLE ENGINEERING, LLC
 An Engineering and Consulting Company
 609 E. 10TH ST., 12 E 1005
 15600 9TH ST. E
 CARLSBAD, NY 0143
 Phone: (773) 225-1274 Fax: (773) 723-2229
 email: ttcastle@tudorcastle.com



ORIGIN DATE: 12/05/16

REVISION DATE



LEFT (EAST) ELEVATION

SCALE 1/4" = 1'-0"



RIGHT (WEST) ELEVATION

SCALE 1/4" = 1'-0"

6-25

CARSON VALLEY FOOD CLOSET

OWNER: CARSON VALLEY FOOD CLOSET
 1251 WATERLOO LANE
 DOUGLAS COUNTY, NY
 A.P.N. 1220-04-002-022

PROJECT



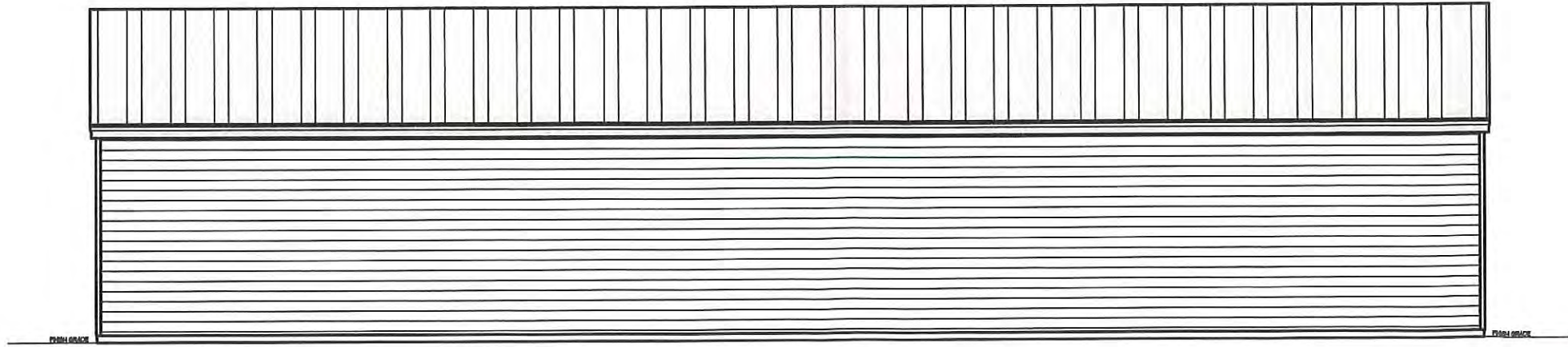
CONTRACTOR

JOB#: 16009 DRAWN BY: OT

A2.1
SHEET



FRONT (NORTH) ELEVATION
SCALE: 1/4" = 1'-0"



REAR (SOUTH) ELEVATION
SCALE: 1/4" = 1'-0"

6-26

--

ORIGIN DATE: 12/05/16
REVISION DATE

CARSON VALLEY FOOD CLOSET
 OWNER: CARSON VALLEY FOOD CLOSET
 1251 WATERLOO LANE
 DOUGLAS COUNTY, NY
 A.P.N. 1220-04-002-022

PROJECT

CONTRACTOR

JOB: 16059 DRAWN BY: OT

A20
 SHEET
© Terry Castle Engineering LLC



ROOFING - ASC - 12" SKYLINE 26 ga STANDING SEAM METAL ROOFING (CHESTNUT BROWN)

WINDOWS - JELDWEN VINYL DUAL PANE (DESERT TAN)

SIDING - MAIN BODY - HARDI-PLANK LAP SIDING (AUTUMN TAN)

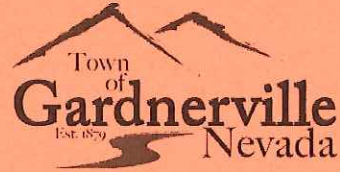
DOORS - MARVIN - ALUMINUM, WOOD CLAD INTERIOR, SOLID CORE (PEBBLE GREY)

TRIM / FASCIA - HARDI - TRIM BOARDS 4/4 (TIMBER BARK)

RevitRender3D.com

6-27

Gardnerville Town Board
AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on a presentation on the principle of Placemaking and the draft scope of work prepared by Project for Public Spaces (PPS) in response to a request by Minden staff for PPS to develop a proposal to work with the communities of Minden and Gardnerville on an all-encompassing place-led, community driven visioning workshop, stakeholder training, and planning review exercise; with public comment prior to Board action. Presentation by Jennifer Davidson, Minden Town Manager, and Tom Dallaire, Gardnerville Town Manager.
2. **Recommended Motion:** Motion to approve the towns' participation with the placemaking workshop and direct staff to budget and pay up to \$15,000 towards the proposed training.
Funds Available: Yes N/A
3. **Department:** Administration
4. **Prepared by:** Tom Dallaire
5. **Meeting Date:** January 3, 2017 **Time Requested:** 45 minutes
6. **Agenda:** Consent Administrative

Background Information: Jennifer and I spoke a couple months back about this training. We were trying to get it done during the winter. With the towns participating, the county is now interested in participating and they are also reaching out to Yerington to see if they will participate as well. We will collectively pay for the training anticipated to be around \$45,000 for the workshop and resulting study.

Town staff wants to team together to get as many stakeholders as we can in the room to discuss the concepts of future development within the community and get some involvement from the community when new improvements are being considered.

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



Scope of Work

Date
October 2016

Purpose

Placemaking is a process that results in quality Places where people want to be. Its outcomes are typically projects and activities (events) of all types and sizes. The process of Placemaking requires engaging and empowering people to participate in the process because they are the source of the ideas and ultimately the champions of the outcomes. Placemaking is a partnership pursued by the public, non-profit, and private sectors over a period of time.

The purpose of this project is to work with the communities of Minden and Gardnerville, Nevada on a place-led, community-driven visioning workshop, stakeholder training, and plan review during the winter of 2016/2017.

PPS Staff Involvement:

Laura Torchio, Project Manager, Deputy Director of Transportation Initiatives
David Leyzerovsky, Project Associate
Priti Patel, Design Associate

Proposed Task List & Table of Contents

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7-2



Task 1: Project Management

The purpose of this task is overall project administration and team coordination.

1.1 Project Administration

PPS staff will create a brief scope of work, budget, and schedule to meet the needs of Minden and Gardnerville's desire to conduct place-led visioning training and public workshops. The PPS staff will be responsible for ongoing communication and project status updates with the client.

1.2 Project Team Coordination

The PPS staff will work closely with Minden and Gardnerville to establish a Project Team and coordinate up to five (5) five check-in calls leading up to and following the on-site workshop convening. The calls will serve as a time to plan, voice concerns and questions, and provide guidance to the Project Team team. Call agendas may focus on specific components of the workshop (like the power of 10 exercise), community engagement best practices, generating a workshop participant list, etc. A follow up call will be held to review the draft summary report.

Assumptions

- It is anticipated that the Placemaking Visioning Workshop will span 3 days and include training as well as public engagement.
- It is anticipated that some community outreach will be conducted by the Project Team prior to PPS facilitating the 3-day workshop – possibly during the Christmas Festival in early December

Client Responsibility

- Establish a Project Team comprised of key leaders from Minden and Gardnerville

Deliverables

- Scope, Schedule, Fee
- Contract and Invoices
- Meeting Agendas & Notes

Task 2: Pre Workshop and Public Outreach

The PPS staff will provide the Project Team with tools to conduct the Power of 10/Placemapping exercise at a public event prior to the on-site workshop. The Power of 10 exercise will have participants map out the best, the worst, and the in-between places in Minden and Gardnerville. The resulting map allows the team to determine the most important connections to establish within the two towns and will also give a sense of the community's unique set of values and preferences. This work will inform key discussion points during our workshop, and help will prioritize possible Lighter, Quicker, Cheaper intervention alternatives. PPS will provide instructions, graphics, and display boards. Furthermore, PPS will also dedicate time during our team call to train the Minden and Gardnerville team to answer questions about the exercise and to provide additional instructions.

Assumptions

- Public outreach will be conducted at an established community event like the Christmas Festival in early December

Client Responsibility

- Facilitate public outreach and record results in preparation for training and public workshop

Deliverables

- Instructions and checklists for facilitation



Task 3: On-Site Day 1: Stakeholder Training

Task 3 will be the first step in institutionalizing place governance with Minden and Gardnerville through a training workshop for key stakeholders. Place governance is organizing governance around creating successful public spaces and generating a shared value for your constituents. Successful public spaces inspire civic pride and ownership from a community, and most importantly, build place capital. By fostering place capital, the boards of Minden and Gardnerville will be equipped with tools to generate sustainable economic growth, and shared wealth (built and natural) of the public realm.

