Douglas County

Planning Commission
Public Meeting Notice and Agenda

Tuesday, June 10, 2025 **1:00 PM** **Historic Courthouse**
1616 Eighth Street
Minden, Nevada 89423

The Planning Commission may also be meeting for lunch on the same day, at 11:30 a.m. at Woodett's Diner, 1492 Main Street, Gardnerville, NV. Members of the public, press, and staff are welcome. This is a social gathering and no Planning Commission business will be discussed.

To watch the meeting:
Members of the public may click on the following link to watch the livestream of the Planning Commission meeting: https://www.youtube.com/@douglascountynevada/streams

Written public comment:
To offer public comment before the meeting, members of the public may submit public comments by email to planning@douglasnv.us. Please make sure to state your name, item number and position on the item.

All written public comments that are received prior to 4:00 PM the day before the meeting will be compiled and added as supplemental material for the Planning Commissioners and the public to review prior to the meeting.

Public comment during the meeting:
In person: Members of the public may attend the meeting in person.

Members of the public may call the Planning Department at 775-782-6200, Option 4, to obtain help making public comment prior to the meeting.

Members of the public may request an electronic copy of the agenda or the supporting materials by contacting the planning division (Coleen Zepeda) at 775-782-6200, Option 4, or by email planning@douglasnv.us. Electronic copies of the agenda and supporting materials are also available at the following websites:

- **State of Nevada Public Notices website:** https://notice.nv.gov/
- **Douglas County Meeting website:** https://douglascountynv.granicus.com/ViewPublisher.php?view_id=1

A copy of the finalized public notice and agenda is posted at the Minden Inn at 1594 Esmeralda Avenue, Minden Nevada

It is the intent of the Planning Commission to protect the dignity of citizens who wish to comment before the Commission. It is also the members' wish to provide the citizens of Douglas County with an environment that upholds the highest professional standards. Citizens should have the ability to freely comment on items and/or projects that are brought before the Commission for action without interference.

Notice to Persons with Disabilities: Members of the public who are disabled or require special assistance or accommodations are requested to notify the Planning Department in writing at P.O. Box 218, Minden, Nevada 89423 or by calling 782-6217 at least 20 hours in advance.

DOUGLAS COUNTY PLANNING COMMISSION

FINAL AGENDA

June 10, 2025

CALL TO ORDER

PLEDGE OF ALLEGIANCE

OPENING PUBLIC COMMENT (NO ACTION)

Public comment is limited to three minutes per speaker on matters over which the Planning Commission has jurisdiction, supervision or control. The Planning Commission wants to encourage the respectful consideration of all views by members of the public. If the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational, or amounts to a personal attack or interfering with the rights of others, the individual will be asked to stop speaking.

In addition to opening public comment, public comment will also be taken on public hearing agenda items that are identified for possible action and closing public comment. If you plan to speak on a specific agenda item that is on the Public Hearing agenda and identified for possible action, then please provide your public comment when that agenda item is heard.

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Planning Commission. Additional public comment periods may be allowed on individual agenda items at the discretion of the Chairperson. It is requested that members of the public comment on those agenda items when they are considered.

APPROVAL OF AGENDA

For possible action. Approval of proposed agenda. The Planning Commission reserves the right to take items in a different order; to combine two or more agenda items for consideration; and to remove items from the agenda or delay discussion relating to an item on the agenda at any time.

APPROVAL OF MINUTES

For possible action. Discussion to approve the draft minutes of the April 8, 2025 meeting of the Planning Commission.

PUBLIC HEARINGS

1. For possible action. Discussion on Special Use Permit (SUP) DP 25-0079, a request to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House. The project is located at 196 Genoa Lane in the SFR-1 (Single-family residential, one-acre minimum parcel size) zoning district in the Town of Genoa (APN: 1319-09-710-003). The applicant/owner is Gavin Kakol, The Conservation Fund.
   Lucille Rao

CLOSING PUBLIC COMMENT (NO ACTION)

At this time, public comment will be taken on those items that are within the jurisdiction and control of the Planning Commission or those agenda items where public comment has not already been taken.

ADJOURNMENT

PLANNING COMMISSION AGENDA ITEM
COVER PAGE

MEETING DATE: June 10, 2025

TIME REQUIRED:

AGENDA: **APPROVAL OF MINUTES**

TITLE:
For possible action. Discussion to approve the draft minutes of the April 8, 2025 meeting of the Planning Commission.

RECOMMENDED MOTION:
Approve the minutes of the April 8, 2025 meetings of the Planning Commission as presented.

FINANCIAL IMPACT:
None

BACKGROUND:

ATTACHMENTS:
040825ForBoardApproval.pdf

DRAFT

The Regular Meeting of the Planning Commission was held on Tuesday, April 8, 2025, beginning at 1:00 PM in the meeting room of the County Administration Building, 1616 8th Street, Minden, Nevada and via Zoom participation as well as was streamed via Live Stream – Video Link, Douglas County YouTube Channel. **When applicable, the minutes below have been transcribed.**

CALL TO ORDER
The meeting was called to order at 1:00 PM.

COMMISSIONERS PRESENT:
Maureen Casey, Chair
Bryce Clutts, Vice Chair
Kirk E. Walder, Member
Paul A. Bruno, Member
Laurie K Lile, Member
Daniel M St. John, Member – *via Zoom*
James R McKalip, Member

STAFF PRESENT:
AJ Hames, Deputy District Attorney
Tom Dallaire, Community Development Director
Nicki Leeper, Assistant County Clerk
Tanya Balda, Senior Deputy Clerk

PLEDGE OF ALLEGIANCE
Led by Member Lile.

OPENING PUBLIC COMMENT (NO ACTION)

Chairwoman Casey speaks:
It is now time for Opening Public Comment. Public Comment is limited to three minutes per speaker on matters over which the Planning Commission has jurisdiction. The Planning Commission wants to encourage respectful consideration of all views by members of the public. If content is disruptive, disrespectful, irrelevant, or offensive, the individual will be asked to stop speaking. Public Comment will also be taken on agenda items that are identified for possible action and we will have Closing Public Comment. I will now open Public Comment. Speakers will have three minutes, as we said before. Please sign the roster, say your name for the record into the microphone. First speaker please.

Kirk Walder, Planning Commission Member, speaks:
Good afternoon. I'm speaking today as both a Planning Commissioner and as an individual. On March 17, a public records request was sent to the Douglas County Manager and Assistant District Attorney. It requested all emails for the years 2022 and 2023 from eight past and present County employees and myself, in my capacity as a Member the Planning Commission. The individual making the request specified any emails that included ten terms or names of private individuals, including myself. This request was a follow-on to a similar one made by the same individual in November 2024. Let me state for the record that I support transparency and the public's right to obtain relevant public records. I have fully complied with this request, turning over numerous emails to Deputy DA, AJ Hames. But I find this particular request made of nine people for two years of emails that might mention any of ten subjects and individuals to be a witch hunt and fishing expedition of epic proportions. A focused public records request is valid, but one so overly broad in terms of time and individuals seems designed to harass, burden, and place an undue restriction on freedom of speech and communication. And in my specific case, where the

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request identified my personal email, it included a false accusation that I consider defamatory and libelous. I applaud my fellow Planning Commissioners, and the hundreds of County employees, and private citizens that serve in County boards and committees. It is regrettable that public service should bring exposure to actions such as this. Thank you.

Chairwoman Casey speaks:
Thank you, Kirk. Seeing no other speakers, I will close Public Comment.

APPROVAL OF AGENDA

MOTION TO: Approve the agenda; carried.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bryce Clutts, Vice Chair
SECONDER:	James R McKalip, Member
AYES:	Maureen Casey, Bryce Clutts, Kirk E. Walder, Paul A. Bruno, Laurie K Lile, Daniel M St. John, James R McKalip

APPROVAL OF MINUTES

For possible action. Discussion to approve the draft minutes of the February 11, 2025 meeting of the Planning Commission.

MOTION TO: Approve the draft minutes of the February 11, 2025 meeting of the Planning Commission; carried.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Bryce Clutts, Vice Chair
SECONDER:	Laurie K Lile, Member
AYES:	Maureen Casey, Bryce Clutts, Kirk E. Walder, Paul A. Bruno, Laurie K Lile, Daniel M St. John, James R McKalip

PUBLIC HEARINGS

1. **For possible action. Discussion to approve four related development applications for a parcel of land within the Clear Creek Tahoe Specific Plan and Planned Development: (1) Master Plan Amendment application DP 24-0264, reverting the future land use designation of a .85-acre portion of a 8.64-acre parcel from Recreation back to Receiving Area; (2) Zoning Map Amendment application DP 24-0265, rezoning the same .85-acre portion from PR (Private Recreation) to SFR-8,000 (Single-Family residential - 8,000 square foot minimum net parcel size); (3) Major Modification application DP 24-0267, revising the Tentative Subdivision Map for Clear Creek Phase 9 (subdivision Unit 5) to reduce the number of parcels from 19 to 6; and (4) Minor Modification application DP 24-0266, updating the Clear Creek Tahoe Specific Plan for consistency with these revisions. The parcel is located along the east side of Golf Club Drive, east of the intersection of Gray Mill Court and Summit Camp Way, in the Indian Hills/Jacks Valley Community Plan. The applicant's representative is Chris Waechter, Kimley-Horn, and the owner is Leisha Ehlert, Clear Creek Residential, LLC. APN: 1419-03-002-170. (Lucille Rao).**

Chairwoman Casey read the agenda item into the record.

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Lucille Rao, Senior Planner, speaks:
Thank you, Madam Chair. Sorry for the mouthful. The request before you includes four applications for the final phase of Clear Creek. It is important to note that the Master Plan Amendment request is for a portion of the 8.64-acre parcel going from Recreation to Receiving Area, and a Zoning Map Amendment to go from Private Recreation to Single-Family Residential-8,000. Both requests will bring the parcel into conformance, as it is currently split zoned. The request is also a reduction in the number of parcels, currently approved at 19 and reducing to six parcels. As the final phase of the project, the applicant is required to provide proof of purchasing and recording 385 Transfer Development Rights prior to recordation of the Final Map. How did this parcel become nonconforming? In August of 2024, staff processed a boundary line adjustment including the .85-acre portion of the neighboring golf course zoned Private Recreation to the 7.79-acre portion of the existing SFR-8,000 parcel, thus creating the 8.64-acre parcel. Why are they asking for Receiving Area? With the update of the 2020 Master Plan, the Receiving Areas of Clear Creek that were developed received future land use designations associated with their zoning. Therefore, the golf course parcel Receiving Area was removed and replaced with Recreation land use. All of these changes resulted in the requirement to request a portion of the 8.64-acre parcel to change their land use designation from Recreation to Receiving Area in an effort to rezone the .85-acre portion of the parcel and commence with development of the single-family homes. Staff is recommending approval of the request. The findings are on packet page 54 and the Conditions of Approval begin on packet page 61. Today, we have Chris Waechter from Kimley-Horn with a short presentation for you.

Chris Waechter, Kimley-Horn Civil Engineer, representing the applicant, speaks:
Thank you for your time today.

Chairwoman Casey speaks:
Before you start, I want to thank you for all the Supplemental information you provided.

Mr. Waechter speaks:
Oh, absolutely, yes. I am the Civil Engineer on the project and I will be representing Castle Hill Partners, who owns the project.

