Sparks City Council Meeting
Monday, September 12, 2022 2:00 PM
Legislative Bldg., 745 4th St., Sparks, NV

MAYOR
Ed Lawson

CITY COUNCIL
Donald Abbott, Ward 1
Dian VanderWell, Ward 2
Paul Anderson, Ward 3
Charlene Bybee, Ward 4
Kristopher Dahir, Ward 5

CITY MANAGER
Neil Krutz

CITY ATTORNEY
Wes Duncan

Public Meeting Notice — Meetings are open to the public and notice is given in accordance with NRS 241.020.

Posting — This agenda has been distributed for posting at the following locations three (3) working days before the meeting:

Sparks City Hall, 431 Prater Way www.cityofsparks.us https://notice.nv.gov/

Supporting Documentation — Supporting documents for this agenda are available on the city's website at www.cityofsparks.us and will be available for review at the Council meeting. For further information you may contact the City Clerk at (775) 353-2350.

Order of Agenda — Items on the agenda may be taken out of order; the City Council may combine two or more agenda items for consideration; may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time per NRS 241.020 (3)(d)(6) and (7).

Public Comment — Persons desiring to address the City Council shall first provide the City Clerk with a written request to speak so they may be recognized by the presiding officer. Each person addressing the City Council shall approach the podium when called, give his/her name, and shall limit the time of their presentation to **three (3) minutes** per NRS 241.020(3)(d)(3). Public comment may address any agenda item or other public issue that the City Council has the authority to effectuate or exercise control over. Public comment on matters beyond the Council's scope of authority, not relevant to Council business, and that does not serve a governmental purpose, is not permitted. You may also submit public comment by emailing cityclerk@cityofsparks.us no later than 12:30 pm the day of the meeting. In the subject line of the email type "Public Comment City Council". Emails received for public comment will be entered into record but not read aloud during the meeting.

Restrictions on Public Comments — All public comment remarks shall be addressed to the Council as a whole and not to any member thereof. No person, other than members of the City Council and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked of the City Council except through the presiding officer.

Disruptive Conduct — Any person who disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer.

Accommodations — The meeting site is accessible to individuals with disabilities. Reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend shall be made per NRS 241.020(1). Please call the City Clerk's office (775) 353-2350 at least three (3) business days before the meeting to make arrangements.

If you have questions, you may find additional information at www.cityofsparks.us or call the City Clerk's office at (775) 353-2350.

Sparks City Council
Meeting Agenda
Monday, September 12, 2022 2:00 PM

1. **Call to Order**

2. **Roll Call**

3. **Opening Ceremonies**

3.1. Invocation Speaker: Bishop Dave Hansen, Church of Jesus Christ of Latter Day Saints

3.2. Pledge of Allegiance

4. **Public Comment**

4.1. Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

5. **Agenda**

5.1. Approval of the Agenda (For Possible Action)

6. **Minutes**

6.1. Consideration and possible approval of the minutes of the Sparks City Council Meeting for August 22, 2022. (For Possible Action)

7. **Announcements, Presentations, Recognition Items and Items of Special Interest**

7.1. Proclamation: Suicide Prevention Month: Creating Hope Through Action

7.2. Proclamation: Voter Registration Month

7.3. Proclamation: Surgical Technologist Week

7.4. Boards and Commissions Vacancy Announcement: Sparks Parks and Recreation Commission.

8. **Consent Items**

8.1. Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of August 10, 2022, through August 29, 2022. (For Possible Action)

8.2. Consideration, discussion, and possible approval to purchase an AutoAnalyzer 500 system for the Truckee Meadows Water Reclamation Facility from SEAL Analytical in the amount of $73,312.00. (For Possible Action)

8.3. Consideration and possible acceptance of grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each. (For Possible Action)

9. **General Business**

9.1. Consideration, discussion, and possible approval of the Building Official's appointment to the Building Code Board of Appeals from the following pool of applicants, listed in alphabetical order: Waylon Lowery, Amy MacQuarrie, Brett McElhaney, Matthew Myres. (For Possible Action)

9.2. Consideration, discussion, and possible acceptance of a donation from Corwin Ford Reno in the amount of $10,000.00 to the Sparks Police Department Homeless Outreach Proactive Engagement Team. (For Possible Action)

9.3. Consideration, discussion, and possible approval of an interlocal agreement (AC-5876) between the City of Reno, on behalf of the Reno Police Department, Washoe County, on behalf of the Washoe County Sheriff's Office, and the City of Sparks, on behalf of the Sparks Police Department, for the management and disposition of the 2022 Justice Assistance Grant (JAG) Program Award (CFDA #16.738) from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, in the total amount of $201,762.00 with Sparks's share being $40,352.40. (For Possible Action)

9.4. First Reading of Bill No. 2800 to rezone a site approximately 8.94 acres in size generally located at the southwest corner of Nichols Boulevard and Howard Drive, Sparks, Nevada (APNs 037-031-11, 037-013-04, and 037-013-05) from MUD (Mixed-Use District) to TC (Tourist Commercial). (For Possible Action)

9.5. First Reading of Bill No. 2801 to amend a Final Approved Plan (Pioneer Meadows Development Standards Handbook) for a site approximately 640 acres in size in the PD (Pioneer Meadows Planned Development) zoning district, generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard to: a) add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use category; b) reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use category; and c) remove cumulative density requirements associated with the MF15A (Multi-Family) land use designation; and d) providing for other matters related thereto. (For Possible Action)