3.1 Project Team Field Visit and Debrief

Upon arrival PPS will conduct a field visit to key locations in Minden and Gardnerville. The field visit will let the PPS team become more familiar with the community and assess findings following the Power of 10 exercise. The field visit will also give the PPS team chance to further tailor and contextualize workshop materials for the community workshop forum.

3.2 Stakeholder Training

PPS will provide the towns of Minden and Gardnerville with an individual training seminar for key stakeholders. The purpose of the seminar is to express the critical components of the placemaking process into the Minden and Gardnerville strategic plan, and implement a place-governance vision. This training could help institute the placemaking process as a focal part of Minden and Gardnerville's growth and development strategy. Overall, the workshop will train board professionals to regard capital projects in a different light and also to work more effectively with communities through an engaging community involvement process.

Assumptions

- Field tour will take place in the morning
- Stakeholder training will take place in the afternoon (during business hours).

Client Responsibility

- Coordinate pre-training Project Team tour
- Handle workshop logistics – invitations, location, set-up, refreshments
- Print and prepare workshop materials

Deliverables

- Workshop needs checklist
- Digital presentation materials

Task 4: On-Site Day 2: Placemaking/Streets as Places Workshop

The purpose of this task is to cast a wide net to include the public in the placemaking process and build on the public engagement conducted in Task 2.

4.1 Stakeholder Interviews

For the first part of day 2, PPS will conduct interviews with key stakeholders that may not be able to attend the evening open house workshop. The key stakeholder list should be developed by the boards of Minden and Gardnerville in advance of our visit. When developing such a list we encourage the town boards to consider issues like access and equity. For example, it may make sense for the PPS team to give a presentation for a senior citizen community that may have trouble attending the workshop. Similarly, it may make sense for PPS to stage a pop-up workshop in the morning for under-represented communities that may feel left out of the planning process. The stakeholder interview would be an abbreviated form of engagement that PPS will execute during the evening proceedings.

7-4



4.2 Placemaking / Streets as Places Public Workshop

In the evening PPS will engage in a Placemaking/Street as Places public workshop for the Town of Minden and Gardnerville. The workshop will build on the placemapping feedback from Task 2 and provide both practical information as well as inspiration to people who want to improve the public realm in their city, town and region.

The workshop will cover three (3) primary elements: Placemaking, Streets as Places, and Lighter, Quicker, Cheaper approach to action.

Placemaking:

- Provide participants with general overview of the idea of Placemaking and its benefits
- Introduce the concept of using public spaces as the infrastructure for developing and improving an area
- Train community members and stakeholders who want to improve public spaces (small or large) in their neighborhoods or their front yards towards the creation of a livelier whole
- Give participants a sense of the value of Place, how places operate, and the ability to observe and evaluate what kind of changes can be made to improve a place

Streets As Places:

- Provide participants with general overview of “Streets as Places”
- Provide participants with the qualities that make streets successful
- Review design principals, sociability principals, and successful street linkages
- Review successful contextually sensitive case studies that have successfully adopted the Streets as Places concept

Lighter Quicker Cheaper:

- Provide participants with the principles of Lighter, Quicker, Cheaper (LQC) tool as an agent of change
- Present case studies of successful examples in similar communities.

Assumptions

- Key Stakeholders who participated in the previous day’s training will help facilitate this public workshop

Client Responsibility

- Stakeholder interview list
- Handle workshop logistics – invitations, location, set-up, refreshments
- Print and prepare workshop materials

Deliverables

- Workshop needs checklist
- Digital presentation materials

Task 5: On-Site Day 3: Lighter, Quicker, Cheaper Action Plan

This task will serve to put it all together and set the table for action.

5.1 Project Team Debrief

PPS will begin with a debrief of the previous days’ activities, findings, and conclusions.



5.2 Design 2 LQC's and Action Plans (for spring implementation)

The respective municipal boards of Minden and Gardnerville will work in groups, with PPS staff to create a Lighter, Quicker, Cheaper vision for the two towns. The vision will be informed by the previous days' discussions, as well as the opportunities identified in the Power of Ten/Placemapping exercise from Task 2. PPS staff will lead the discussion and work with the municipal boards to develop quick collages/drawings and sketches to support the vision. Participants will walk away with Action Plans which identify the activities, amenities, partners, and time frame necessary for implementation.

Client Responsibility

- Handle workshop logistics – invitations, location, set-up, refreshments
- Print and prepare workshop materials

Deliverables

- Workshop needs checklist
- Digital presentation materials

Task 6: Summary Report

PPS will work on condensing and refining the input gathered over the course of three days and several interactive activities, into a summary report. The summary report will include analysis, recommendations, barriers and action items for the Minden and Gardnerville. Additionally, the report will include a section on relevant benchmarks, project experiences and best practices for long term 'Lighter, Quicker, Cheaper' projects. PPS will also include all presentations, tools and materials used as part of the deliverable.

Deliverables

- Draft and Final summary report outlining proposed revisions to agreed-upon documents.

Task 7: Institutionalizing Placemaking through Place Governance

Place Governance is a holistic and participatory model of city-building that facilitates the capacity of a community to drive and sustain its own shared values around place. By breaking down silos between city departments and disciplines, place governance aims to refocus policies, laws, and management in order to be most responsive and close to the people served.

In this task, we will review existing strategies, plans, and policies through the lens of placemaking and make recommendations for institutionalizing a place-led, community-driven process into the norms and customs of Minden and Gardnerville to foster creativity, community ownership, and robust public benefits.

7.1 Review Existing Tools and Strategies

With the help of the Project Team, PPS will compile relevant plans, regulations, policies, and programs as candidates for this review. Examples might include municipal or county master plans, zoning and other land use regulations, Complete Streets policies, or community arts programs.

7.2 Literature Review of Best-Practice Examples

PPS will conduct a literature search and review of best-practice examples from which to inspire language. Depending on the documents chosen for review by the Project Team in task 7.2, the research can include topics on place, form-based codes, non-motorized transportation, redevelopment, equity, health, and others.

7-6



7.3 Technical Memorandum

Finally, a technical memorandum will be created documenting the purpose and outcomes of this task. It will include recommendations for specific language to be included or eliminated from the selected documents for the purpose of institutionalizing placemaking into the governance of both Minden and Gardnerville.

Assumptions

- It is anticipated that this task will not only serve to institutionalize placemaking into selected documents and/or processes, but to become a model for leading with place in future work.
- PPS is prepared to review and comment on up to four (4) key plans to be determined by the Project Team.
- This task will take place off-site with communication via email, phone, or other shared media.
- Up to four (4) additional Project Team calls will be included in this task.

Client Responsibility

- Minden and Gardnerville will provide relevant plans, policies, etc.
- Minden and Gardnerville will participate in Project Team calls

Deliverables

- Draft and Final Technical memorandum outlining proposed revisions to agreed-upon documents.

Schedule and Fee Estimate

See attached

NEVADA: MINDEN/GARDNERVILLE

Approved by VP Finance

Project for Public Spaces, Inc.

Labor:

Duration ~4 Mos. GT LT DL PP Total Task Cost: Task Hours:

TASK/HOURS:

	GT	LT	DL	PP	Total	Task Cost:	Task Hours:
1 - Project Management						\$13,982.86	167
1.1 Administration	2	35	15	10		\$7,027.46	62
1.2 Project Team Coordination	5	20	25	15		\$6,955.40	65
2 - Pre Workshop and Public Outreach						\$3,717.50	40
1.1 Pre Workshop and Public Outreach		5	15	20		\$3,717.50	40
3 - On-Site Day 1: Stakeholder Training						\$1,519.00	15
3.1 Project Team Field Visit and Debrief		5	5	5		\$1,519.00	15
3.2 Stakeholder Training		5	5	5		\$1,519.00	15
4 - On-Site Day 2: Placemaking/Streets as Places						\$1,822.80	18
4.1 Stakeholder Interviews		3	3	3		\$911.40	9
4.2 Placemaking / Streets as Places Public Workshop		3	3	3		\$911.40	9
5 - On-Site Day 3: Lighter, Quicker, Cheaper Action Plan						\$1,822.80	18
5.1 Project Team Debrief		3	3	3		\$911.40	9
5.2 Design 2 LQC's and Action Plans		3	3	3		\$911.40	9
6 - Summary Report						\$5,916.00	65
6.1 Summary Report		5	30	30		\$5,916.00	65
7 - Institutionalizing Place Governance						\$6,355.70	60
7.1 Review Existing Tools and Strategies		5	5	10		\$6,355.70	60
7.2 Literature Review							
7.3 Tech Memo	10	5	25	20		\$6,355.70	60

Total Hours: 22 97 152 137 383

Fully Loaded Rate: \$175.88 \$127.92 \$87.94 \$87.94
 Subtotal - Labor: \$3,869.36 \$12,408.24 \$13,366.88 \$12,047.78

Direct Expenses
 Lodging & Travel \$2,500.00
 Meals \$200.00
 Miscellaneous \$300.00
 Subtotal - Expenses: \$3,000.00

TOTAL: \$44,692.26 \$38,336.56

7-8

Change in Earnings

This number represents total change in earnings resulting from the initial, user-made change. This figure includes the initial change. The change in earnings figure is dependent upon the multiplier listed below.