Mr. Waechter began the presentation and covered the following topics:

- Clear Creek Tahoe
- Overall Clear Creek Tahoe
  - 1,576 acres in Jacks Valley/Indian Hills area
  - Single Family Residential Development
  - Golf Course, Clubhouse, and other associated amenities
  - Approved for 384 residential units
- Completion Progress
  - 384 Units Total for Development
  - 8 of 9 Phases have been recorded with a Final Map
  - 332 lots have been sold
  - 109 homes have been constructed and are occupied
  - 45 lots are under construction
  - 33 lots are under design
- Application Requests
  - <u>Zoning Map Amendment – DP24-0264</u>
    - Change Zoning of 08.52 acres of APN 1419-03-002-170 from Private Recreation to SFR-8000

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  - Master Plan Amendment – DP24-0265
    - Change Master Plan Land Use of 0.85 acres of APN 1419-03-002-170 from Recreation to Receiving Area
  - Major Modification to the Tentative Map – DP24-0267
    - Reduce the Number of Lots from 19 units to 6 subdivided lots with the Unit 5 Phase
    - Reflect the updated 6 lots, engineering, and configuration in the Tentative Map
    - Reflect remaining density (13 Units of 384 Total Units) to be allocated Transfer of Development Rights (TDR's)
  - Minor Modification to the Specific Plan – DP24-0266
    - Update the Specific Plan to reflect changes to the Unit 5 Phase
- Zoning Map Amendment
  - Change Zoning of 0.85 acres of APN 1419-03-002-170 from Private Recreation to SFR-8000
  - Boundary Line Adjustment recorded August 2024, changing Unit 5 parcel from 7.79 acres to 8.64 acres.
    - This was shown in the Unit 5 Major Modification DP22-0023 in January 2022.

Mr. Waechter speaks:
Just a quick history, I think Lucille covered it well, but in February 2022, we came before this body, as well, and in another major modification that happened, and at that time, we had included acreage to be set aside for Unit 5, which included that .85-acres. However, we did not go through the formal process of changing that zoning of the .85, and also had not completed the boundary line adjustment for that .85-acres yet, which recorded in August 2024. So, what we are doing here is we are changing that .5-acres to officially move into the SFR-8,000. That was our intent then, but it is what we're trying to officially do now.

Mr. Waechter continued the presentation and covered the following topics:

- Master Plan Amendment
  - Change Master Plan Land Use of 0.85 acres of APN 1419-03-002-170 from Recreation to Receiving Area
  - Boundary Line Adjustment recorded August 2024
- Major Modification – Tentative Map
  - Unit 5 Phase reduced from 19 to 6 lots

Mr. Waechter speaks:
You can see, the homes were not lot-ed, it was more of a common area approach to be more densified on a single lot with a shared HOA to maintain that open space, but instead, we are proposing single-family lots, which is typical to the rest of Clear Creek Tahoe, and these are a lot more spread out, and there's certainly less of them. We're going from 19 units to six.

Mr. Waechter continued the presentation and covered the following topics:

- Major Modification – Tentative Map
  - Reflect remaining density (13 Units of 384 Total Units) to reflect Transfer of Development Rights (TDR's)
  - Density allocated to receiving area parcels at time of Unit 5 Final Map recording in accordance with Title 20 Code
  - Coordinated changes with County Staff
- Major Modification – Tentative Map
  - Transfer of Development Rights Application

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        - Transferring development rights to a specific parcel does not guarantee the applicant the ability to develop all available units on the receiving parcel. Development rights may be transferred from one Receiving Area to another where excess units have been transferred.
    - Outstanding TDRs for Clear Creek Tahoe Development to be recorded at the time the Unit 5 Final Map is recorded.
- Minor Modification – Specific Plan
    - Reflect changes from the updated Unit 5 Phase Configuration and Tentative Map
- This Submittal Will Not Change:
    - Any utility or development agreements for Clear Creek Tahoe
    - Total Number of Lots (384 for Development)
    - Overall site access and lot configuration
- Current Approvals:
    - Water Will Serve Letters from NDEP and Douglas County Public Works
    - Sewer Will Serve Letter from Carson City
    - Current Tentative Map for Unit 5 (19 lots)
- Thank you!

Mr. Waechter speaks:
I'm available for any questions. Thank you.

Chairwoman Casey speaks:
I have two questions. The last time we saw you, you said this is the last time we're going to see it.

Laughter was heard.

Mr. Waechter speaks:
This would be the official last time.

Chairwoman Casey speaks:
Okay.

Mr. Waechter speaks:
We did have a change in the type of lot, to your point there. As you can see, these are lot-ed, and so they're a little bit more spread out and diverse. We think this would be a better product for the homesites in the area. It's been the thing that we've sold most of at Clear Creek Tahoe, so this different product we didn't think would go as well.

Chairwoman Casey speaks:
Number two, should the total number of developed units change, meaning should they be less than 384, the number of TDRs for the entire project will remain the same; correct?

Mr. Waechter speaks:
Yeah, that is correct.

Chairwoman Casey speaks:
Okay. Thank you. Are there any other questions for the applicant? Jim.

Member McKalip speaks:
First of all, I had about five questions the Supplemental answered really good. Concern, more than a question, and that's the hydrology looking, when you stand on that land and look at that mountain, you kind of worry how that's gonna result in a flash flood or an event like that. I am not an engineer, so I

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probably don't understand all the details, but that would be my only concern. Otherwise, the package was complete and I really appreciate that you answered all my other questions.

Mr. Waechter speaks:
I can provide a response on the drainage, if you'd like. So, this is a smaller catchment than is or has been for the other phases. Even though there is a mountainside nearby, actually, most of that drainage is flowing away from there, not towards the Unit 5 area. It's going both more southerly, and then more west towards the Unit 4 phase, which was already developed, so the Unit 5 area will have a much smaller detention basin. We're still required to mitigate our pre- versus post-condition, and we will certainly do that for the new roadway we're putting in. But there will not be a lot of off-site that we need to take in from that existing drainage.

Member McKalip speaks:
Thank you.

Member Lile speaks:
Don't sit down. I have a question about the small detention basin that's on Lot 401. That looks to be part of the private property; is that detention basin going to be the responsibility of that lot owner or is the maintenance and assurance that that detention basin will function properly part of the HOAs responsibility? Whose detention basin is that?

Mr. Waechter speaks:
It will be the HOAs. We have had detention basins on lots before. Usually, we will carve them out with a slope, and grading, and drainage easement, that's what we do for all of our slopes so that we can maintain those, but same with our drainage facilities. So, that will actually be carved out of their building envelope that they can disturb on, and the HOA would be able to go in and make maintenance happen all year.

Member Lile speaks:
Okay. The other question I have is on the golf cart path that goes through Lot 401. So, it appears that the part of the golf cart path that's not on Lot 401 is going to be removed, but the part that is, is going to stay. Is that going to be available for people to walk? Owners that…

Mr. Waechter speaks:
Yes. So, it will be available for the people in the HOA to walk on. It's actually part of an overall trail system as well, so we want people to be able to access along the golf cart path. It will be an encumbrance to the lot as well, which we are proposing a private access easement for that golf cart path. This has been done on one other lot before; it's about a 20-foot-wide easement. So, it will cross through that lot and it will also impact that building envelope, but we intentionally have created actually more space away from that golf cart path easement for someone to build a home further away from it.

Member Lile speaks:
Yeah, it looks like there's plenty of room for a pad for that development, but why would you take out that component that is just kind of southeast of that or west of that?

Mr. Waechter speaks:
You mean the parcel?

Member Lile speaks:
Why would you take out the golf cart path? It says it's to be removed on the plan.

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Mr. Waechter speaks:
Yeah. So, there's a small piece of the golf cart path that will have to be replaced as part of the new road that's going in, I think that's maybe what you're talking about, but all of the other golf cart path will stay.

Member Lile speaks:
Okay. It looked like a pretty big chunk to take out.

Mr. Waechter speaks:
Yeah, no, it's just the piece that will have to, so basically, where the golf cart path is now, in relation to Golf Club Drive, which is already existing, is its further up on a hillside, so we'll have to cut down, meet that road, and then come back up. So, it does look like a longer stretch, but it's really just the piece that will change in elevation.

Member Lile speaks:
Alright, so it would just be replaced not removed entirely?

Mr. Waechter speaks:
Correct.

Member Lile speaks:
Thank you. That's all of my questions.

Chairwoman Casey speaks:
Other questions?

Member St. John speaks:
I have one.

Chairwoman Casey speaks:
Okay, Dan.

Member St. John speaks:
Yeah, thank you very much for a very complete package. And obviously, we're liking the fact that it's a reduction of density in that area. My question is really related to the overall development and is just an opportunity to ask it here, and it has to do with fire safety. In the couple decades that this project has been conceived, and now realized, obviously, fire danger in that part of the Carson Range has significantly increased, and I'm wondering if the development has taken appropriate steps to meet that fire danger, building materials, defensible space. What can you tell us?

Mr. Waechter speaks:
I'll do my best. I am not the fire manager of Clear Creek Tahoe, but I'm aware of what they're doing. They do have 24-hour on-site management. Certainly, in the recent fire that came, I think it was two years ago now, the site was evacuated and they used the northern entrance, which is the current entrance that people go in and out of, but there is a secondary emergency access road to the south that goes down through Jacks Valley for the development, so there's two places they can go. There wasn't a need to use that for this fire, but certainly, it's something that they looked into again. As far as defensible space goes, certainly we, in Clear Creek Tahoe, we follow more stringent standards similar to homes in Tahoe, and so we are putting more defensible space between houses. That is a Clear Creek design review requirement, not necessarily a Douglas County requirement, but that is the extra steps that they're taking in order to do that.

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Member St. John speaks:
Thank you.

Chairwoman Casey speaks:
Kirk.

Member Walder speaks:
Thank you, Madam Chair. Just a couple of minor clarifications or questions for Lucille, and maybe Tom you want to join in on this one too because it's in your ability. Lucille, you say in the packet, on page 55, you're talking about the reduction in lots for Unit 5 phase from 19 to six, and you further go on to talk about the total number of 384 units is not changing for the Clear Creek Tahoe Planned Development. So, there is a distinction maybe or a difference between units and lots, or Chris, if you want to join in on this question, so you're not reducing the number of units, because as you said, you want to apportion for the HOA all of the fees based on units. You don't want to have a reduction in units, but you will have a reduction actually in lots. Am I mixing things up or…

Mr. Waechter speaks:
No, I agree with the way you said it and apologize if I did not make that clear enough. Yes. So, the number of units would not change, so those 13 additional units from Unit 5 would not get built until in the future, potentially, but the six lots are proposed to be built. So yes, there's a delta of the 13 to sum up the 384 units.

Member Walder speaks:
Okay. And then, Lucille, and going back to page 50, when you talk about the evaluation and you talk about the TDRs you say, TDRs are associated with this project, and some have been certified. This may come up at the Board of County Commissioners because I'm sure they look at the TDR question carefully, is there a process that, and Tom, you can jump right in if you're a better person answer this, is there a process that you go forward with when the developer acquires the TDRs, and then you certify them, and that's just the ongoing processes, they build out the development? Am I kind of getting this reasonably correct?

Tom Dallaire, Community Development Director, speaks:
Yeah. We've modified the process on how folks are going to be recording these and we should've had it done at each Final Map. We got a letter from them originally that said, we have the 384 TDRs, but they were never applied to individual phases, so they are reconciling that in this next Final Map, and it will be on the record then at that point on where they have actually been recorded, and which lots came from where and those kinds of… Yeah, it's quite the detail to provide on a Final Map, but it is going to be required from now on.