10. **Public Hearing and Action Items Unrelated to Planning and Zoning**

10.1. Public Hearing, consideration, discussion, and possible approval of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022, for submittal to the United States Department of Housing and Urban Development. (For Possible Action)

11. **Planning and Zoning Public Hearings and Action Items**

11.1. Second Reading, public hearing, discussion, and possible action on Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto. (For Possible Action)

12. **Comments**

12.1. Comments from the Public

Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised

during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

12.2. Announcements from the Mayor, City Council and City Manager

13. **Adjournment**

Sparks City Council Meeting
9/12/2022 2:00 PM

4.1. Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

Item Title: Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

From: **R B** rborden.reno@gmail.com
Subject: Pioneer Meadows Commercial Expansion
Date: September 9, 2022 at 5:50 PM
To: cityclerk@cityofsparks.us

This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To whom it may concern:

This email is notice of our strong opposition to the proposed change being considered in Sparks Planning Commission Case PCN21-0002/PD22-0005 with regard to the addition of Warehouse and Distribution zoning.

The homeowners of Pioneer Meadows have paid a premium price for our space and continue to pay high property taxes to avoid the noise, traffic and congestion of the center of the city. We are adamantly opposed to the addition of warehousing, or any additional industrial use of the land we have worked so hard to escape to.

As you continue to crowd us back into a box with extensive multifamily housing and business development you once again show a disregard for the people who pay your salaries. Keeping down this path will drive tax-paying, employers and business people out of the City of Sparks completely.

Thank you for your consideration.

R. Borden
Pioneer Meadows Homeowner.

From: **Charli Briscoe** charlibriscoe29@gmail.com
Subject: Pioneer Meadows
Date: September 8, 2022 at 3:44 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello!

I am emailing in to provide feedback on the current zoning increase from 15% to 35% for more commercial properties to be built right by the Sky Ranch Middle School and Bohach Elementary school, pioneer meadows area. I think that the road is already insane when the children are walking to and from school during the weekdays. Now, you want to add more commercial properties in this area that will increase large semi-trucks and traffic? No, thank you!

We need more recreational parks in this area! If you put more commercial land in, you better plan on putting in more parks and stop lights. The cross walks we have and the three roundabouts that were put in, DO NOT SLOW down the drivers in that area. I have seen three accidents this year due to speeding. We do not need more of that.

Thank you!

--
Charli Briscoe
775-741-9941

From: **Boggan, Cyndi** cboggan@cityofsparks.us
Subject: FW: Public Comment
Date: September 6, 2022 at 11:30 AM
To: City Clerk cityclerk@cityofsparks.us

-

Cyndi Boggan | **City Manager's Office**

From: Caitlin Vong <caitlin.filer775@gmail.com>
Sent: Tuesday, September 6, 2022 11:23 AM
To: Boggan, Cyndi <cboggan@cityofsparks.us>
Subject: Public Comment

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

My name is Caitlin Vong. I would like to submit public comment on an agenda topic for a City Council meeting on September 12th at 2 pm. This is the topic of plans to allow warehouse distribution to the Pioneer Meadows area.

Here's my public comment:

I am a resident of the Pioneer meadows community in Sparks, NV. This is the neighborhood where there's a proposal to allow warehouses to be built.

I would like to take this time to speak out against this idea. As a parent of a small child in this neighborhood, I feel this presents a huge danger to the safety of the community. The proposed location for the warehouse zoning is directly off Wingfield hills road. Wingfield Hills road is right by an elementary school and a middle school. On any given day, you will see countless small children walking to school on Wingfield hills road, riding their bikes, even walking their dogs. You'll also see mothers pushing strollers with small children on this roadway. To introduce warehouses and subsequently a steady flow of 18 wheelers to this neighborhood is not only dangerous – it's irresponsible.

If you look closely at the homes that back up to Wingfield Hills road, you'll notice that they don't have protective concrete sound walls separating them from the roadway. There's

nothing but a wooden fence between the yards of these homes and Wingfield Hills Road. What would happen if an 18 wheeler crashed through the fence on Wingfield Hills road? The truck would most definitely crash into a home here.

We've already had multiple instances of cars and trucks crashing through the wooden fences, and landing into the yards of the homes off Wingfield hills road. In fact, this happened on July 21st. A car crashed through the wooden fence and narrowly missed hitting a home whose yard backs right up to Wingfield hills road. Local news station KOLO TV came out to cover the story. You can still find it on their website. The ironic part was this was the same location that another vehicle crashed through the fence around one year ago. Thankfully, this was only a small sedan crashing through the fence, not an 18 wheeler.

This proposal provides zero provisions to replace the wooden fences on Wingfield Hills Road with protective concrete sound walls. Essentially, the proposal takes nothing into consideration for the safety of the families who live off Wingfield Hills Road.

Additionally, there's also an insufficient buffer zone between the houses and the proposed warehouse area. Residential and warehouse zoning are **incompatible** uses in such close proximity.

We need zoning that makes sense for our community. Allowing warehouses and 18 wheelers in the middle of a suburban neighborhood right across from an elementary and middle school does NOT make sense. Allowing this would put countless families with small children in danger.

Please, consider the recommendation from the City of Sparks Planning Commission and vote to deny this proposal.