- **Initial:** This number represents the initial change in earnings as input by the user, and therefore does not include ripple effects. If a user has made the input in terms of earnings, this figure will match exactly what the user entered. If in terms of jobs or sales, this number will represent the conversion to earnings from those other terms.
- **Direct:** The effect of new input purchases by the initially changed industries. This is the first round of impacts. This change is due to inter-industry effects.
- **Indirect:** The subsequent ripple effect in further supply chains resulting from the direct change. In more awkward terms, this shows the sales change in the supply chains of the supply chain, as a result of the direct change. This is the sum of the second and subsequent rounds of impact. This change is due to inter-industry effects.
- **Induced:** This change is due to the impact of the new earnings, investment, and government created by the initial, direct, and indirect changes. Induced effects enter the economy as employees spend their paychecks in the region, businesses invest to grow their operations, and government spends more to support the changes.

Change in Jobs

The total number of jobs changed, including the initial change.

- **Initial:** This number represents the initial change in jobs as input by the user, and therefore does not include ripple effects. If a user has made the input in terms of jobs, this figure will match exactly what the user entered. If in terms of earnings or sales, this number will represent the conversion to jobs from those other terms.
- **Direct:** The effect of new input purchases by the initially changed industries. This is the first round of impacts. This change is due to inter-industry effects.
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- **Induced:** This change is due to the impact of the new earnings, investment, and government created by the initial, direct, and indirect changes. Induced effects enter the economy as employees spend their paychecks in the region, businesses invest to grow their operations, and government spends more to support the changes.

Taxes on Production and Imports

Taxes on production and imports (TPI) consist of tax liabilities, such as general sales and property taxes, that are chargeable to business expense in the calculation of profit-type incomes. Special assessments are also included. TPI is comprised of state and local taxes—primarily non-personal property taxes, licenses, and sales and gross receipts taxes—and Federal excise taxes on goods and services.

Further Explanation of Taxes on Production and Imports

- GDP: Represents the total dollar value of all goods and services produced over a specific time period; you can think of it as the size of the economy.
- Calculated from the national income and product accounts (NIPA).
- Is based on a double-entry accounting to report the monetary value and sources of output produced and the distribution of incomes that production generates.
- Is reported in a table summarizing income on the left (debit, revenue) side and production on the right (credit, expense) side of a two-column accounting report.
- The totals on both sides must be equal and reflect GDP, one by income, the other by expense (Production).
- Taxes on production and imports is on the income side of the NIPA Report.
- Taxes on production and imports (TOPI) consist of tax liabilities, such as general sales and property taxes, that are chargeable to business expense in the calculation of profit-type incomes. Also included are special assessments. TOPI is the sum of state and local taxes, primarily nonpersonal property taxes, licenses, and sales and gross receipts taxes, and Federal taxes, which is composed of excise taxes on goods and services.

A great place needs to have at least 10 things to do in it or 10 reasons to be there. These could include, for instance, a place to sit, art to touch, music to hear, food to purchase, historic information to learn about, and books to read. Most of the uses and ideas have to come from the people who would use the space and hopefully be somewhat unique to that place.

These 10 great places should also define people's experience of a city, and be dynamic enough to attract a range of user groups, keep people coming back, and continue evolving.

Think about the special places in Gardnerville.

What do you like about those places?

How many quality places are located in the community, and how connected are they? Are there places that should be more meaningful but aren't?

Answering these questions can help Placemakers determine both individually and collectively where they need to focus their energies. This simple, common sense idea can be transformative for evaluating and strategically improving an entire town or community. It gets people really thinking and challenges them as never before.

Example of what this list could look like

A city/region needs 10+ MAJOR DESTINATIONS

Example: Chicagoland region

- Brookfield Zoo
- Museum Campus
- Forest preserve bike trail
- Navy Pier
- Ravinia Festival
- Frank Lloyd Wright houses
- Baha'i Temple
- Lake Michigan lakefront path
- St. Patrick's Day Parade
- Soldier Field
- Second City
- Apple picking
- Chicago Botanic Garden
- Indiana Dunes National Lakeshore
- Historic Pullman District
- Downtown Chicago
- Chinatown

A Destination needs 10+ PLACES

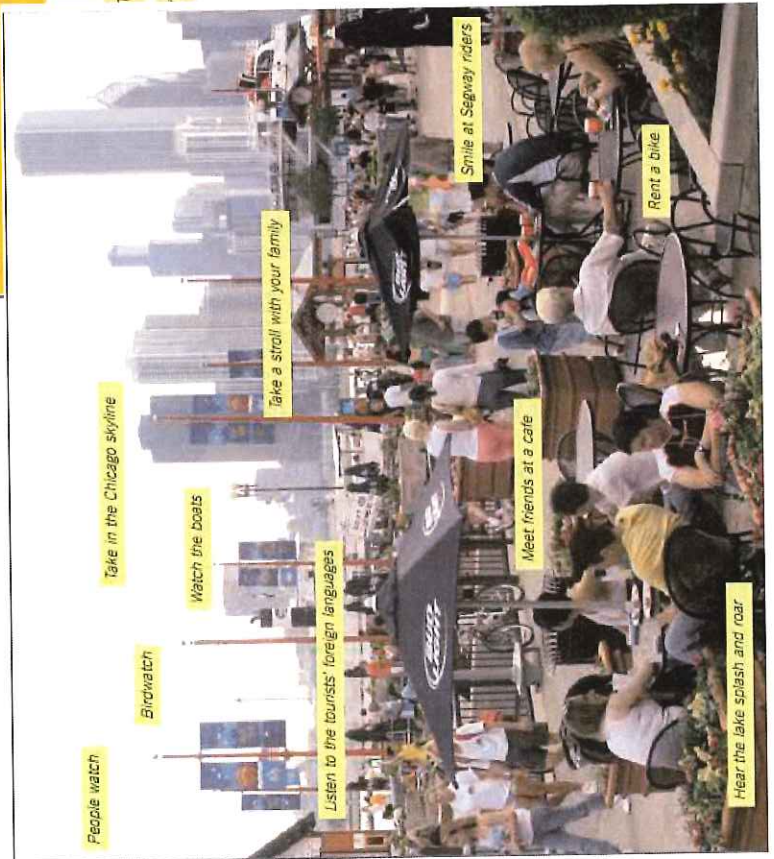
Example: Downtown Chicago

- Navy Pier
- Crown Fountain
- Ice rink
- Taste of Chicago
- Popcorn shops
- Shopping
- "The Bean," aka Cloud Gate
- Harold Washington Library
- Grant Park
- Sears Tower
- Gene Siskel Film Center
- Daley Plaza
- Chicago Riverwalk
- Green City Market
- Chicago Theatre
- Mies buildings
- World-class restaurants
- Looptopia
- Buckingham Fountain

Each place needs 10+ THINGS TO DO

Example: Daley Plaza, Downtown Chicago

- Sit on the Picasso statue
- Meet up for Chicago's Critical Mass ride
- Join ethnic celebrations
- Read the newspaper
- Take a break after getting your driver's license
- Eat lunch outside
- Listen to free lunchtime music
- Visit two churches and a synagogue within a block



How many quality places are located in the community, and how connected are they? Are there places that should be more meaningful but aren't?

What is your favorite place (area) in Gardnerville?

Why did you pick location (area), what makes it your favorite place?