Member Walder speaks:
Thank you. We always trust you to dot all the I's and cross all the T's; you're very thorough about that. So, we appreciate that. Thank you. That's all I had, Madam Chair.

Chairwoman Casey speaks:
Actually, its Kate who is getting the gray hair from doing the TDRs.

Laugher was heard.

Mr. Dallaire speaks:
Yeah, Kate. Thank you.

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Member Walder speaks:
Thank you, Kate.

Mr. Dallaire speaks:
AJ and Kate, for sure. Also, Dan, the fire department adopted WUI, those provisions in code for the defensible space area. I believe that they are doing maps now or preparing maps for each of these houses at the building permit phase and the fire department is responsible for reviewing those. I think I even have to do it for my house out in Johnson Lane. But anyway, it's a requirement now, just so you know.

Member St. John speaks:
Thank you.

Chairwoman Casey speaks:
Bryce? Seeing nothing else, I will open Public Comment.

PUBLIC COMMENT- none

Chairwoman Casey speaks:
Seeing no one rise, I will close Public Comment. Any other comments from the Planning Commission? Kirk.

Member Walder speaks:
Thank you, Madam Chair. I did want to ask AJ for a clarification. We do have the one agenda item with four parts on it, and then the recommended motion is to approve Resolution 2025-01. AJ, am I correct, this includes a Master Plan Amendment, and traditionally, by definition, Master Plan Amendments require two thirds vote? So, if we just do this in one motion, I don't see any problem with that, but from a procedural standpoint, and from looking forwardly on the Board action, would we need and the Board need two thirds for approval of this action that we're taking today?

AJ Hames, Deputy District Attorney, speaks:
Thank you. If it's all presented in a single motion, which is how it's described in your packet, then for it to be effective you would need the two thirds vote. You could separate it out into pieces and approve each aspect of this application or each one of the four applications individually. If the larger motion were to fail for some reason, you could attempt to do it that way.

Chairwoman Casey speaks:
The motion is found on page 44 of our packets. Do we have someone willing to make a motion? Kirk.

Member Walder speaks:
Thank you, Madam Chair. I move that the Planning Commission adopt Resolution 2025-01, and recommend that the Board of County Commissioners approve the requested Master Plan Amendment, Zoning Map Amendment, Tentative Subdivision Map modifications, and Specific Plan revisions, as presented, because the required findings have been met.

Chairwoman Casey speaks:
Do we have a second?

Member McKalip speaks:
I'll second that.

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Chairwoman Casey speaks:
Okay. Motion by Kirk Walder, seconded by James McKalip. All those in favor? The motion passes unanimously. I want to thank you, Lucille, and thank you, Chris.

MOTION TO: Adopt Planning Commission Resolution 2025-01, and recommend that the Board of County Commissions approve the requested Master Plan Amendment, Zoning Map Amendment, Tentative Subdivision Map modifications, and Specific Plan revisions, as presented, because the required findings have been met; carried.

RESULT:	**ADOPTED [UNANIMOUS]**
MOVER:	Kirk E. Walder, Member
SECONDER:	James R McKalip, Member
AYES:	Maureen Casey, Bryce Clutts, Kirk E. Walder, Paul A. Bruno, Laurie K Lile, Daniel M St. John, James R McKalip

CLOSING PUBLIC COMMENT (NO ACTION)

Chairwoman Casey speaks:
It's now time for Closing Public Comment. Seeing no one rise, I will close… Paul, you want to make Closing Public Comment?

Member Bruno speaks:
Very quickly, I just wanted to thank every Commissioner up here, as well as the public, many of whom are not here, that sent me wonderful emails and messages while I was undergoing the medical procedure for the last three weeks, and I appreciated it very, very much because it gets pretty lonely in a hospital room. Thanks. It just shows what good people are in Douglas County.

Chairwoman Casey speaks:
Nah, it just shows that we were bored.

Laughter was heard.

Chairwoman Casey speaks:
I'll close Public Comment. And Paul, we're really glad to have you back. Thank you all. I will adjourn this meeting of the Planning Commission.

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ADJOURNMENT

There being no further business to come before the Planning Commission, the meeting adjourned at 1:32 PM.

Respectfully submitted:

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Maureen Casey, Chairwoman
Douglas County Planning Commission

ATTEST:

_____

Amy Burgans, Clerk-Treasurer

UNAPPROVED

AGENDA ITEM NO. 1.

PLANNING COMMISSION AGENDA ITEM
COVER PAGE

MEETING DATE: June 10, 2025

TIME REQUIRED:

AGENDA: **PUBLIC HEARINGS**

TITLE:
For possible action. Discussion on Special Use Permit (SUP) DP 25-0079, a request to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House. The project is located at 196 Genoa Lane in the SFR-1 (Single-family residential, one-acre minimum parcel size) zoning district in the Town of Genoa (APN: 1319-09-710-003). The applicant/owner is Gavin Kakol, The Conservation Fund.
Lucille Rao

RECOMMENDED MOTION:
Approve Special Use Permit DP25-0079 to allow the expansion of the Mormon Station State Historic Park to include the Historic Kinsey House.

FINANCIAL IMPACT:
The existing Mormon Station State Historic Park is exempt from property taxes the new parcel once owned by the state will also become exempt.

BACKGROUND:
The Mormon Station State Historic Park has partnered with the Conservation Fund to acquire the Historic Kinsey House to preserve the home and open it up to visitors as an added attraction to the park. Staff has determined that the definition of "Use of Community Significance" is the proper code provision for this application and therefore a Special Use Permit is required to expand the existing park to include the Historic Kinsey House.

ATTACHMENTS:
PC Staff Report DP25-0079.pdf
Project Description Justification
Kinsey Property Site Plan.pdf

Trip Generation Report
Draft Minutes Town of Genoa Meeting
Town of Genoa approval DP25-0079.pdf
Noticing Radius Map
Vicinity Map

COMMUNITY DEVELOPMENT
1594 Esmeralda Avenue, Minden, Nevada 89423

Tom Dallaire, P.E.
DIRECTOR

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

Building Division
Engineering Division
Planning Division
Code Enforcement

MEMORANDUM

Date: June 10, 2025

To: Douglas County Planning Commission

From: Lucille Rao, Senior Planner

Subject: Special Use Permit to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House. The project is located at 196 Genoa Lane in the SFR-1 (Single-family residential, one-acre minimum parcel size) zoning district in the Town of Genoa (APN: 1319-09-710-003). The applicant/owner is Gavin Kakol, The Conservation Fund.

I. REQUEST

For possible action. Discussion on Special Use Permit (SUP) DP 25-0079, a request to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House. The project is located at 196 Genoa Lane in the SFR-1 (Single-family residential, one-acre minimum parcel size) zoning district in the Town of Genoa (APN: 1319-09-710-003). The applicant/owner is Gavin Kakol, The Conservation Fund.

II. RECOMMENDATION

Approve DP 25-0079, a request for a Special Use Permit to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House based on the discussion in the staff report, recommended conditions of approval, and the ability to make the required findings.

III. BACKGROUND AND HISTORY

Owner/Applicant: Gavin Kakol, The Conservation Fund

Site Location: 196 Genoa Lane

Zoning Designation: SFR-1

Master Plan: Single-Family Estate

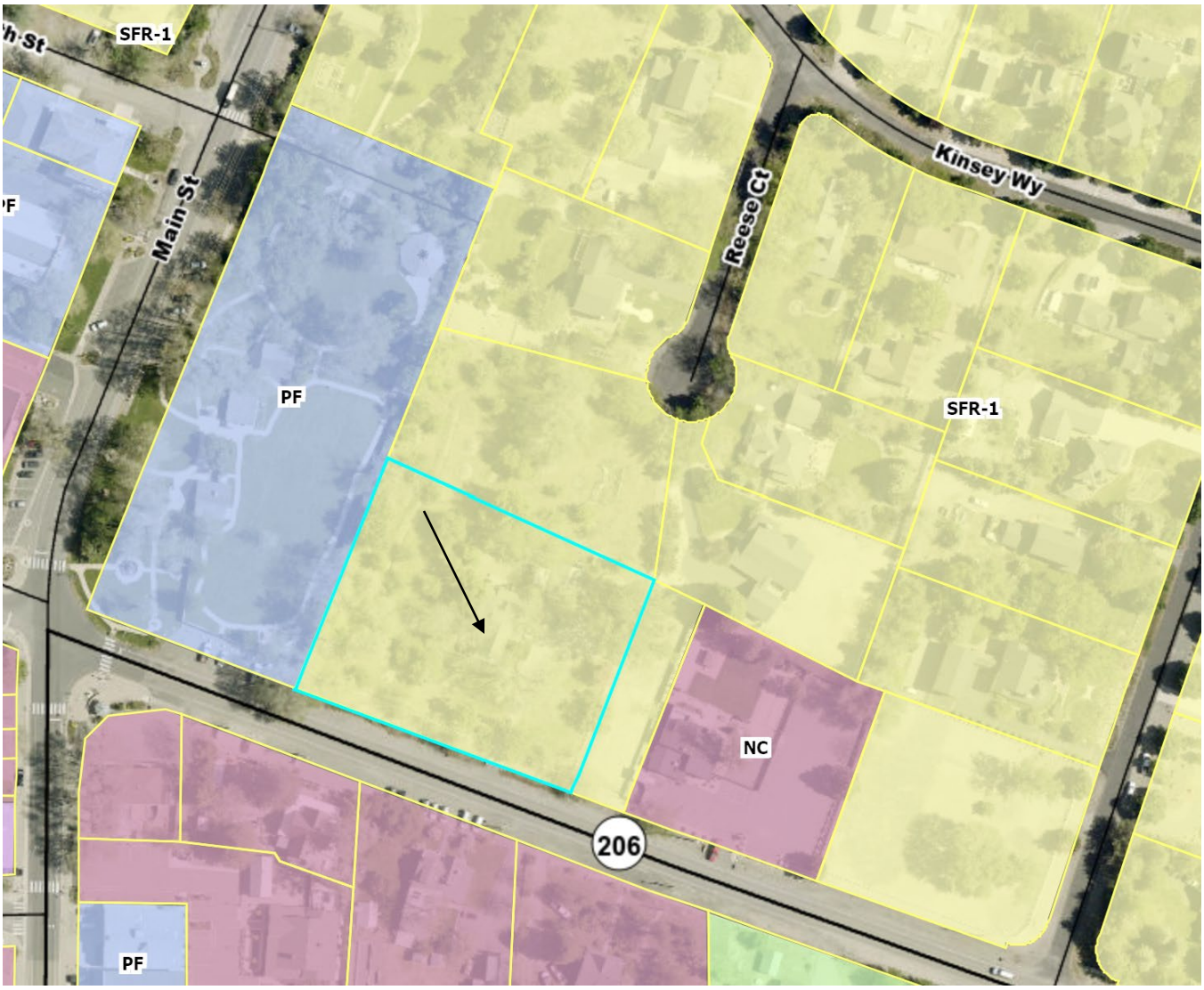
Surrounding Zoning: North and East - SFR-1(Single-family residential, one-acre minimum parcel size), South - NC (Neighborhood Commercial), West - PF (Public Facility)

Flood Zone: X – Shaded



Master Plan Land Use Map

The subject parcel is highlighted in cyan and is the location of the Kinsey House.