Here's a link to the news article on KOLOTV:

https://www.kolotv.com/2022/07/21/woman-arrested-after-driving-through-fence-sparks/

I have also attached a photo of the car that crashed through the fence off Wingfield Hills Road on 7/21/22.

Thank you,

Caitlin Vong

From: **Deanna Colton** deanna.colton@gmail.com
Subject: Public comment
Date: September 8, 2022 at 8:18 AM
To: cboggan@cityofsparks.us, cityclerk@cityofsparks.us

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Good morning,

I wanted to voice my concern about the proposal to allow for warehouses to be built across the way from my home in the Kiley Ranch neighborhood. We fear that allowing this to happen will increase the traffic and noise on the nearby roads. We have already had two cars go through peoples fences and a young kid get hit while riding their bicycle. We also use that land to walk our dogs and walk over to the lazy five park. We are already very disappointed in the City of Sparks for not providing us with any green space. Many of the neighbors were also told false city plans of parks in this new area. The building of warehouses would make us consider moving form here as our house would devalue and the area would be unlivable for future families.

Thank you,
Deanna Colton
--
Deanna Colton, PhD

From: **Joe Condoluci** joeandsylvia@yahoo.com
Subject: Public Comment City Council Agenda item #9.5
Date: September 11, 2022 at 3:30 PM
To: cityclerk@cityofsparks.us
Cc: Joe Condoluci joeandsylvia@yahoo.com

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Regarding agenda item #9.5, my wife and I are unconditionally opposed to any move that will allow a warehouse and distribution center within the proposed geographic boundaries, in agenda item #9.5, that do not meet the criteria of the current handbook.
Wingfield Hills Road is already a speedway, there is no logical reason to allow 18 wheeler activity on this road.
There is an elementary school 0.2 miles away from Wingfield Hills Rd. These young students navigate Wingfield Hills Rd to and from school.
The city of Sparks already has a handbook of allowed businesses that have been approved for this geography. The only warehouses approved would be ancillary to those businesses already approved.
One mile north, we have a NNMC Urgent care facility and a WINCO Foods property.
What did that developer do to meet the criteria for these businesses?
It seems though that the developer working within the boundaries of agenda item 9.5, is "picking the low hanging fruit".
We suggest that the city of Sparks provide the current developer the handbook of already approved businesses, and ask him/her to get back to work.
Once again our efforts should be to curtail the number of speeding violations along Wingfield Hills Rd…not increase the dangers by allowing 18 wheeler traffic.
In closing, if all of the new residents and existing residents had known of this proposal, we believe they would not have closed of their existing homes/properties.
Thank you,
Joe and Sylvia Condoluci
2013 Elk Falls Way
Phone #s:
Joe 334-294-5117
Sylvia 334-546-0374

Sent from Mail for Windows

From: **veronica.e.crabtree** veronica.e.crabtree@gmail.com
Subject: public comment
Date: September 9, 2022 at 10:12 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us

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to whom it may concern. As a resident of the sendero community I do not approve of the proposal allowing warehouses to be built in pioneer meadows.

there are many many reasons the residents of our community do not want this. below I list a brief list of the most basic reasons, however there are quite a few more that I chose to limit.

1. 3 children have already been hit by cars on Wingfield hills in the last year. The increased traffic would create more danger for the families who live here

2. the houses on the roundabout of kiley parkway and Wingfield hills have had traffic drive thru thier fences multiple times. with increased traffic and semi trucks coming thru this would be quite dangerous.

3. Lennar representatives previously informed us that the property in question would be more residential homes, which would help retail value. by building warehouses there the home values would drop. We did not pay 500k to be surrounded by warehouses.

4. The noise of trucks using Wingfield hills road and the side streets would be disturbing to many of the homes that have backyards facing these streets.

5. the lighting of a warehouse can affect the ambiance of a back yard, or put families at risk when trucks accidently drive into them.

6. this property is close to both a elementary and middle school school where kids walk to and from school. Bringing a warehouse will bring interstate traffic, making it easier for people to kidnap and take beyond state lines.

7. the people buying houses in 5 ridges will not want a view of warehouses

8. pyramid is already a dangerous road, adding more traffic would be irresponsible.

Veronica Crabtree
2074 Bishop Pine
Sparks Nv

7752240537

Sent from my Verizon, Samsung Galaxy smartphone

From: **Boggan, Cyndi** cboggan@cityofsparks.us
Subject: FW: "public comment"
Date: September 8, 2022 at 4:27 PM
To: Hunderman, Lisa lhunderman@cityofsparks.us

Cyndi Boggan | **City Manager's Office**

From: Michael Cudia <cudiakids70@currently.com>
Sent: Tuesday, September 6, 2022 7:36 AM
To: Boggan, Cyndi <cboggan@cityofsparks.us>
Subject: "public comment"

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I am sending this email in regards to the considered proposal to allow warehouses to be built in Pioneer Meadows.

As homeowners living in this area, my husband and I are both very much against this proposal. There is enough traffic, noise, and trucks in this area, without adding more. Adding more than what it is zoned for, could cause hardship for the residents trying to access Vista or Pyramid Highways.

Please do not consider this as a possibility for Pioneer Meadows and Kiley Ranch.