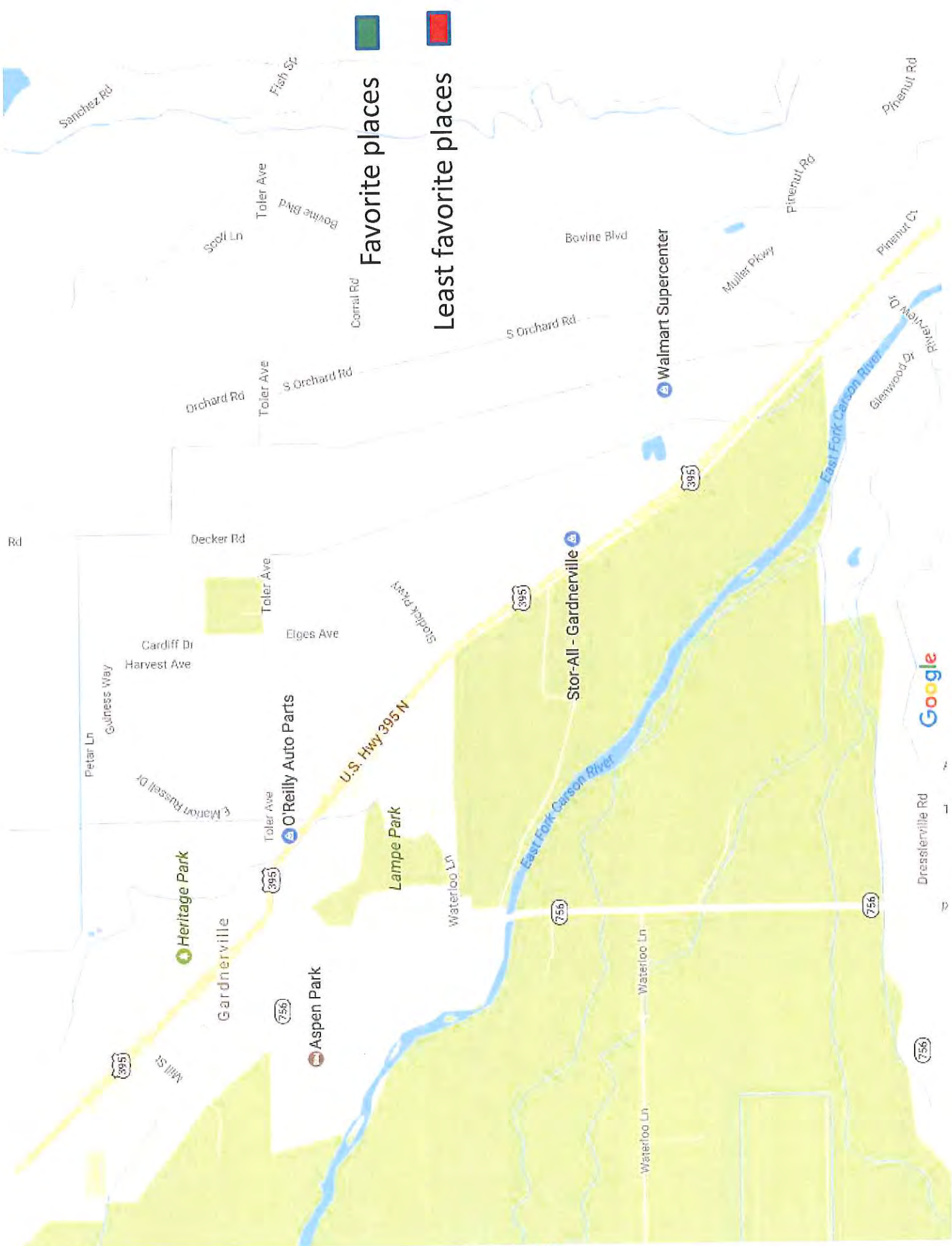
Is there anything that could it be better?

7-13

What area or place do of town do you like least?

Why did you pick that area?

What would need to be improved for your to use that area?



7-14

PLACEMAKING

What if we built our cities around places?



WHAT IS PLACEMAKING?

Placemaking inspires people to collectively reimagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share, placemaking refers to a collaborative process by which we can shape our public realm in order to maximize shared value. More than just promoting better urban design, placemaking facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution.

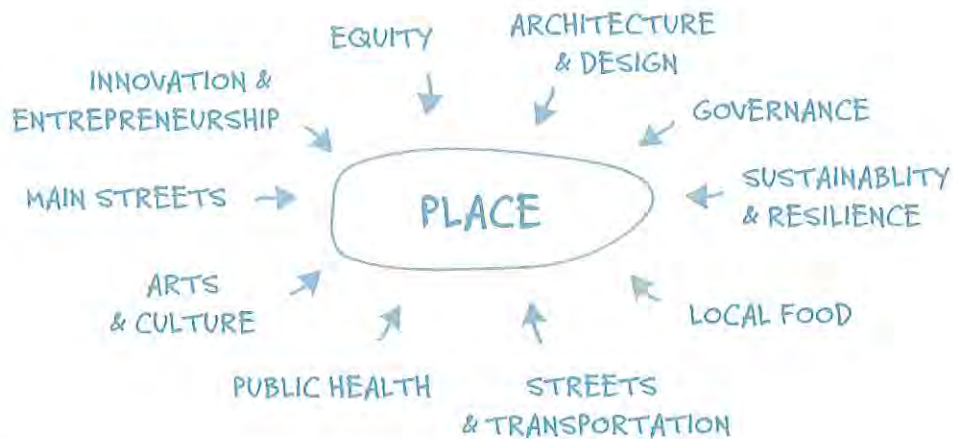


Cities have the capability of providing something for everybody, only because, and only when, they are created by everybody

-Jane Jacobs

Public Space at the Crossroads

Public space is inherently multidimensional. Successful and genuine public spaces are used by many different people for many different purposes at many different times of the day and the year. Because public spaces harbor so many uses and users—or fail to do so—they are also where a staggering cross-section of local and global issues converge.



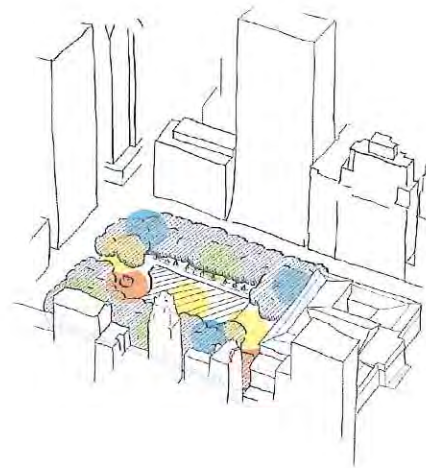
Public space is for negotiating the interface between our homes, our businesses, our institutions, and the broader world. Public space is how we get to work, how we do our errands, and how we get back home. Public space is where nearly half of violent crimes happen. Public space is where policing ensures safety for some but not others. Public space is for buying and selling, or for meeting, playing, and bumping into one another. Public space is for conveying our outrage and our highest aspirations, as well as for laying the most mundane utilities and infrastructure. And when we let it, public space can be a medium for creativity, expression, and experimentation.

In short, public space is where so many tragedies and triumphs of the commons play out. And that's why getting it right matters. The ten issue areas where we believe placemaking can have the most transformative impact are: *equity & inclusion; streets as places; architecture of place; innovation hubs; market cities; place governance; sustainability & resilience; rural communities; creative placemaking; and health.*