Zoning Map (the parcel is highlighted in cyan).

The Mormon Station State Historic Park has partnered with the Conservation Fund to acquire the Historic Kinsey House to preserve the home and open it up to visitors and as an added attraction to the park.



Photo of the existing Mormon Station State Historic Park

Here is an excerpt from the state's website: ***The site of Nevada's first permanent, non-native settlement, Mormon Station was built in 1851 as a trading post along the Carson Route of the California Trail, providing much needed supplies to weary travelers crossing the Sierra Nevada Mountains. Today, the park is home to a reconstructed version of the original 1851 trading post that burned down in 1910 and a museum with original pioneer era artifacts***.



Photo of the Kinsey House

The Kinsey House is on the National Register of Historic Places. The historic marker at the Kinsey House reads: *"Genoa's first two-story brick mansion built for his bride in 1855-56 by Mormon Station locator Stephen Kinsey, editor of the first newspaper (handwritten). It was the third land claim in Nevada. It was the site of elegant socials and the Genoa Seminary for young ladies in the late 1800's".*

IV. DISCUSSION AND EVALUATION

Staff has determined that the definition of "Use of Community Significance" is the proper code provision for this application and therefore a Special Use Permit is required to expand the existing park to include the Historic Kinsey House. The following are the pertinent code sections.

Note: *Italics* denote that Specific Standards apply (*see* chapter 20.664)

20.656.020 Uses (See section in chapter 20.660 for use descriptions)	**SFR-T 3,000**	**SFR-T 4,000**	**SFR-T 6,000**	**SFR-T 8,000**	**SFR-8,000**	**SFR-12,000**	**SFR - ½**	**SFR - 1**	**SFR - 2**	**MFR**	**RA - 5**	**RA - 10**
.040 Industrial uses												
(None permitted)	X	X	X	X	X	X	X	X	X	X	X	X
.050 Institutional and uses of community significance												
(A) Cemetery	X	X	S	S	S	S	S	S	S	S	S	S
(B) Church	X	X	S	S	S	S	S	S	S	S	S	S
(D) Day care center (large)	X	X	X	X	X	S	S	S	S	S	S	S
(E) Day care center (small)	X	P	P	P	P	P	P	P	P	P	P	P
(F) Emergency care facility	X	X	X	X	X	X	X	X	X	X	X	X
(H) Small group care or group home	X	D	D	D	D	D	D	D	D	D	D	D
(I) Large group care or group home	X	X	X	X	X	X	X	X	X	S	X	X
(L) Nursing, convalescent and residential care facility	X	X	X	X	X	X	X	X	X	S	X	X
(N) Uses of community significance	S	S	S	S	S	S	S	S	S	S	S	S
(O) Independent congregate senior living community	X	X	X	X	X	X	X	X	X	S	X	X
.060 Lodging uses												
(A) Bed and breakfast	X	X	X	X	X	X	S	S	S	S	S	S

(continued on next page)

Code Sections

20.660.050 N. "Use of community significance" means a use which the commission determines to have significant historic cultural, economic, social, or environmental value to the county, which does not conform to the use regulations of the district in which the use is located as a result of either the adoption or amendment of this code, and which cannot be made conforming through any other discretionary review process under this code

Special Use Permit

20.604.010 Purpose and intent.

A. Specially permitted uses are those uses which are generally compatible with the land uses permitted by right in a given zoning district, but which require individual review of their location, design and configuration and the imposition of conditions to ensure the appropriateness of the use at a particular location within a given zoning district.

B. Only those uses that are enumerated as special permitted uses in a particular zoning district or those nonconforming uses which are permitted to be reestablished or expanded pursuant to chapter 20.698 shall be authorized. A special use permit must not be required for a use allowed as a permitted use in a given zoning district. No specially permitted use shall be established until a special use permit is issued in accordance with the provisions of this chapter.

20.604.020 Limits on authority.

A. The planning commission, and the board when a special use permit is associated with an application that requires a hearing by the board or on appeal, shall have no authority to vary, modify or waive any of the regulations or standards prescribed for any use for which a special use permit is required and any purported such modification, variance or waiver shall be void.

B. This provision must not prevent the property owner from concurrently applying for a variance pursuant to chapter 20.606.

20.604.030 Status of specially permitted uses.

A. The designation of a use in a land use district as a specially permitted use does not constitute an authorization or assurance that such use will be approved.

B. Approval of a special use permit must authorize only the particular use for which the permit is issued.

C. No use authorized by a special use permit shall be enlarged, extended, increased in intensity or relocated unless an application is made to modify the special use permit in accordance with the procedures set forth in this code. D. Development of the use must not be carried out until the applicant has secured all the permits and approvals required by this title, the Douglas County code, or regional, state and federal agencies.

Site Conditions

The existing parcel consists of two structures, the Kinsey House and a caretaker's unit. The property is in the Sierra Shadows subdivision and within the jurisdiction of the Homeowner's Association (HOA). The HOA has agreed to remove this parcel from their Covenant's Codes and Restrictions.

Water and Sewer

The site is currently serviced by West Valley water purveyor and the project has been conditioned to connect to North Valley sewer service.

Utilities

NV energy, Southwest gas, cable, and telephone are available and currently existing on site.

Flood Zone

The subject parcel is in the X-shaded flood zone

Traffic

Table 1: Trip Generation Estimates

Land Use (ITE Code)	Size	Trips						
		Weekday					Saturday Peak Hour	
		Daily[1]	AM	AM In/Out	PM	PM In/Out	Saturday Peak Hour of Generator[2]	Saturday Peak In/Out
Public Park (411)	1.36 Acres	1	0	0 / 0	0	0 / 0	6	3 / 3
Museum (580)	4,110 SF	10	1	1 / 0	1	0 / 1	3	2 / 1
Total:		**11**	**1**	**1 / 0**	**1**	**0 / 1**	**9**	**5 / 4**

Notes:
1. Weekday daily rates are not provided for museum. The trips were estimated assuming the weekday peak hour as 10% of the daily trip gen.
2. Max rates used for Saturday Peak hour of Generator for conservative analysis

Source: GCW, 2025

Excerpted from the traffic report: *The trip generation for the proposed project is well within the bounds of a Trip Generation Letter level of analysis, therefore no further study is recommended. At the stated low trip generation, the proposed project is not expected to have any significant impact on local traffic operations or on local roadways or intersections*.

V. FINDINGS FOR SPECIAL USE PERMIT

When considering applications for a special use permit, the commission or board where applicable, must evaluate the impact of the special use on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the use at a particular location and make the following findings.

A. The proposed use is at the specified location is consistent with the policies embodied in the adopted master plan and the general purpose and intent of the applicable district regulations;

Applicant's Response: The proposed use of the property is consistent with adopted master plan policies as it will promote retention of the historical character to Genoa, without creating a negative impact on the adjacent residential living environment. NDSP does not intend to construct any additional structures on the Property. NDSP does not anticipate any measurable increase to visitor usage to Mormon Station State Historic Park and the traffic study prepared for this submittal does not anticipate any significant impact on local traffic operations.

Staff Response: The Vision Statement for Genoa from the 2020 Master Plan: Genoa will remain a symbol of the early settlement of Douglas County and the State of Nevada, maximizing the opportunities arising from the intersection of historic preservation, heritage tourism, and its potential as a gateway to the Tahoe Basin.

Master Plan Policy L19 states: Cooperate with, encourage, and support the development of historical preservation efforts in the County, the Towns of Gardnerville, Minden, and Genoa, and other entities in Douglas County. Develop appropriate programs to establish guidelines for new development that is adjacent to historic structures and for the rehabilitation/reuse of historic structures to preserve their character and setting.

B. The proposed use 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's Response: The proposed use is compatible with and preserves the character and integrity of the adjacent residential neighborhood as the existing Kinsey House will remain entirely intact and will be refurbished and maintained to the highest standard possible by NDSP. Adjacent landscaping will be maintained in a manner appropriate for the historic setting of the house.

Staff Response: Staff has conditioned the project to meet County Code and the Douglas County Design Criteria and Improvement Standards (DCDCIS). This finding has been met.

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

Applicant's Response: The proposed use is not anticipated to generate additional visitation to Mormon Station State Historic Park and is not expected to have an impact on vehicular traffic in the area (see traffic study).

Staff Response: The project has been conditioned to meet requirements and improvements required by Nevada Department of Transportation (NDOT). This finding has been met.

D. The proposed use 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;

Applicant's Response: Existing plans call for visitor access from the adjacent Mormon Station State Historic Park. There will not be any access from streets intended to serve the adjacent residential neighborhood.

Staff Response: The project includes the construction of a trail from the existing Mormon Station Historic Park to the Kinsey House parcel. This finding has been met.

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

Applicant's Response: The proposed use will minimize any potential adverse effects to the surrounding neighborhood. NDSP will install perimeter fencing that will prevent trespassing into the adjacent neighborhood. The fencing will also shield neighbors to ensure privacy. The Property will only be accessible when Mormon Station State Historic Park is open for use.

Staff Response: The application does not include any additions to the site. All renovations are interior. The site will remain as it is today. Additional landscaping is proposed and will be reviewed with the Design Review application. This finding has been met.

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

Applicant's Response: The proposed project is not within an identified archeological or cultural study area as recognized by the County.

Staff Response: This finding has been met.

G. The proposed special use 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;

Applicant's Response: The proposed use complies with all standards of Title 20, the Douglas County Design Criteria and Improvement Standards, and all other requirements applicable to the proposed use within the base zoning district.

Staff Response: The project has been conditioned to meet all applicable sections of code. This finding has been met.

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

Applicant's Response: The proposed special use will not be detrimental to the public health, safety, convenience and welfare, and will not result in material damage or prejudice to other property in the vicinity.

Staff Response: This finding has been met.

VI. THE FOLLOWING CONDITIONS APPLY:

THE APPLICANT/OWNER SHALL COMPLY WITH THE CONDITIONS OF APPROVAL LISTED BELOW.

1. Applicant shall, at a minimum, obtain reviews/approvals from the following agencies for the improvements contemplated by the Design Review application:
    a. Douglas County Public Works Utility Connection
    b. Nevada Department of Transportation (NDOT) encroachment permit to document change of use. Provide copy of encroachment permit or correspondence from NDOT addressing this.
    c. Actual permitting requirements dependent on final design of project.

The following conditions must be met at the time of the submittal of a Site Improvement Permit. To be submitted electronically through our online portal. For any questions, please email Engineering@douglasnv.us:

Engineering:

1. Submit plans and supporting documents for review and approval. Plans and documentation must be in conformance with the DCDCIS including the following project specific items:
    a) Plans and reports shall comply with all local, state, and federal standards, including but not limited to the standards set forth in Chapters 20.04, and 20.800 to 20.840 of the Douglas County Code.
    b) Civil improvement plans must be submitted in conformance with Division 2, for the walking path/trail.
    c) Final technical drainage report and plans must meet the requirements of Division 6 and Appendix D. The plans must show all necessary drainage easements and identify them as public or private.
    d) Final soil (geotechnical) report and plans must meet the requirements of Division 8.
    e) Connection to public sewer and abandonment of existing individual sewage disposal systems required.