Thank you,
Mr. and Mrs. Michael Cudia

From: **Glenn Filer** gfiler56@gmail.com
Subject: No Warehouses on Pioneer Meadows
Date: September 8, 2022 at 1:58 PM
To: cboggan@cityofsparks.us
Cc: cityclerk@cityofsparks.us

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Dear members of the Sparks City Council,

The Sparks Planning commission is again holding a public hearing to consider allowing warehouses to be built in the Pioneer Meadows community where my daughter, son-in-law and granddaughter live.

This is a bad idea. The Pioneer Meadows community is right off Wingfield Hills Road. This area is zoned for residential housing —not warehousing.

I'm worried about adding warehouses and subsequently a flow of semitrucks and trailers to this community's roadways. Wingfield Hills Road is right down the street from an Elementary school and a Middle school. There are small children walking down Wingfield Hills Road every day on their way to school. It just seems very dangerous to have big trucks and trailers on their way to warehouses going down this roadway.

I oppose this plan. Please vote NO on this proposal.

Glenn Filer
Life-Long Nevada Resident

--
Thank you!

Glenn Filer
Graphic Designer
Ph.: 775.225.6544
E-mail: gfiler56@gmail.com
Facebook.com/glfgraphics/
https://www.linkedin.com/in/glenn-filer-72634047/

From: **Holly Garvin** renoholly@sbcglobal.net
Subject: Public Comment
Date: September 5, 2022 at 5:49 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To whom it may concern,

My name is Holly Cimadon and I live in Kiley Ranch. My house backs directly up to Wingfield Hills Rd, about 200 ft east of the Kiley Ranch and Wingfield round about. I am writing you regarding the potential warehouse being built in Pioneer Meadows area, off of Rolling Meadows Drive.

I am asking City of Sparks to deny to proposal for warehouses to be built in Pioneer Meadows.

The noise pollution from Wingfield is already high. Between the hours of 7:00am and 9:00pm, the noise from constant traffic plagues my children's rooms. If warehouses are built, the noise pollution will become worse with tractor trailers being significantly louder than the average car.

The round about at Kiley Ranch and Wingfield Hills is dangerous. Two cars have plowed into the back of my neighbors fence/yards, which has yet to be fixed. If a tractor trailer would lose control in this roundabout it could potentially take my neighbors or my house out in the process.

The Kiley Ranch/Pioneer Meadows area has a high number of children, of which, many walk/ride to school at Bohach and Sky Ranch. With warehouses comes increased traffic - a problem the could directly result in one of these kids being hit or ran over.

There is plenty of land in the Spanish Springs area that is more appropriate for a warehouse - the middle of a housing development is not one of them. Due to the reasons listed above, I am asking you to decline the proposal for warehouses to be built in our neighborhood.

Thank you for your time,
Holly Cimadon
775-846-5065

From: **Becky Green** beckyisgreen55@gmail.com
Subject: Public Comment
Date: September 9, 2022 at 10:45 AM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us

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To Whom It May Concern:

I want to firmly state that I am against the rezoning of the area next to Sendero at Pioneer Meadows. This goes against every intent I had in buying in this neighborhood to be around families and a low amount of warehouses/large businesses.

We intentionally looked into all details, appreciating the possibilities of the area of predominantly family housing/apartments and hopefully someday a park very near us! My family thinks parks are very underserved here within a walkable distance and would like to see the city and zoning prioritize items for our family, not large businesses that will disrupt and change our way of life. This will turn our lovely, walkable, quiet neighborhood into a house-shaking noisy road bypass! (I say this from direct experience of Friends and Family who went through terrible rezoning adjustments that blindsided them as well, not from your "experts" who don't actually live day in and out in our neighborhoods.)

I, of course, won't forget to mention that there have also been several accidents with children being injured and fences/yards being damaged multiple times due to the extended traffic in these areas. By increasing this to large trucks and high employee travel it creates an even scarier environment where I would've once felt safe to let my daughter walk to school (which is of course purposely within walking distance as a convenience to our neighborhoods).

I beg of you to please vote against this rezoning and allow our community to flourish on the current zoning it was originally built upon.

Thank you for your time,
Becky Green

From: **Joan Harris** ktsnama@gmail.com
Subject: Public comment
Date: September 5, 2022 at 4:14 PM
To: cityclerk@cityofsparks.us

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I am greatly opposed to the proposal to allow 18 wheelers on Wingfield hills rd. The warehouses would bring vehicles that endanger our children!
Most children in the said area have to ride bikes to school. There are three round abouts. Do you think an 18 wheeler can run the speed limit and turn safely in the roundabout? If this is passed then the only logical entrance should be off pyramid and not travel on Wingfield at all. Children have been hit by vehicles this summer must you wait until someone dies .

Sent from my iPhone

From: **Jose Juan Hernandez** josejuanh@nevada.unr.edu
Subject: Public Comment - Pioneer Meadows Resident
Date: September 10, 2022 at 1:04 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us

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Hello,

Please consider this email as a response against increasing the zoning for building warehouses to 35%. I'm certain you are aware that this is more than 2x the original proposed amount of 15%. There isn't enough infrastructure to sustain double the amount of warehouses especially in our lovely neighborhood. My neighbors and my family all have relatively young children and to have warehouses right next door to our homes is a major disservice to our kids. This posses a hazard to them by having a strong presence semi-trucks on our children's routes to walking to school. I wouldn't feel safe having this near our homes as most warehouses at night turn into car meets promoting illegal activity and introduces a bad influence on our kids right in their backyards.