POWER OF 10+

How Cities Transform through Placemaking

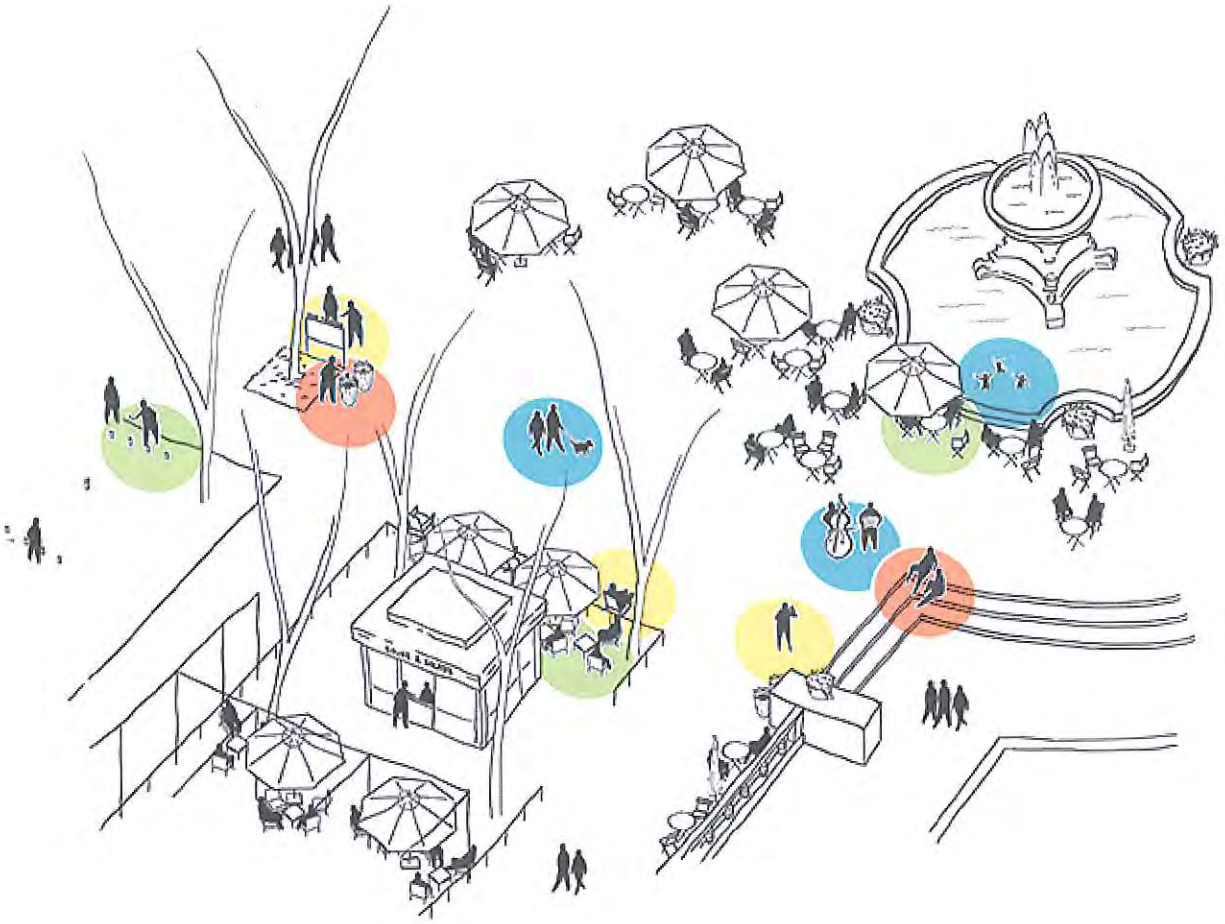
To be successful, cities need destinations. They need destinations that give an identity and image to their communities, and that help attract new residents, businesses, and investment. But they also need strong community destinations that attract people. A destination might be a downtown square, a main street, a waterfront, a park, or a museum. Cities of all sizes should have at least 10 destinations where people want to be. What makes each destination successful is that it has multiple places within it. For example, a square needs at least 10 places: a café, a children's play area, a place to read the paper or drink a cup of coffee, a place to also sit, somewhere to meet friends, etc. Within each of the places, there should be at least 10 things to do. Cumulatively, these activities, places and destinations are what make a great city. We call this big idea the "Power of 10+."



City/Region
10+ MAJOR DESTINATIONS



Destination
10+ PLACES IN EACH



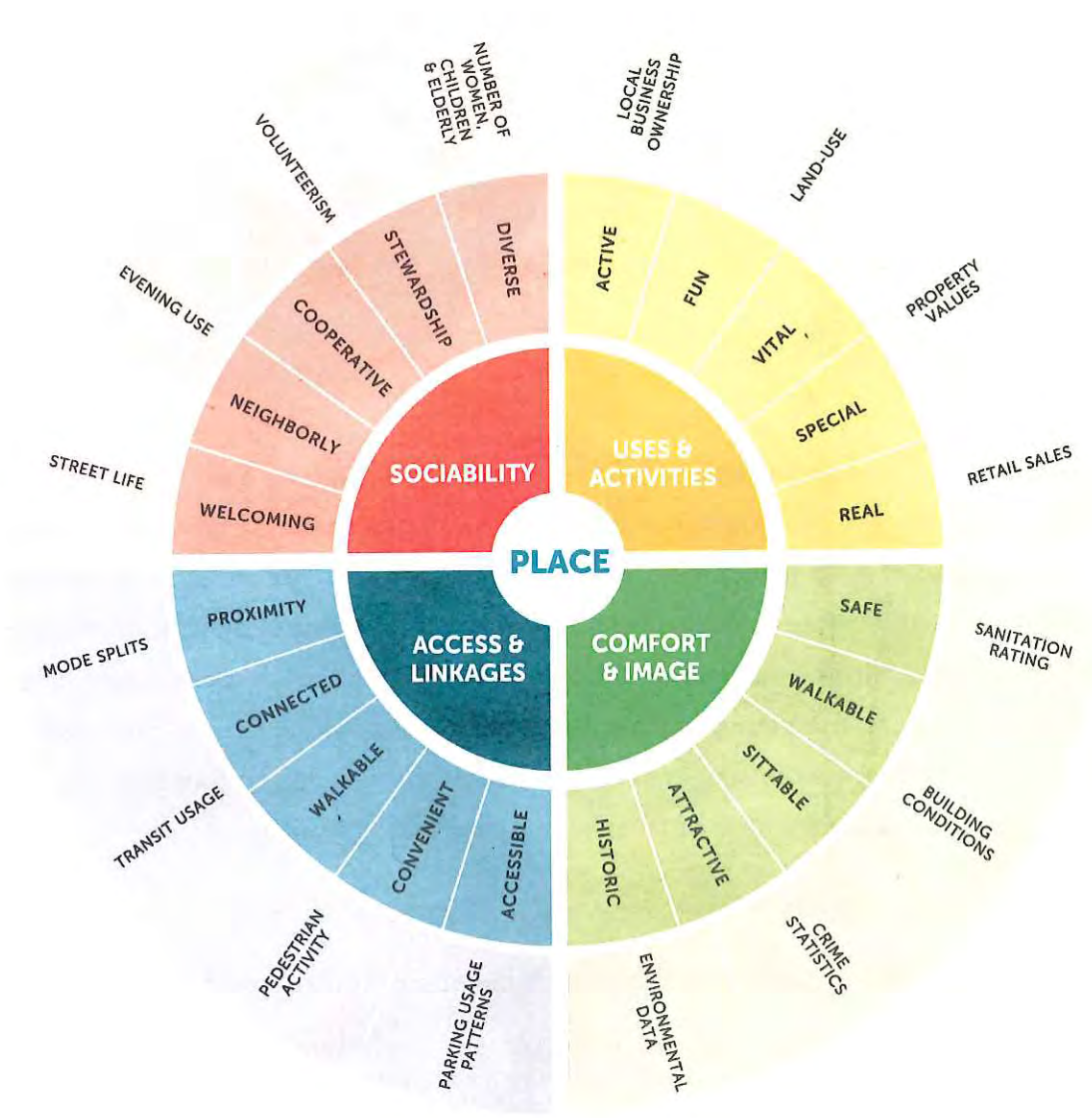
Place
10+ THINGS TO DO,
LAYERED TO CREATE SYNERGY

WHAT MAKES A GREAT PLACE?

It's surprisingly simple.

Most great places, whether a grand downtown plaza or humble neighborhood park, share four key attributes:

1. They are accessible and well connected to other important places in the area.
2. They are comfortable and project a good image.
3. They attract people to participate in activities there.
4. They are sociable environments in which people want to again and again.



KEY ATTRIBUTES ● INTANGIBLES ● MEASUREMENTS

Cities fail and succeed at the scale of human interaction



7-21



Access & Linkages

You can easily judge the accessibility of a place by noting its connections to the surroundings, including the visual links. A great public space is easy to get to, easy to enter, and easy to navigate. It is arranged so that you can see most of what is going on there, both from a distance and up close. The edges of a public space also play an important role in making it accessible. A row of shops along a street, for instance, is more interesting and generally safer to walk along than a blank wall or an empty lot. Accessible spaces can be conveniently reached by foot and, ideally, public transit, and they have high parking turnover.