Public Works:

2. The development shall be served by a public water system, and the applicant must comply with the following:
   i) For Douglas County water systems, the applicant must submit plans and documents to the fire district for fire flow approval.
   ii) Water lines must meet the requirements of Division 4 and Appendix B or other applicable agency standards.
   iii) A Backflow Prevention Assembly RP (standard detail B17) needs to be installed as closely as practicable to the service connection, on the opposite side of the service connection from the public water system.

Planning:

3. Submit a Design Review application for review and approval. The plans must be in conformance with the (DCC), Title 20, and the (DCDCIS) including the following project specific items:
   a. Final landscape and irrigation plans stamped by a licensed architect, landscape architect, landscape contractor, or civil engineer. Landscape and irrigation plans must be consistent with both the DCDCIS and DCC, Title 20, Chapter 20.694 and Section 20.692.080 (D).
   b. Identify the location and dimensions of all exterior utility meters, transformers, satellite dishes, HVAC equipment, solar panels, and other utility or mechanical equipment.
      i) All equipment installed on the ground must be screened with dense landscaping and/or approved solid fencing.
   c. Trash enclosure details. The trash enclosure must comply with the standards set forth in Part I, Appendix A, of the DCDCIS, or applicable agency.

4. Comply with any conditions placed on the project by the Town of Genoa.

5. Submit a receipt from East Fork Fire and Paramedic District indicating that plans have been submitted for review and approval.

The following conditions are General Conditions applicable throughout the life of the project:

Engineering:

6. Maintain all on-site storm drainage facilities. Obstructing the flow or altering the course of a drainage channel is prohibited unless permitted by an authorizing agency.

Planning:

7. No use authorized by this Special Use Permit shall be enlarged, extended, increased in intensity, or relocated unless an application is made to modify the Special Use Permit in accordance with the procedures required by Douglas County Code.

8. The applicant must perpetually maintain all landscaping. Plants must be removed and replaced if dead or diseased and planter borders and concrete curbing must be promptly removed and replaced if damaged. All landscaped areas abutting driveways, drive aisles, parking stalls, etc. must be protected by a standard Type 1 concrete curb.

9. Submit any modifications to the approved project exterior lighting to the Community Development Department for review and approval. The County may require shielding, replacement, or removal of fixtures as necessary to reduce significant off-site impacts of lighting.

10. No signs are approved for this project. The applicant must submit a separate application for signage to the Community Development Department.

11. Submit any modifications to the approved Special Use Permit to the Community Development Department for review. All modifications must be clouded or otherwise identified on the plans and within the revision block. All revisions are subject to applicable review requirements and fees.

12. Any request for changes or modifications to the approved landscape and irrigation plans must be submitted in writing, the modified plans sealed and signed by their preparer, to the Planning Division prior to installation and final inspection.

13. If any damage to existing roads is caused by the transporting of construction equipment or materials by the applicant or any contractor of the applicant, the applicant must repair the roads to their prior condition upon notification in writing by the Community Development Department.

This is the final decision regarding your Development Application for a Special Use Permit. This approval will expire if the project is not inaugurated within two years of the date of this letter. Extensions of time may be granted in accordance with DCC.

Should you challenge any portion of this decision, you have until 4:00 PM, 10 working days from the date of the letter, to file the Appeal of Decision application and applicable fees with the Community Development Department.

Conclusion

Staff recommends approval of DP25-0079 a request for a Special Use Permit to expand the Mormon Station State Historic Park's boundary to include the Historic Kinsey House subject to the recommended conditions.

THE CONSERVATION FUND

LAND SUSTAINS US

April 2, 2025

Douglas County Community Development Department
1594 Esmeralda Avenue,
Post Office Box 218,
Minden, Nevada 89423

RE: Project Description Justification for 196 Genoa Lane

To whom it may concern,

The Conservation Fund ("TCF") seeks to obtain a Special Use Permit (SUP) for the historical Kinsey House at 196 Genoa Lane, Genoa, Nevada 89411 located within assessor's parcel number 1319-09-710-003 ("Property"). Per TCF's pre-application meeting with Douglas County on June 5, 2024, a Special Use Permit will be for "**Use of community significance**" which according to the County, "**means a use which the commission determines to have significant historic cultural, economic, social, or environmental value to the county, which does not conform to the use regulations of the district in which the use is located as a result of either the adoption or amendment of this code, and which cannot be made conforming through any other discretionary review process under this code**."

Part 1. Project Description

The Property was acquired by TCF on December 31, 2024. TCF is working closely with the Nevada Division of State Parks ("NDSP") to transfer the Property to the State of Nevada after obtaining a Special Use Permit and facilitating the removal of the Property from its homeowner's association restrictions.

The project's goal is to expand the Mormon Station State Historic Park's boundary to encompass the newly acquired Property. Below is a summary of NDSP's intended uses for the Property:

- NDSP intends to preserve the Kinsey House and operate it as an interpretive center for the public to tour. The house will feature exhibits focused on the history of the Property and the town of Genoa. NDSP also owns several artifacts previously owned by Stephen and Sarah Kinsey that will be displayed.

- The small structure to the northeast of the Kinsey House (an 825 square-foot structure built in 1935 known as the "caretaker's unit") will be renovated to serve as a park office/ranger station. This will be a place where park visitors can stop by to purchase annual permits, make reservations, ask questions and obtain

1655 N. Fort Myer Drive, Suite 1300 703.525.6300
Arlington, VA 22209 conservationfund.org

information, and participate in educational programs about the park and the town of Genoa. The grounds immediately surrounding the house and the caretaker's unit will be maintained in a landscaped state.

- For the remainder of the Property, NDSP intends for there to be minimal development. Historically, Kinsey maintained fruit orchards in this area, growing apples, pears, and plums. NDSP intends to restore the orchard look of this part of the Property by preserving existing trees and adding new ones where appropriate. In addition to maintaining the orchards, NDSP plans to add walking trails that will connect to existing trails within Mormon Station State Historic Park. NDSP also intends to add picnic tables, trash receptacles, and educational signage.

- Like the existing park, the Kinsey Property will be open for day-use only.

Parking Areas

- The Property will connect to Mormon Station State Historic Park via walking trails within the existing park. NDSP will create new gates within the stockade (log fence area on the south end of the park) and near the park's group pavilion to provide access to the new Property. As such, visitors will be encouraged to utilize existing parking on the south and west sides of Mormon Station State Historic Park, so that visitors may tour that site then visit the Property (allowing visitors to visit the sites in the chronological order they were developed).

Part 2. Justification for Special Use Permit (Title 20 - Code 20.604.060)

Based on the following points, this Project is justifiable for a special use permit:

- The proposed use of the Property is consistent with adopted master plan policies as it will promote retention of the historical character to Genoa, without creating a negative impact on the adjacent residential living environment. NDSP does not intend to construct any additional structures on the Property. NDSP does not anticipate any measurable increase to visitor usage to Mormon Station State Historic Park and the traffic study prepared for this submittal does not anticipate any significant impact on local traffic operations.

- The proposed use is compatible with and preserves the character and integrity of the adjacent residential neighborhood as the existing Kinsey House will remain entirely intact and will be refurbished and maintained to the highest standard possible by NDSP. Adjacent landscaping will be maintained in a manner appropriate for the historic setting of the house.

THE CONSERVATION FUND

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- The proposed use is not anticipated to generate additional visitation to Mormon Station State Historic Park and is not expected to have an impact on vehicular traffic in the area (see traffic study).

- Existing plans call for visitor access from the adjacent Mormon Station State Historic Park. There will not be any access from streets intended to serve the adjacent residential neighborhood.

- The proposed use will minimize any potential adverse effects to the surrounding neighborhood. NDSP will install perimeter fencing that will prevent trespass into the adjacent neighborhood. The fencing will also shield neighbors to ensure privacy. The Property will only be accessible when Mormon Station State Historic Park is open for use.

- The Property is not located within an identified archeological or cultural study area, as recognized by the County.

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

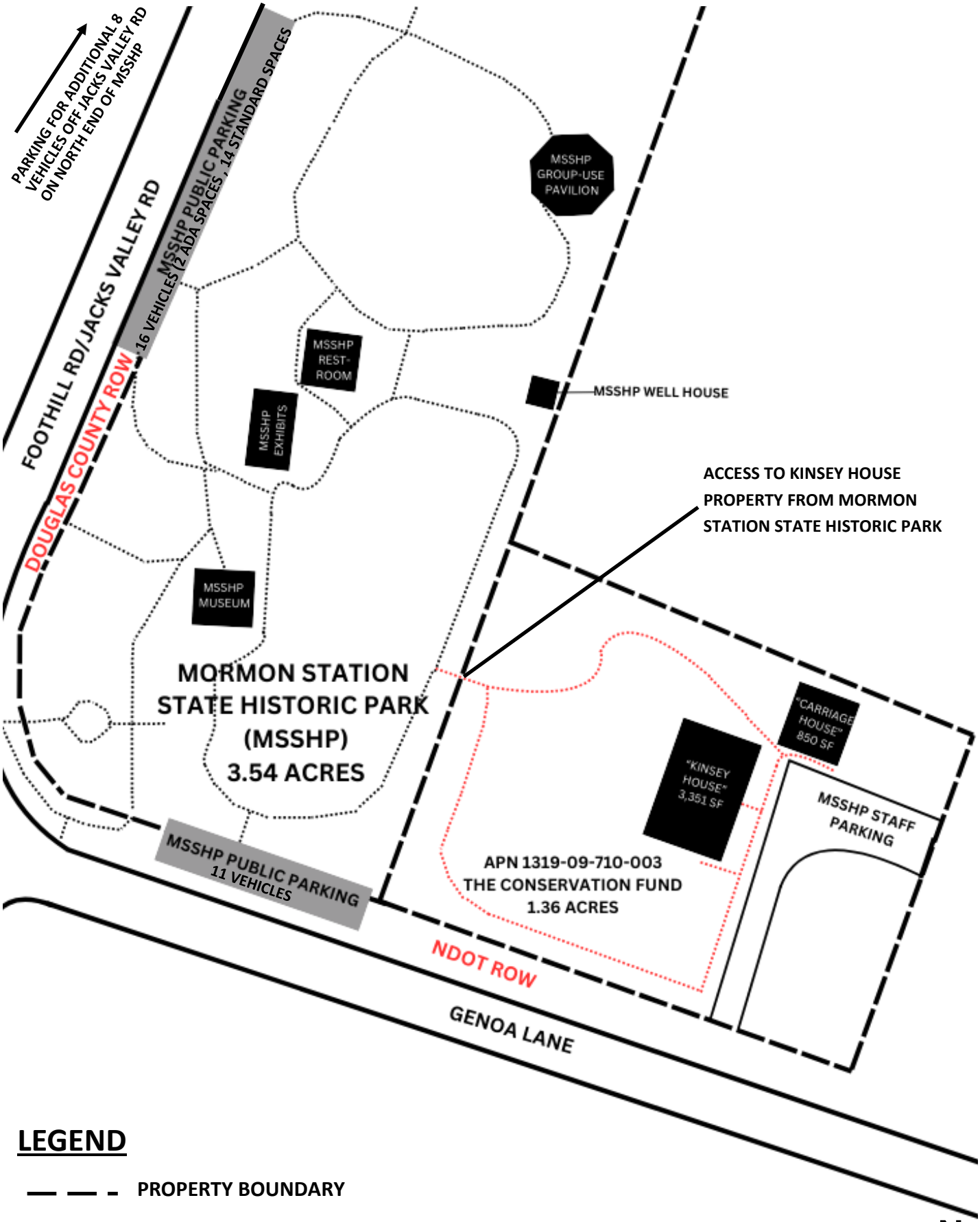
Should there be any concerns or requests for additional information, please reach out to Gavin Kakol, Nevada Field Representative, by phone at (702) 354-8402 or by email at gkakol@conservationfund.org.