Furthermore, it's already bad enough commuting to and from work with the current traffic and limited efficient routes. Adding more semi-trucks to these routes will cause more accidents to occur further delaying the commute to and from work. We need better roads to support the larger population and especially if there will be 2x the amount of warehouse space in our neighborhood. There will be more pollution such as noise, illegal trash disposal, and hazards. I do not have factual statistical data, but I'm speaking from what I've observed, witnessed, and experienced from warehouses.

I'm very against this and I'm positive most of my neighbors are also against this proposed change. Please don't allow this change to happen for the sake of our children!

Kindest Regards,

Jose Juan Hernandez, resident of Pioneer Meadows.

From: **Kathleen Huynh** dancewitme08@yahoo.com
Subject: Public Comment
Date: September 6, 2022 at 8:04 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us
Cc: cybee@cityofsparks.us

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To Whom It May Concern:

I am writing as a resident of Pioneer Meadows & Kiley Ranch in opposition of the proposal to allow for warehouses to be built in Pioneer Meadows. This is a residential area and the location of the new school. By allowing the building of warehouses, you will allow more traffic and noise into our neighborhoods and could potentially put the children in harm's way. Many of them walk home and don't need to be walking near or on the same pathways as these 18 Wheelers.

Please reconsider the building of warehouses in this location. Nevada has other empty lots away from residential areas where warehouses can exist (ie USA Parkway, the empty open lots on the way to Fernley or even Fallon).

Thank you for your time and consideration.

Kathleen H.

Thank you,

Kathleen

From: **Anatoliy Mamay** tolikvm@gmail.com
Subject: Public Comment
Date: September 5, 2022 at 12:27 PM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofspark.us

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello Team,

Absolutely NOT. There are other areas where the city can build and develop warehouses. Instead of building a wonderful park or recreation fun zone, they decide to build a warehouse right next to the housing where brand new families will reside. The warehouse will bring more poulton into the zone and more traffic on Pyramyd and Vista roads. This will bring more crime into the area as well and trash.

City can find another place for the warehouse away from the families and brand new family homes. They should focus on cleaning the 80 highway, the area looks like a 3rd world country with all the trash.

Thank you

From: **Tracey Rodriguez** rodriguez.tracey1@gmail.com
Subject: Public comment
Date: September 9, 2022 at 10:28 PM
To: Kdahir@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us, cityclerk@cityofsparks.us

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hello,

This email is to provide public comment regarding the pioneer meadows/kiley ranch proposal of adding warehouses to the area. This would increase heavy amount of traffic to an already poorly controlled traffic area. I believe the zoning currently allows for 15% and this proposal would increase it to 35%.

Besides the trafffic it would add to pyramid highway please consider the traffic to wingfield hills dr. There has been multiple car accidents into the backyards of homes as I saw Mr. Dahir went to observe as well as pedestrian accidents with kids! There are two schools here and with the shortage of busses, many kids are on foot and bikes. It is not in the best interest of the kids and families to put warehouses in the middle with constant 18 wheeler traffic on the way home from school and home. I can't imagine anyone would feel safe crossing that road with one hundred percentage assurance a pedestrian could be visible.

I am asking you to vote no on the proposal. The current roads are already not safe for our children and surrounding neighborhoods, this would not be safe decision.

Best,

Tracey Rodriguez
775-247-4789

From: **Michelle Scheaffer** mscheaffer44@gmail.com
Subject: Public comment
Date: September 9, 2022 at 10:15 AM
To: cityclerk@cityofsparks.us

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I would like to oppose more warehouses being built in Pioneer Meadows.

Thank you
Michelle Scheaffer

From: **Toan V** tovopro@gmail.com
Subject: Public Comment
Date: September 9, 2022 at 11:20 AM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us

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Hello,

My name is Toan Vong. I would like to submit a public comment for an agenda topic for a meeting on Thursday August 4th at 6pm. This is the topic of plans to allow warehouse distribution to the Pioneer Meadows area.

Here is my public comment:

I OPPOSE the building of warehouses in the same vicinity of prior current/potential establishments of residential homes and neighborhoods.

- All warehouses functioning at full capacity (also including their Semi Trucks and Trailers/Freights and/or Cargo Vehicles) would conflict with the current functions of all Residential Neighborhoods/Homes (which also includes schools, recreational areas, shopping centers, and direct road systems - Wingfield Hills Rd).

- The prior/current residential infrastructure would incur the following conflicts:
  - Constant exposure to any possible/potential hazard materials (debris, fumes, and/or odors).
  - Warehouse Company Signage are usually the size of a single family home (if not larger), and are brightly lit-up throughout the entire night all year round.
  - Constant noise level of loading bays and large company vehicles.
  - Constant high volume of Semi-Trucks w/ Trailers/Freights and/or Cargo Vehicles occupying small residential roads with roundabouts not designed to handle consistent volume of such large vehicles.
  - Any volume of Semi-Trucks hitching a Trailer/Freight would impose more danger to the numerous children walking/riding their bikes to & from school, as well as endangering a current volume of pedestrians traversing in the same manner.
  - Residential vehicles would have to share the same small roads with Semi-Trucks. Many of the residential vehicles are occupied by entire families and/or small children.
  - The infrastructure of neighboring warehouses would also impose hazardous danger to children playing outside (walking, riding their bikes, recreational sports activities).
  - The back of any given warehouse facility (mainly its parking lots) are potential grounds for vagrants, which can potentially increase crime rate to the neighboring residential areas.