Questions to consider about Access & Linkages:

- *Can you see the space from a distance? Is its interior visible from the outside?*
- *Is there a good connection between this place and adjacent buildings? Or, is it surrounded by blank walls, surface parking lots, windowless buildings, or any other elements that discourage people from entering the space?*
- *Do occupants of adjacent buildings use the space?*
- *Can people easily walk there? Or are they intimidated by heavy traffic or bleak streetscapes?*
- *Do sidewalks lead to and from the adjacent areas?*
- *Does the space function well for people with disabilities and other special needs?*
- *Do the paths throughout the space take people where they actually want to go?*
- *Can people use a variety of transportation options—bus, train, car, and bicycle—to reach the place?*





Comfort & Image

A space that is comfortable and looks inviting is likely to be successful. A sense of comfort includes perceptions about safety, cleanliness, and the availability of places to sit. A lack of seating is the surprising downfall of many otherwise good places. People are drawn to places that give them a choice of places to sit, so they can be either in or out of the sun at various times of day or year.

Questions to consider about Comfort & Image:

- *Does the place make a good first impression?*
- *Are there as many women as men?*
- *Are there enough places to sit? Are seats conveniently located? Do people have a choice of places to sit, either in the sun or shade?*
- *Are spaces clean and free of litter? Who is responsible for maintenance?*
- *Does the area feel safe? Are there security personnel present? If so, what do these people do? When are they on duty?*
- *Are people taking pictures? Are there many photo opportunities available?*
- *Do vehicles dominate pedestrian use of the space, or prevent them from easily getting to the space?*



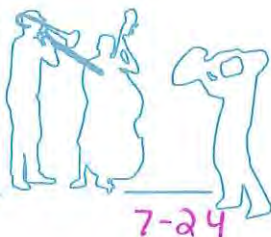


Uses & Activities

A range of activities are the fundamental building blocks of a great place. Having something to do gives people a reason to come (and return) to a place. When there is nothing interesting to do, a space will sit empty. That's the best measure that something is wrong. A carefully chosen range of activities will help a place attract a variety of people at different times of the day. A playground will draw young kids during the day, while basketball courts draw older kids after school, and concerts bring in everyone during the evening.

Questions to consider about Uses & Activities:

- *Are people using the space, or is it empty?*
- *Is it used by people of different ages?*
- *How many different types of activities are occurring at one time—people walking, eating, playing baseball, chess, relaxing, reading?*
- *Which parts of the space are used and which are not?*
- *Is there a management presence, or can you identify anyone in charge of the space?*





Sociability

This is the most important quality for a place to achieve—and the most difficult. When a place becomes a favorite spot for people to meet friends, greet their neighbors, and feel comfortable interacting with strangers, then you are well on your way to having a great place.

Questions to consider about Sociability:

- *Is this a place where you would choose to meet your friends? Are others meeting friends here?*
- *Are people in groups? Are they talking with one another? Do they talk to people in other groups?*
- *Do people seem to know each other by face or by name?*
- *Do people bring their friends and relatives to see the place? Do they point to its features with pride?*
- *Are people smiling? Do people make regular eye contact with each other?*
- *Do many people use the place frequently?*
- *Does the mix of ages and ethnic groups generally reflect the community at large?*
- *Do people tend to pick up litter when they see it?*

What attracts people most, it would appear,
is other people.

- William "Holly" Whyte

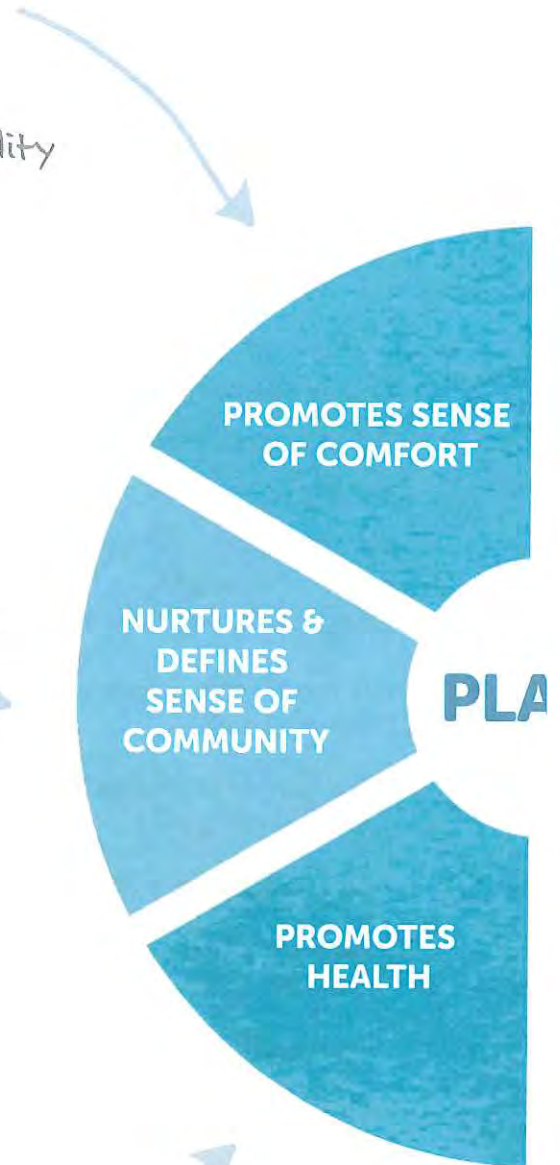


THE BEN GREAT |

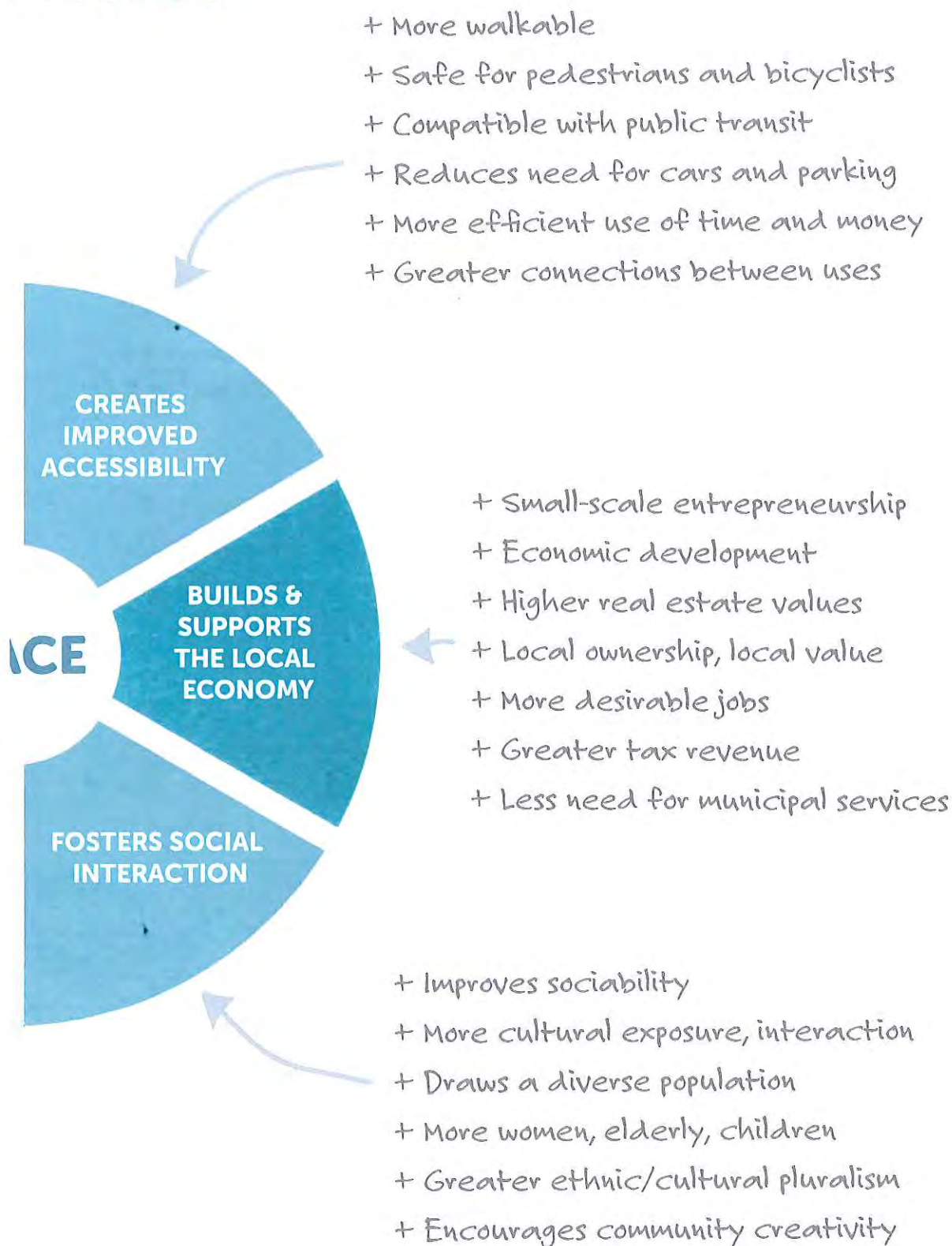
- + Visually pleasing
- + Generally stimulating
- + Sense of belonging
- + Greater security
- + Better environmental quality
- + Feeling of freedom