Sincerely,

Gavin Kakol

Gavin Kakol
Nevada Field Representative

1655 N. Fort Myer Drive, Suite 1300 703.525.6300
Arlington, VA 22209 conservationfund.org



LEGEND

- PROPERTY BOUNDARY
- EXISTING TRAILS
- POTENTIAL ALIGNMENT OF NEW TRAILS/WALKWAYS

N

100 ft

March 19, 2025

Gavin Kakol
Field Representative, Nevada and Utah
The Conservation Fund
1655 N. Fort Myer Drive, Suite 1300
Arlington, VA 22209-3199

Mormon Station State Historic Park Expansion - Trip Generation Letter

Dear Mr. Kakol,

This letter report presents a trip generation analysis for the proposed expansion of the Mormon Station State Historic Park in Douglas County, NV. The current action is to include the historical home and parcel located at 196 Genoa Lane into the existing park property and functions. The lot is approximately 1.36 acres, and the home is approximately 4,110 square feet (including the main house at approximately 3,260 square feet and a guest house at approximately 850 square feet).

Inclusion of the subject parcel will expand the boundaries of the existing Mormon Station State Historic Park. The historical home will be renovated to operate as an interpretive center for the public to tour. In addition to the main home, the guest house on the property will serve as a park office/ranger station for information on the park and town, and where park visitors can purchase annual permits and make reservations. Other improvements include expanding the orchard and adding walking trails that will connect to existing trails within the park. No new structures are planned as part of this project and no significant increases in park activity or visitation are anticipated with the addition. The park expansion is more related to preservation of historic resources than an intention to generate large increases in visitation.

The site location and expansion are shown in **Exhibit 1**. The site plan renderings and walking trails are shown in **Attachment A.**

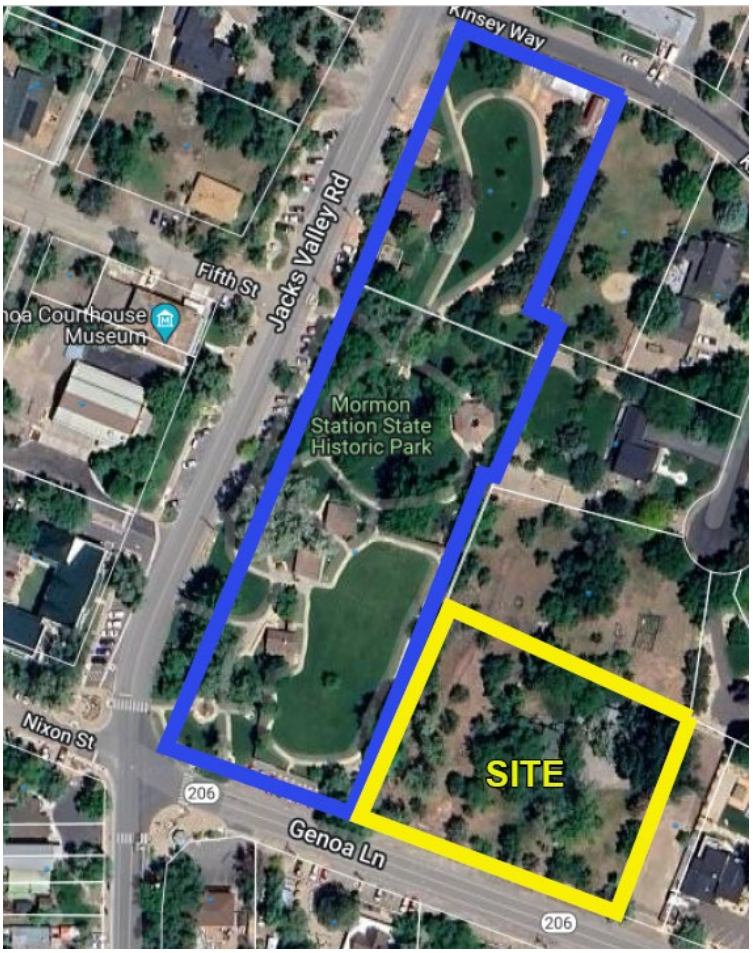


Exhibit 1: Project Location
Source: The Conservation Fund

Project Access and Parking

The parcel to be added to the park will not have vehicular access or parking areas. It will connect to Mormon Station State Historic Park via walking trails within the park. The parking lots will remain on the south and west perimeters.

Land Use and Trip Generation

Trip generation rates from the *Trip Generation Manual, 11th Edition* published by the Institute of Transportation Engineers (ITE) were used to develop trip generation estimates for the proposed project addition based on the "Public Park (Land Use 411)" and "Museum (Land Use 580)" rates. These were the most representative land use categories available with ITE.

Table 1 shows the Daily, AM peak hour, and PM peak hour, and Saturday peak hour trip generation estimates. The project is anticipated to generate up to 9 peak hour trips on a Saturday.

Table 1: Trip Generation Estimates

Land Use (ITE Code)	Size	Trips						
		Weekday					Saturday Peak Hour	
		Daily[1]	AM	AM In/Out	PM	PM In/Out	Saturday Peak Hour of Generator[2]	Saturday Peak In/Out
Public Park (411)	1.36 Acres	1	0	0 / 0	0	0 / 0	6	3 / 3
Museum (580)	4,110 SF	10	1	1 / 0	1	0 / 1	3	2 / 1
Total:		**11**	**1**	**1 / 0**	**1**	**0 / 1**	**9**	**5 / 4**

Notes:
1. Weekday daily rates are not provided for museum. The trips were estimated assuming the weekday peak hour as 10% of the daily trip gen.
2. Max rates used for Saturday Peak hour of Generator for conservative analysis

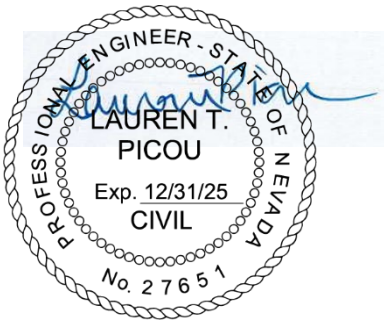
Source: GCW, 2025

Conclusion

Douglas County requires a Trip Generation Letter level of analysis for projects generating less than 500 daily trips and less than 80 peak hour trips. The trip generation for the proposed project is well within the bounds of a *Trip Generation Letter* level of analysis, therefore no further study is recommended. At the stated low trip generation, the proposed project is not expected to have any significant impact on local traffic operations or on local roadways or intersections.

Please do not hesitate to contact us at (775) 322-4300 with any questions.

Sincerely,
GCW, Inc.

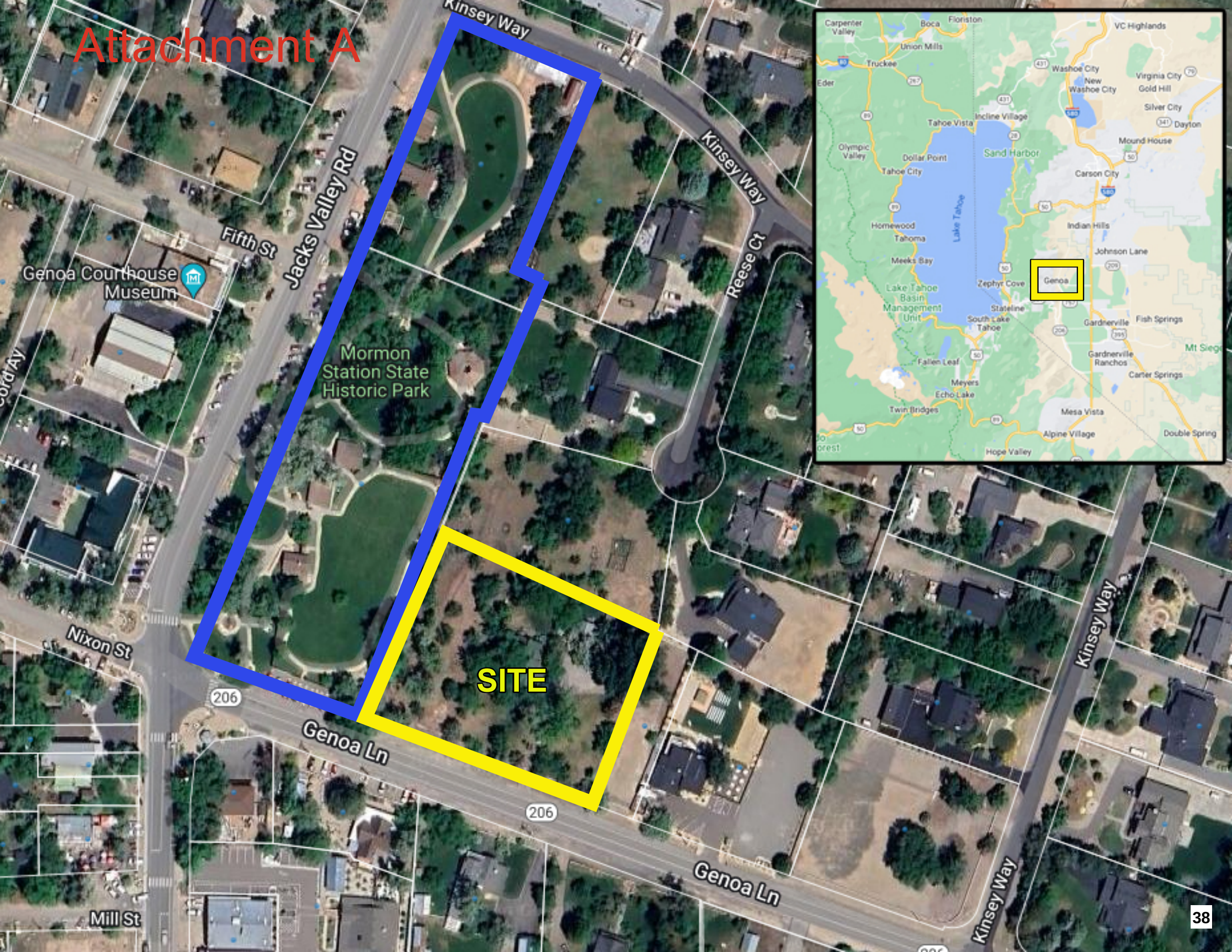


Lauren T. Picou
Digitally signed by Lauren T. Picou
Date: 2025.03.19 07:05:46 -07'00'