Overall, this will create more issues for the pre-existing and progressively growing communities already well established within the indicated areas of the proposal. There is nothing wrong with establishing a growing business infrastructure, but there is everything wrong when they are combining them with residential communities.

I appreciate your time and thank you for the opportunity for us to submit our opposition towards this proposal.

Best,
Toan Vong

From: **Boggan, Cyndi** cboggan@cityofsparks.us
Subject: FW: Public Comment
Date: September 12, 2022 at 8:27 AM
To: City Clerk cityclerk@cityofsparks.us

Cyndi Boggan | **City Manager's Office**

From: vince vandenberg <snow4drift@gmail.com>
Sent: Friday, September 9, 2022 9:04 PM
To: Boggan, Cyndi <cboggan@cityofsparks.us>
Subject: Public Comment

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To whom it may concern:
I am adamantly opposed to the proposed construction of warehouses in or near our neighborhood. We recently took delivery of our new home at 2001 Elk Falls Way (Dearborn) and have been dismayed and disappointed with the quality of traffic law enforcement in our area. Adding semi tractor trailers, increased vehicular trips to and fro will even more negatively impact our home.
Had we been aware of the plans afoot we probably would not have decided to buy in this neighborhood.
Please do not approve the proposed expansion of warehouse space.
Thank you for your time and consideration.

Vince Vandenberg
Kathleen Johnson
--
Vince Vandenberg
West Siberia Construction
530-448-6028
snow4drift@gmail.com

From: **JANET WONG** jwong4re@sbcglobal.net
Subject: PUBLIC COMMENT - AGAINST - Pioneer Meadows proposed addition of Warehouse and Distribution Permitted Uses in the Business Park
Date: September 9, 2022 at 10:02 AM
To: cityclerk@cityofsparks.us, cboggan@cityofsparks.us, cbybee@cityofsparks.us

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Public Comment - Opposition to Case PCN21-0002/PD22-0005 for the following reasons:

We are greatly opposed to the upcoming proposal of changing the current zoning to allow Warehouse and Distribution to the list of permitted uses in the Business Park and changing the zoning to allow for large scale warehouses to be built in the Pioneer Meadows Master Planned Community. Lennar sold us our property in Pioneer meadows touting the great master planned community that included great schools, walking paths, parks, shops and community services and that it would be a great place to raise a family. It did not market the fact that we would be living in a neighborhood with large scale warehouses with trucks driving through at all times of the day and/night or parked in the streets known as truck stacking causing traffic delays during commuter hours. Nor would our children's safety be at stake being that they will be dodging semis while walking or bicycling on the bike paths on their way to the Elementary and Middle School located down the street. Worse yet, if the increased amount of warehousing is approved, now we have to subject ourselves as well as our children to inhaling the air pollution created by semi-trucks hauling goods through our neighborhood. *I don't believe I saw marketing for the new homes from the developer-Lennar- touting "Live in a great neighborhood with semi-trucks barreling through….get your Amazon deliveries as little as an hour since the warehouse is literally in your own backyard."*

We purchased a home in the Pioneer Meadows because we were informed that this is a well planned community and it would be followed to fruition, not a neighborhood wrought with environmental issues. We have lived previously in master planned communities and when followed through to fruition they are great neighborhoods that are safe and a wonderful community to raise your family and continue to be sought after neighborhoods. That is why we decided to purchase again in a master planned community such as Pioneer Meadows.

If the large scale warehouse plan was included in the original master planned community, homebuyers would not be interested in living in a residential neighborhood next to warehouses. I am a licensed CA Broker and I've never heard of that being an appealing point by any homebuyer. Now that Lennar has sold off some of the homes and the residential housing market has slowed, Lennar wants to sell off the remaining lots and have it rezoned for large warehouse development so they don't lose any money. It's not in the neighborhood that they live in, so it doesn't affect them. The large scale warehousing would be better suited near Pyramid highway for easy access for the warehouses and would not cause any additional environmental issues for the residential areas.

Freight trucks generate air pollutants, water pollution, noise pollution,, pavement damage, and traffic safety threats while moving into and out of warehouses. The streets and drainage was not designed for large semi-trucks. The road system was built for a specific number of cars for a residential neighborhood and business park not a large scale warehousing outfit where there will be more

employee cars and increased trucker traffic for deliveries. It wasn't built to handle that much volume. Most concerning, though, is that I have read that the accident count in neighborhoods that these warehouses have been built in has risen 300 percent.

Heavy trucks lumbering down residential streets can cause physical damage to adjacent homes. The volume of trucks on these roads ... is going to exponentially increase over the years. Building large scale warehousing would put a strain on the infrastructure that was originally master planned for a residential neighborhood with a small business park.

Increasing the warehousing % for large scale warehouses to be built would also cause air pollution and consequently short-term problems like coughing, headaches, and nausea, breathing diesel exhaust can damage both the lungs and the heart, and it has been linked to very serious health problems. The stream of diesel trucks visiting the warehouses create ozone and particle pollution, linked to illnesses such as the development of respiratory diseases in children. Our lungs will continue to be the first filters of the diesel particulate matter. There is increased risk of cancer and other health hazards linked to soot pouring out of those trucks. Diesel exhaust contains more than 40 chemicals that have been listed by the state as toxic air contaminants. In other areas that have had warehouses built in the residential neighborhood, there has been data denoting that the kids have asthma from breathing in the air pollution produced by these semis.