- + Greater community organization
- + Sense of pride and volunteerism
- + Perpetuation of integrity and values
- + Less need for municipal control
- + Self-managing

- + Increased physical activity
- + Access to fresh food
- + Greater security
- + Greater social inclusion
- + Enhanced environmental health



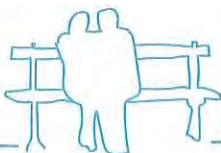
EFITS OF PLACES



11 PRINCIPLES FOR CREATING GREAT COMMUNITY PLACES

Effective public spaces are extremely difficult to accomplish because their complexity is rarely understood. As William (Holly) Whyte said, “It’s hard to design a space that will not attract people. What is remarkable is how often this has been accomplished.”

PPS has identified 11 key principles for transforming public spaces into vibrant community places, whether they are parks, plazas, public squares, streets, sidewalks, or the myriad other outdoor and indoor spaces that have public uses in common. These principles are:



*It takes a place to create a community and
a community to create a place*

7-28

Underlying Ideas

- ① *The Community is The Expert*
- ② *Create a Place, Not a Design*
- ③ *Look for Partners*
- ④ *They Always Say “It Can’t Be Done.”*

Planning & Outreach Techniques

- ⑤ *Have a Vision*
- ⑥ *You Can See a Lot Just By Observing*

Translating Ideas into Action

- ⑦ *Form Supports Function*
- ⑧ *Triangulate*
- ⑨ *Experiment: Lighter, Quicker, Cheaper*

Implementation

- ⑩ *Money Is Not The Issue*
- ⑪ *You Are Never Finished*

1. The community is the expert

The important starting point in developing a concept for any public space is to identify the talents and assets within the community. In any community there are people who can provide historical perspective, valuable insights into how the area functions, and an understanding of critical issues. Tapping this information at the beginning of the process will help to create a sense of community ownership in the project that can be of great benefit to both the project sponsor and the community.

2. Create a place, not a design

To make an under-performing space into a vital “place,” physical elements must be introduced that would make people welcome and comfortable, such as seating and new landscaping, and also through “management” changes in the pedestrian circulation pattern and by developing more effective relationships between the surrounding retail and the activities going on in the public spaces. The goal is to create a place that has both a strong sense of community and a comfortable image, as well as a setting and activities and uses that collectively add up to something more than the sum of its often simple parts. This is easy to say, but difficult to accomplish.

3. Look for partners

Partners are critical to the future success and image of a public space improvement project. Whether you seek partners at the start to plan for the project, or brainstorm and develop scenarios with a dozen partners who might participate in the future, these collaborations are invaluable in providing support and getting a project off the ground. They can be local institutions, museums, schools, and others.

4. They always say “It can’t be done.”

One of Yogi Berra’s great sayings is “If they say it can’t be done, it doesn’t always work out that way,” and we have found it to be appropriate for our work as well. Creating good public spaces is inevitably about encountering obstacles, because no one in either the public or private sectors has the job or responsibility to “create places.” For example, professionals such as traffic engineers, transit operators, urban planners and architects all have narrow definitions of their job – facilitating traffic or making trains run on time or creating long term schemes for building cities or designing buildings. Their job, evident in most cities, is not to create “places.” Starting with small scale community-nurturing improvements can demonstrate the importance of “places” and help to overcome obstacles.

5. You can see a lot just by observing

We can all learn a great deal from the successes and failures of others. By looking at how people use public spaces and finding out what they like and don’t like about them, it is possible to assess what makes them work. Through these observations, it becomes clear what kinds of activities are missing, and what might be incorporated. And when the spaces are built, continuing to observe them will teach us even more about how they evolve and can be managed over time.



6. *Have a vision*

The vision needs to come out of each individual community; however, essential to a vision for any public space is an idea of what kinds of activities might be happening in the space, a vision that the space should be comfortable and have a good image, and that it should be an important place where people want to be. It should instill a sense of pride in the people who live and work in the surrounding area.

7. *Form supports function*

The input from the community and potential partners, the understanding of how other spaces function, the experimentation, and overcoming the obstacles and naysayers provides the concept for the space. Although design is important, these other elements tell you what “form” you need to accomplish the future vision for the space.

8. *Triangulate*

“Triangulation is the process by which some external stimulus provides a linkage between people and prompts strangers to talk to other strangers as if they knew each other” (Holly Whyte). In a public space, the choice and arrangement of different elements in relation to each other can put the triangulation process in motion (or not). For example, if a bench, a wastebasket and a telephone are placed with no connection to each other, each may receive a very limited use, but when they are arranged together along with other amenities such as a coffee cart, they will naturally bring people together (or triangulate!). On a broader level, if a children’s reading room in a new library is located so that it is next to a children’s playground in a park and a food kiosk is added, more activity will occur than if these facilities were located separately.

9. *Experiment: Lighter, Quicker, Cheaper*

The complexity of public spaces is such that you cannot expect to do everything right initially. The best spaces experiment with short term improvements that can be tested and refined over many years! Elements such as seating, outdoor cafes, public art, striping of crosswalks and pedestrian havens, community gardens and murals are examples of improvements that can be accomplished in a short time.

10. *Money is not the issue*

This statement can apply in a number of ways. For example, once you've put in the basic infrastructure of the public spaces, the elements that are added that will make it work (e.g., vendors, cafes, flowers and seating) will not be expensive. In addition, if the community and other partners are involved in programming and other activities, this can also reduce costs. More important is that by following these steps, people will have so much enthusiasm for the project that the cost is viewed much more broadly and consequently as not significant when compared with the benefits.

11. *You are never finished*

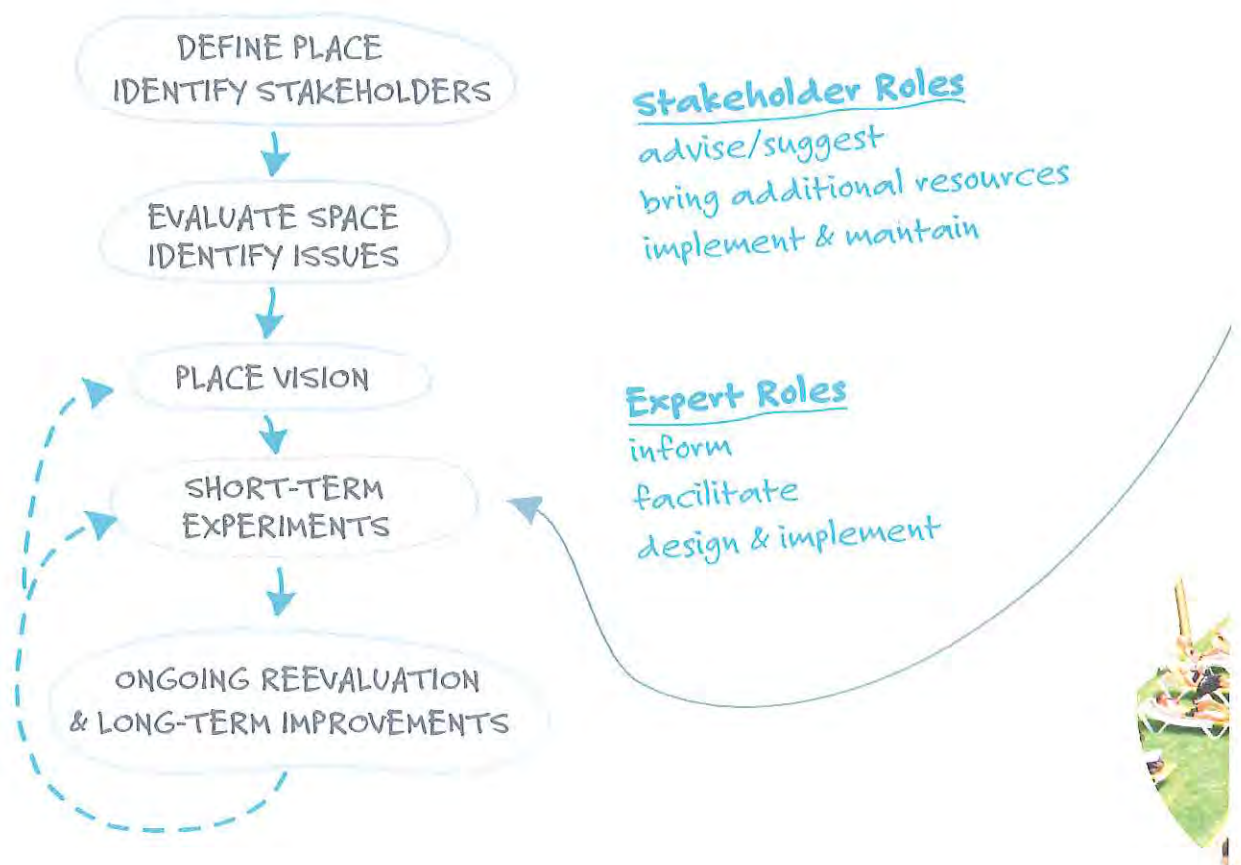
By nature good public spaces that respond to the needs, the opinions and the ongoing changes of the community require attention. Amenities wear out, needs change and other things happen in an urban environment. Being open to the need for change and having the management flexibility to enact that change is what builds great public spaces and great cities and towns.