Lauren Picou, PE, PTOE
Senior Project Manager

Attachment A: Preliminary Site Plan Renderings

Attachment A



Kinsey Property Concept Visions

Location: Mormon Station State Historic Park



June 2024
Nevada State Parks
Developed By Max Roa

V1: Kinsey House View of Front

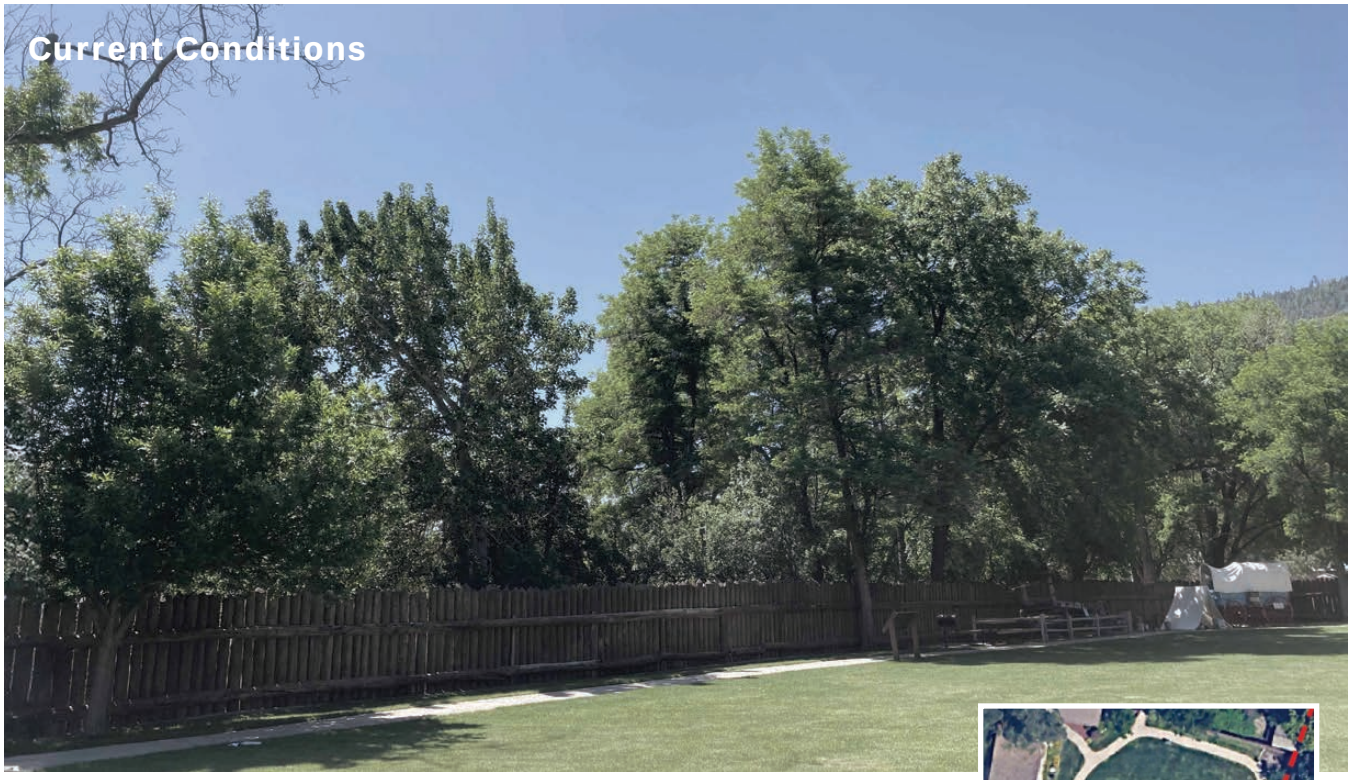




Vegetation around the house to be reduced to increase house visibility. A walking trail loop around the property will be developed. Picnic tables will be placed spradically throughout the property.



V5: View of Entrance to Kinsey Property from Mormon Station





The connection from Mormon Station to the Kinsey Propery will cut through the existing stockade fence on the eastern side of Mormon Station and enter perpendicular to the orchard on the Kinsey Property.




Kinsey Property - Proposed Trails
Legend
Existing Mormon Station SHP Boundary
New Property Boundary
Proposed Alignment of Walking Trails
Google Earth
400 ft
N


Kinsey Property - Proposed Trails
Legend
Existing Mormon Station SHP Boundary
New Property Boundary
Proposed Alignment of Walking Trails
Google Earth
200 ft
N

GENOA TOWN ADVISORY BOARD
Regular Meeting Minutes
May 07, 2025

The Genoa Town Advisory Board held a public meeting on May 07, 2025, beginning at 4:30 PM, Genoa Town Hall, 2287 Main Street, Genoa, Nevada.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE TO THE FLAG

The meeting was called to order by Chairman Gordon Pasley. Present were Board Members Alex Alexander, Brian Crowe, Vice Chairman Caden Gould, and Town Manager Jody Brunz. (Member Keith passed away on 05.06.2025, our deepest condolences)

The sign-in sheet for members of the public is attached as EXHIBIT A.

Pledge of Allegiance was led by Caden Gould.

Chairman Pasley announced the May 6, 2025, passing of Board Member Mark Keith. After Chairman Pasley expressed his and his fellow board member's sincere condolences, there was a moment of silence observed in honor of Mark Keith.

Melissa Ward shared kind words of Mark Keith which was followed by a prayer for Mark which was led by Ms. Ward.

PUBLIC COMMENTS
This portion of the meeting was open to members of the public to speak on any issue not on the agenda.
Public Comment: None

APPROVAL OF AGENDA
For possible action: Approval of proposed agenda. The Genoa Town Advisory Board reserves the right to take items in a different order to accomplish business in the most efficient manner.
Public Comment: None
Board Comment: None

A motion was made by Vice Chairman Gould and seconded by Member Alexander to approve the May 07, 2025, agenda. The motion was passed 4-0.

APPROVAL OF MINUTES
For possible action: Discussion to approve the draft minutes of the regular meeting of April 05, 2025.
Public Comment: None

Draft for Board Approval

Board Comment: None

A motion was made by Member Crowe and seconded by Vice Chairman Gould to approve the April 05, 2025; minutes as presented. The motion was passed 4-0.

RECOGNITION, PROLCAMATIONS AND DONATIONS

1. For Possible Action: Discussion and possible action regarding Proclamation 2025P-002 Proclaiming April 25, 2025, as Genoa, Nevada Arbor Day
   Chairman Pasley read the proclamation- see Board Packet

Public Comment: None

Board Comment: None

A motion was made by Vice Chairman Gould to approve Proclamation 2025P-002. It was seconded by Member Alexander. The motion was approved 4-0.

CONSENT CALENDAR FOR POSSIBLE ACTION

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

For Discussion and Possible Action:

A. Approve the April 2025 financial status report, including accounts payable, expenses and revenue.

Public Comment: None

Board Comment: None

A motion was made by Vice Chairman Gould to approve the April 2025 financial status report, including accounts payable, expenses and revenue. It was seconded by Member Alexander. The motion was approved 4-0.

ADMINISTRATIVE AGENDA

Any item(s) pulled from the Consent Calendar will be heard at this time.

Item #3 was pulled from the agenda

1. For Possible Action: Approve, approve with modifications or deny the FY 2025-2026 Final Annual Budget.

Draft for Board Approval

Town Manager Brunz- "We had a preliminary budget last month, there were a few numbers that were not put in yet by finance, it is now complete. I'm happy to say that in a time when a lot of places are cutting and reducing their budget, ours actually increased. Which is great news for the Town." See Bord Packet.
Public Comment: None
Board Comment: None

A motion was made by Member Alexander to approve the FY 2025-2026 Final Annual Budget. It was seconded by Member Crowe. The motion was approved 4-0.

2. For Possible Action: Approve, approve with modifications, or deny a contract between Volunteers of Genoa and the Town of Genoa in the amount of a 50/50% split of all parking lot revenue collected (after $6,000 deduction for partial expenses) for 2025 Candy Dance Craft Faire Parking Management. See Board Packet.

Public Comment: Martin Manning with Volunteers of Genoa- I approached the Marines and told them about the expenses associated with the Parking, and that's when they came up with the 50/50 split. The thing about the marine's is you get 30-50 young men and women who are fit to do the job.
Board Comment: Member Alexander- should we look at other organizations?
Town Manager Brunz- My one and only goal is to think of the Town of Genoa. The Candy Dance is a fund raiser for the Town of Genoa. The way it stands now, the Town of Genoa brings in less money than the parking management does.

A motion was made by Member Alexander to deny the contract between Volunteers of Genoa and the Town of Genoa and explore other options for parking management. It was seconded by Chairman Pasley. The motion was approved 4-0.

3. For Possible Action: Approve, approve with modifications, or deny one of or all the quotes for relocating 675 feet of fencing along Genoa Vista Trail. Additional quotes may be submitted as 'supplemental' documents at the time of the meeting.

   This item was pulled from the agenda. No action/discussion.

4. For Possible Action: Approve, approve with modifications, or deny a Special Use Permit Application submitted by The Conservation Fund, a nonprofit corporation for 196 Genoa Lane, Genoa Nevada. Assessor's Parcel Number 1319-09-710-003. Project Name: Mormon Station State Park Kinsey House Expansion where 'The Conservation Fund is seeking Special Use Permit

Draft for Board Approval

to authorize use by NV State Parks (future owner) to expand Mormon Station State Park. The Park's use would be of Community Significance meaning historic cultural, economic, social or environmental value to the county'.

Town Manager Brunz- *Mormon Station is seeking to add the Kinsey House as an addition to Mormon Station State Park. They would use it as a museum. They will be removing the property from the Sierra Shadows HOA and are seeking a Special Use Permit.*

Public Comment: Bill Brooks- That property is zoned residential. This should be addressed by Douglas County Community Development, not a special use permit. I'm confused about the arrangement with Nevada state parks and that property. We have a parking issue here (in Genoa).

Town Manager Brunz- With a special use permit, you can only use that property for a certain use verses a zone change which could open the property up for other uses.

Board Comment: Chairman Pasley- We did ask about parking there, but it will not be that impacted.

Public Comment: Norm Hansen (President of Sierra Shadows HOA)- The goal is to preserve the house, not to create a recreational destination. There will only be two entrances from the Stockade. We were sure to get assurances that the house cannot be developed into anything other than what it is. We are taking it out of the Homeowners association, but there are two deed restrictions.

Board Comment: Vice Chairman Gould- I'm all about the State taking on the house and that property, but it concerns me if they are going to bring large quantities of people. Is the State planning to do events on the property?

Town Manager Brunz- It's my understanding that it's going to be offices for their staff, and the house will be open for tours during specified day and times.

A motion was made by Chairman Pasley and seconded by Member Crowe to approve the Special Use Permit submitted by the Conservation Fund with the agreement that any modifications to the exterior of the building and/or property must be approved by the Town of Genoa Advisory Board, in addition to the Genoa Historic District Commission's approval of a Certificate of Appropriateness. The motion was passed 4-0.

5. For Possible Action: Approve, approve with modifications, or deny Genoa Community Church rendering/drawings with scope of work for exterior landscaping work to be completed on town property located at 182 Nixon Street and funded by Friends of Genoa. Work scheduled to be completed late summer 2025 by Tom Ediss Landscaping. This plan is for hardscape only. Planting plan to follow at a later date. See Board Packet.

Public Comment: Sherrie Millichap- This will benefit the town by making the church more attractive for weddings. The pavers will go to the road which will cut down on the water that drains there. We are very excited about this project.

Draft Not Board Approved

Board Comment: Member Alexander- I'm all for it; I think it's a good thing.

A motion was made by Vice Chairman Gould and seconded by Member Crowe to approve the Genoa Community Church renderings/drawings. The motion was passed 4-0.

6. For Possible Action: Approve, approve with modifications or deny placing 'Town Hall Parking Only' and 'Town Staff Parking Only' signs in front of the Genoa Town Hall and the Genoa Town Office Fire Bay' doors. The actual wording of the signs may be discussed and decided at this time. Any signage will need to be approved by the Genoa Historic District Commission before installation.