There is also increased water pollution due to the impact on the water quality in the underground aquifer from oil leaking from the trucks into the groundwater. There would be an increase and strain on the sewage treatment plant capacity that wasn't originally designed for large scale warehousing. And there would also be increased storm water drainage during inclement weather that could result in localized flooding.

Then there is the increased noise pollution. Other areas that have been unsuccessful in preventing the large scale warehouses from being built near them complain of noise so bad they can't even watch TV because of the trucks rattling by all hours of the day especially when braking for the neighborhood roundabouts.

There would be increased traffic due to all the 18 wheelers exiting and entering the warehouse areas moving all through the day and night hours.The narrow residential roads in this master planned community were not designed for truck traffic especially when driving through the roundabouts. Most of these large scale warehouses have time constraints to get their product out quickly, which would mean the truckers are always in a hurry. Those roundabouts are not designed for semi trucks to maneuver and can cause tilting/accidents to happen and could put the drivers as well as the pedestrians at risk especially our children who would be walking or biking along the paths to the school down the street. Also, the truck traffic includes vans pulled to the side... creating hazardous obstacles for drivers to pass... processions of vans and tractor-trailers bringing traffic to a standstill at key intersections... groups of the vehicles overwhelm gas stations... and there has been allegations of illegal parking terminals. They've had issues with the huge number of vans in certain neighborhoods and certain streets trying to get out of their warehousing locations...it is common to see truck stacking, this is where the trucks are parked waiting to be loaded and a somewhat traffic jam effect. And the trucks with the heavier loads would cause alot of damage to the roadways which were not designed for major large scale warehousing traffic.

You can't easily go back and make roads wider or increase the capacity of the sewage treatment plant. Pioneer Meadows is a master planned community. The original plan was for a business park for 15% warehouses not 35%. So, the infrastructure in the master planned community was not built for large scale warehousing.

In summary, we openly oppose the proposal to allow Warehouse and Distribution to the list of permitted uses in the Business Park and rezoning to allow large scale warehousing for the following reasons noted above.

Allowing this area to be rezoned would have a huge impact on the Pioneer Meadows neighborhood. It would be done at a detriment to the public health from increased air and water pollution; a detriment to safety through increased truck traffic; and a detriment to the comfort and welfare of the community through increased noise and flooding. It would also contribute to a decrease in property value for the surrounding communities.

An independent study of the proposed project with an Environmental Impact Study and Report should be investigated and provided and that would include studying the increases in noise, air pollution and traffic that would be produced due to increased cars and the hundreds of tractor-trailers that leave the warehouse each day maneuvering through the neighborhood. The many adverse impacts the warehouse traffic will put on our roadways and the quality of life in the residential neighborhood would definitely not be positive.

If this proposal goes through, Pioneer Meadows Master Planned Community would no longer be the stellar neighborhood that was marketed to us by the developer but one wrought with many environmental issues and subsequent decreased real estate values.

Please do not approve the proposal to add Warehouse and Distribution to the list of permitted uses in the Business Park and allow large scale warehousing to be built in the Pioneer Meadows Master Planned Community.

Col. USAFR (ret), Glenn K. Young
Professional Engineer, C.E. M.E (CA)
Janet Wong, Real Estate Broker (CA)
Pioneer Meadows Homeowner
1991 Elk Falls Way Sparks, NV

From: **Courtney Yoshimaru** yoshimaruce@yahoo.com
Subject: Public Comment
Date: September 7, 2022 at 9:32 PM
To: cityclerk@cityofsparks.us

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[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

To whom it may concern,

I am writing this email in regards to the proposal to build warehouses in Pioneer Meadows. I am a Reno Native who recently bought a house in the Kiley Ranch area. I bought a home out here because it's a quiet and safe place to raise my kids, although close to the city living out here you're able to escape that busy big city type of living. Building warehouses out here will Increase the already ridiculous amount of traffic we have coming in and out of spanish springs on Pyramid highway. Building within a half of a mile of two schools is unsafe & irresponsible especially with the amount of 18 wheelers warehouses will bring. Build warehouses away from schools and away from neighborhoods, keep them on USA Pkwy or build them deep into spanish springs away from living communities. i vote against building warehouses in Pioneer Meadows. Our roads need to be widened before anymore building happens!

Thank you for taking your time to read this, i really hope you take the concerns of myself and my fellow neighbors into concern.

Sparks City Council Meeting
9/12/2022 2:00 PM

5.1. Approval of the Agenda (For Possible Action)

Item Title: Approval of the Agenda (For Possible Action)

Sparks City Council Meeting
9/12/2022 2:00 PM

6.1. Consideration and possible approval of the minutes of the Sparks City Council Meeting for August 22, 2022. (For Possible Action)

Item Title: Consideration and possible approval of the minutes of the Sparks City Council Meeting for August 22, 2022. (For Possible Action)
Petitioner/Presenter: Lisa Hunderman, City Clerk/Lisa Hunderman, City Clerk
Recommendation: Staff recommends approval of the minutes of the Sparks City Council Meeting for August 22, 2022.
Financial Impact: $ **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This item provides City Council the opportunity to approve draft minutes of the Sparks City Council Meeting for August 22, 2022.