THE PLACEMAKING PROCESS

Placemaking is both a process and a philosophy. It is centered around observing, listening to, and asking questions of the people who live, work, and play in a particular space in order to understand their needs and aspirations for that space and for their community as a whole. Working with the community to create a vision around the places they view as important to community life and to their daily experience is key to building a strategy for implementation. Beginning with short term, experimental improvements can immediately bring benefits to public spaces and the people who use them and inform longer term improvements over time.

Place Led, Community-Based Process



Lighter, Quicker, Cheaper (LQC)

A low-cost, high-impact incremental framework for improving public spaces in short order that capitalizes on the creative energy of the community to efficiently generate new uses and revenue for places in transition.

LQC experiments range in scale and impact.

From small neighborhood amenities and art to large downtown temporary structures and events.



TOWARDS A PLACE-LED FUTURE

Through our own placemaking work, we've found that public space projects and the governance structures that produce them tend to fall into one of four types of development along a spectrum.

- 1 Project-driven** spaces often emerge from top-down, bureaucratic leadership, which value on-time, under-budget delivery above all else. Project-driven processes generally lead to places that follow a general protocol without any consideration for local needs or desires.
- 2 Discipline-led** projects may be of higher value and more photogenic, but their reliance on the singular vision of design professionals and other disciplinary silos often makes for spaces that do not function terribly well as public gathering places.
- 3 The place-sensitive** approach to projects, which we see emerging among some design professionals, makes a concerted effort to gather community input—but the process is still led by designers and architects.
- 4 A truly place-led** approach relies not on community input, but on a unified focus on place outcomes built on community engagement. A place-led process turns proximity into purpose, and the planning and management of shared public spaces into a group activity that builds social capital and shared values. Local participants in this process feel invested in the resulting public space, and are more likely to serve as its stewards.

Evolution of Development



When you focus on place,
you do everything differently



Everyone has the right to live in a great place.
More importantly, everyone has the right to
contribute to making the place where they
already live great.

- Fred Kent



Project for Public Spaces (PPS) is a nonprofit planning, design and educational organization dedicated to helping people create and sustain public spaces that build stronger communities.

Want to participate in the Placemaking movement? Apply for the **Placemaking Leadership Council** and connect with over 1,300 activists and strategists (from over 75 countries, and 500 cities) at the forefront of a growing movement.

Learn more: pps.org and pps.org/about/leadership-council/

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on the Town Attorney's Monthly Report of activities for December 2016.

2.

3. **Recommended Motion:**

Funds Available: Yes N/A

4. **Department:** Administration

5. **Prepared by:** Tom Dallaire

6. **Meeting Date:** January 3, 2017 **Time Requested:** 5 minutes

7. **Agenda:** Consent Administrative

Background Information: To be presented at meeting.

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

9. **Board Action:**

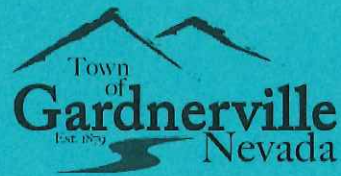
Approved

Approved with Modifications

Denied

Continued

Gardnerville Town Board
AGENDA ACTION SHEET



1. **Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for December 2016.**
2. **Recommended Motion: No action required.**
Funds Available: Yes N/A
3. **Department: Administration**
4. **Prepared by: Tom Dallaire**
5. **Meeting Date: January 3, 2017 Time Requested: 15 minutes**
6. **Agenda:** Consent Administrative

Background Information: See attached report.

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



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

Town Manager Monthly Report January 2017 Board Meeting

- A. Gardnerville Station (former Eagle Gas):** Bramco removed a total of 780 tons of contaminated material from the site over the past three weeks. There is still contamination under the highway, but the site is clean where we have excavated. Grindings were installed onsite until we can get NDOT onboard with the realignment of the highway. There is some interest coming from Lee Bonner to do the project. He is assisting me in contacting the correct department. CDBG was submitted. I have talked with ROA Anderson about two projects: first, the floodway model update with the current constructed channel and secondly a model to propose improvements of the storm drain on site and down Mission Street with piping options.
- B. 395 Crosswalks:** The plans are close to being resubmitted to NDOT for final review. NDOT has reviewed the SHPO report and the report was resubmitted to NDOT. Lumos is finishing the final details.
- C. Kingslane Sidewalk Project:** Three Castles is wrapping up the structural plans. Lumos is finalizing the improvement plans. We need to get contracts for the utilities next week. NV Energy is ready and waiting for the work to start. The lighting option has not been approved by NDOT as of 12-23-16. MSA will be finalizing the electrical plans.
- D. Toiyabe Storm Drain Project:** - RO Anderson is updating the plan with the new storm drain concept. I was not able to work ROA staff into my schedule this month. Once I know for sure that will work, then we can abandon the storm drain line. I need to make sure we have funding for this.
- E. Maintenance Yard Plans:** Anderson is finalizing those plans and I have filled out a special use permit application for the county review of the plans once I get those for submittal. .
- F. Chichester Estate Park Ditch Storm Drain Outlet:** There is a contractor interested in the pipe repair.
- G. Office Items:**
- BLA (boundary line adjustment), as of today was still not recorded. Dave from the Village Motel needs to pay the taxes to be recorded. He did not do that last month.
 - Getting the Douglas Ave project to a point where NV Energy will pull the wire to make the meters live was a process. I finally was able to get the address labels and install them, then NV Energy needed 48 hours notice to turn off the power. That is now scheduled for January 3rd at midnight. NV Energy is on minimal crews over the holidays. We installed a generator to make the lights work for the Christmas Eve Church Services. The parking lot is too dark for it to be safe.
 - Still no news from the county on the alley at the French Bar. Doug is still in the middle of a couple of lawsuits. It is not a priority for them.
 - I have been attending meetings with county staff and perspective insurance carriers. We are now filling out forms to get prices on alternative insurance from Pool Pact. I filled out all those forms for Pool Pact.
 - Working on the proposed website with Pronto Marketing. That is moving along. A little bit at a time. Townofgardnerville.com was purchased. The .gov domain is going to increase in fee to \$400 annually.
 - Esplanade started grubbing the weeds from the site. Then it rained. Has not dried out since.
 - The Ranch phase 2C will start the week of the 3rd.
 - Storm Water Committee has taken up a considerable amount of my time in reviewing and discussing issues this past month. Those meetings start again on the 9th.

Gardnerville Town Board

AGENDA ACTION SHEET



1. **For Possible Action:** Discussion on Town Board member appointments to represent the Town of Gardnerville and to be the Town Board liaison for the following boards:

- a. Main Street Gardnerville Board of Directors
 - b. Carson Valley Arts Council
 - c. Nevada League of Cities,
- with public comment prior to Board action.

2. **Recommended Motion:** Based on board discussion

Funds Available: Yes N/A

3. **Department:** Administration

4. **Prepared by:** Tom Dallaire

5. **Meeting Date:** **Time Requested:** 10 minutes

6. **Agenda:** Consent Administrative

Background Information: To be discussed at meeting.

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

8. **Board Action:**

- Approved
- Approved with Modifications
- Denied
- Continued