Town Manager Brunz- Everyone knows we have a parking issue in Town. We also have a sign issue; some people are against adding more signs. Many days we do not have parking at the Town Hall for our renters or for Town Staff.
Board Comment: Vice Chairman Gould- We have had nothing but problems, if we have a fire or emergency, we would not be able to access the building.
Board Comment: Chair Pasley- I think parking should be by permit only.
Public Comment: Maggie Tracey- Parking is an issue, sometimes driveways are blocked. It's dangerous if you are blocking because people are walking in the street. Plus the cars are destroying the pavers.
Public Comment: Michael Fefer- You could make it a fire Lane and that would prevent the parking on the pavers.

A motion was made by Vice Chairman Gould and seconded by Member Alexander to approve parking signs in front of the Town Hall and Fire Bay pending approval from the Historic District. The motion was passed 4-0.

7. Not For Presentation: The Manager's Monthly Report for April 2025. See Board Packet.

Town Manager Brunz- This came in after the Board Packet was created. The Annual 2025 Reno-Tahoe Odessey relay race will take place in the Town of Genoa Saturday May 31st, 2025.
Board Comment: Chairman Pasley- We need to notify renters in July and August about the Church landscape work being done.

8. For Presentation: The Board Member's comments, activities and liaison committee reports for April 2025.

Board Comment: None

PUBLIC COMMENTS AND ANNOUNCEMENTS (No Action)

Draft for Board Approval

Public Comment: Maggie Tracey- The second Annual Memorial Day service is at the cemetery. It will start at 10 am. It will be a nice day to honor and remember. Monday May 26th at 10:00 a.m.

ADJOURNMENT

A motion was made by Vice Chairman Gould that the meeting be adjourned at 5:46 p.m. The motion was seconded by Member Crowe and approved 4-0.

Respectfully submitted,
Katie Bowlin, Office Specialist
Town of Genoa

Draft for Board Approval

DP25-0079

TOWN OF GENOA
SINCE 1851
P.O. Box 14 • Genoa, Nevada 89411
Phone: 775.782.8696 • Fax: 775.782.2779
www.genoanevada.org

May 8, 2025

Kate Moroles O'Neil, Principal Planner
Douglas County Community Development Department
P.O. Box 218
Minden, NV. 89423

RE: Special Use Permit for APN 1319-09-710-003, 196 Genoa Lane, NV. 89411

During the Genoa Town Advisory Board meeting held on May 7, 2025, the said board approved the Special Use Permit for the above-mentioned property with the following condition:

- That any modifications to the exterior of the building and/or property must be approved by the Genoa Town Advisory Board, in addition to the Genoa Historic District Commission approval of a Certificate of Appropriateness.

Should you have any questions, comments or require additional information, please do not hesitate to contact me at 775-782-8696.

Respectfully,

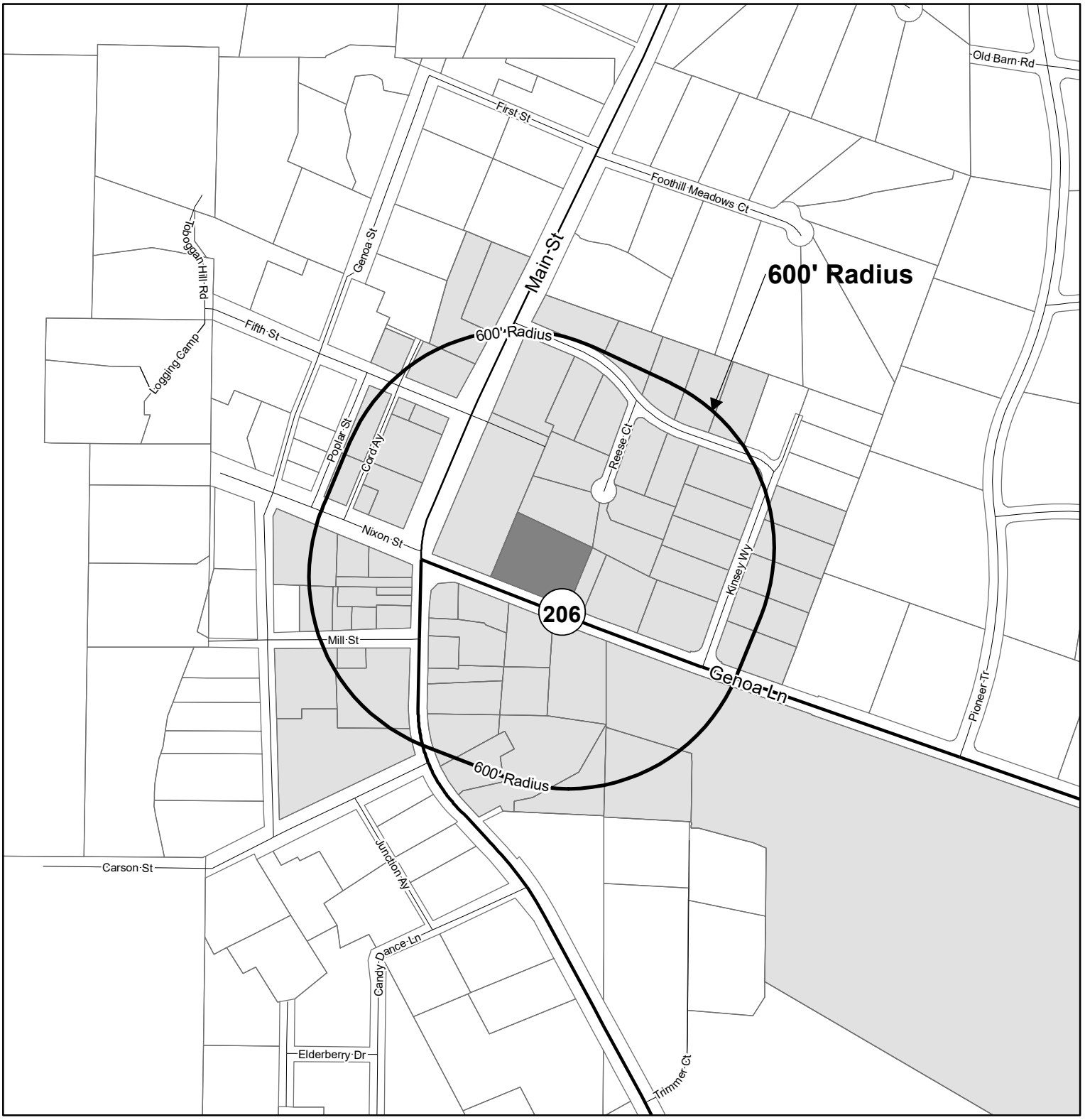
Jody Brunz
Genoa Town Manager

Copy: Andrea Pawling, Community Development Deputy Director / GHDC
Coleen Thran-Zepeda, Douglas County Development Coordinator Senior

Douglas County Noticing Radius Map

600' Radius

APN: 1319-09-710-003



1 inch = 450 feet

Print Date: 1/14/2025

Legend

Noticing Radius | Subject Parcel(s) | Parcels Within noticing Radius

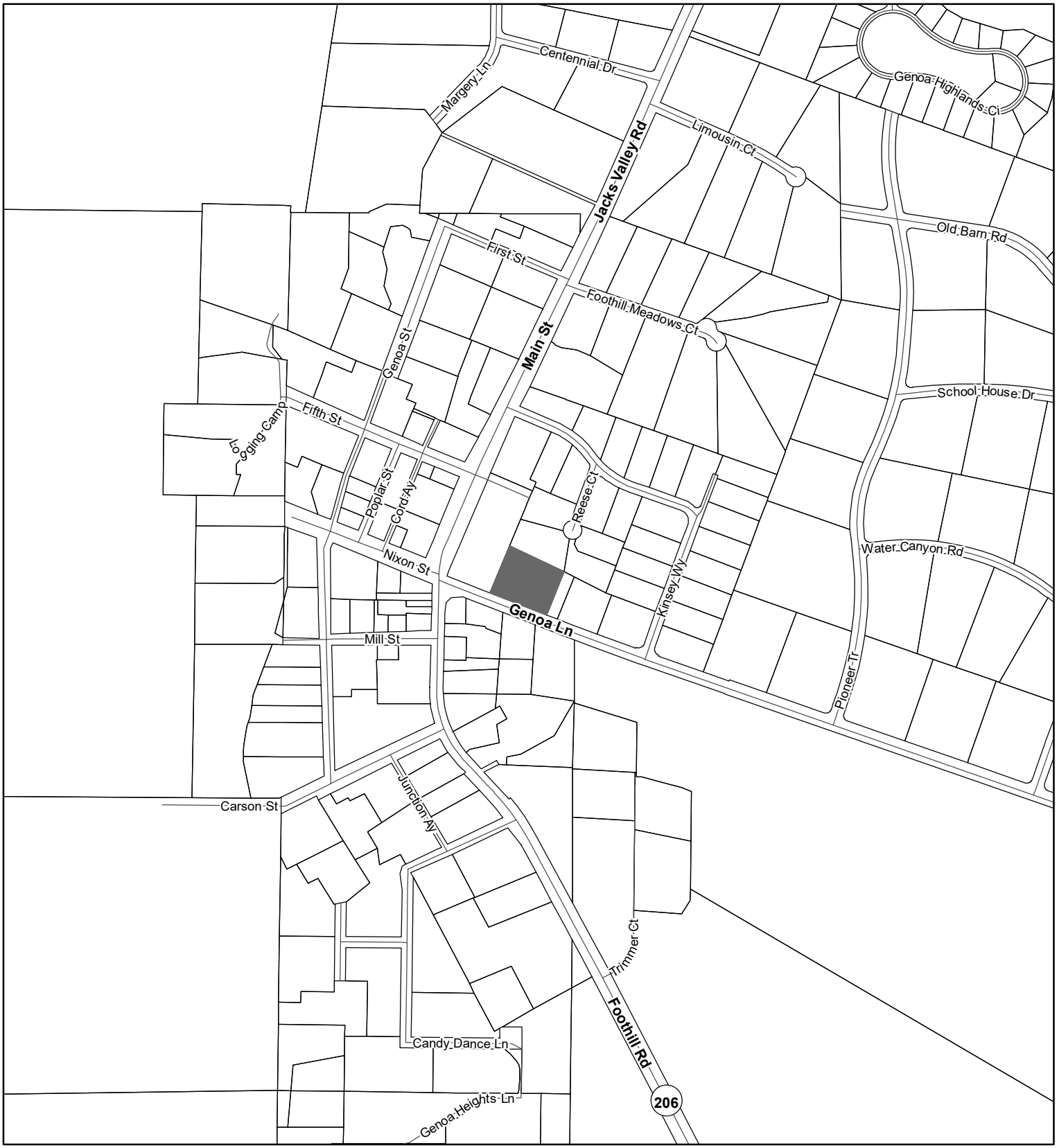
N W E S

The data contained herein has been compiled on a geographic information system for the use of Douglas County. The data does not represent survey delineation and should not be construed as a replacement for the authoritative source, plat maps, deeds, resurveys, etc. No liability is assumed by Douglas County as to the sufficiency or accuracy of the data.

DOUGLAS COUNTY

Douglas County Vicinity Map

APN: 1319-09-710-003



1 inch = 600 feet

Print Date: 3/20/2025

Legend

Subject Parcel

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