Background:

Approval of the Sparks City Council minutes is standard procedure.

Analysis:

Pursuant to NRS 241.035, a public body shall approve the minutes of a meeting within 45 days after the meeting or at the next meeting of the public body, whichever occurs later.

Alternatives:

1. City Council may approve the minutes as presented.
2. City Council may direct the City Clerk to revise, correct, or otherwise alter the minutes and submit revised minutes for approval at a future meeting.

Recommended Motion:

I move to approve the minutes of the Sparks City Council Meeting for August 22, 2022.

Sparks City Council
Meeting Minutes
Monday, August 22, 2022 2:00 PM
Legislative Bldg. 745 4th Street, Sparks

DRAFT

MAYOR
Ed Lawson

CITY COUNCIL
Donald Abbott, Ward 1
Dian VanderWell, Ward 2
Paul Anderson, Ward 3
Charlene Bybee, Ward 4
Kristopher Dahir, Ward 5

CITY MANAGER
Neil Krutz

CITY ATTORNEY
Wes Duncan

Public Meeting Notice – This meeting is open to the public in accordance with NRS 241.020

This agenda has been posted at the following locations, three (3) business days prior to the meeting:

Sparks City Hall, 431 Prater Way www.cityofsparks.us https://notice.nv.gov/

Supporting Documentation — Supporting documents for this agenda items are available on the city's website at www.cityofsparks.us and will be available for review at the Council meeting. For further information you may contact the City Clerk at (775) 353-2350.

Order of Agenda — Items on the agenda may be taken out of order; the City Council may combine two or more agenda items for consideration; may remove an item from the agenda or may delay discussion relating to an item on the agenda at any time per NRS 241.020 (3)(d)(6) and (7).

Public Comment — Persons desiring to address the City Council shall first provide the City Clerk with a written request to speak so they may be recognized by the presiding officer. Each person addressing the City Council shall approach the podium when called, give his/her name, and shall limit the time of their presentation to **three (3) minutes** per NRS 241.020(3)(d)(3). Public comment may address any agenda item or other public issue that the City Council has the authority to effectuate or exercise control over. Public comment on matters beyond the Council's scope of authority, not relevant to Council business, and that does not serve a governmental purpose, is not permitted. You may also submit public comment by emailing cityclerk@cityofsparks.us no later than 12:30 pm the day of the meeting. In the subject line of the email type "Public Comment City Council". Emails received for public comment will be entered into record but not read aloud during the meeting.

Restrictions on Public Comments — All public comment remarks shall be addressed to the Council as a whole and not to any member thereof. No person, other than members of the City Council and the person having the floor shall be permitted to enter into any discussion. No questions shall be asked of the City Council except through the presiding officer.

Disruptive Conduct — Any person who disrupts a meeting to the extent that its orderly conduct is made impractical may be removed from the meeting by order of the presiding officer.

Accommodations — The meeting site is accessible to individuals with disabilities. Reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend shall be made per NRS 241.020(1). Please call the City Clerk's office (775) 353-2350 at least three (3) business days before the meeting to make arrangements.

If you have questions, you may find additional information at www.cityofsparks.us or call the City Clerk's office at (775) 353-2350.

Sparks City Council
Meeting Minutes
Monday, August 22, 2022 2:00 PM

1. Call to Order

The regular meeting of the Sparks City Council was called to order by Mayor Ed Lawson at 2:00 p.m.

2. Roll Call

Mayor Ed Lawson, Council Members Donald Abbott, Dian VanderWell, Paul Anderson, Charlene Bybee, Kristopher Dahir, City Manager Neil Krutz, City Attorney Wes Duncan, City Clerk Lisa Hunderman, PRESENT.

3. Opening Ceremonies

3.1. Invocation Speaker: Council Member Kristopher Dahir

The invocation was provided by Council Member Kristopher Dahir.

3.2. Pledge of Allegiance

The Pledge of Allegiance was led by City Attorney Wes Duncan.

4. Public Comment

4.1. Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

Senior Citizens Advisory Committee Chair Andrea Pelto requested staff pledge the funds from the conceptual spending plan to different organization instead of Seniors in Service. The committee will discuss the other options at their next meeting on 8/24/2022.

Dr. Jafeth Sanchez of the University of Nevada Reno (UNR) spoke about the UNR Latino Research Center which provides access to the university for the local Latino community.

5. Agenda

5.1. Approval of the Agenda (For Possible Action)

Consideration of taking items out of sequence, deleting items and adding items which require action upon a finding that an emergency exists.

Motion: I move to approve the agenda as submitted.

Moved by: Council Member VanderWell
Seconded By: Council Member Anderson
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

6. Minutes

6.1. Consideration and possible approval of the minutes of the concurrent meeting with the Sparks City Council, Reno City Council, and Washoe County Commission for July 22, 2022, and the Sparks City Council Meeting for August 8, 2022. (For Possible Action)

This item provides City Council the opportunity to approve draft minutes of the concurrent meeting with the Sparks City Council, Reno City Council, and Washoe County Commission for July 22, 2022, and the Sparks City Council Meeting for August 8, 2022.

Motion: I move to approve the minutes of the concurrent meeting with the Sparks City Council, Reno City Council, and Washoe County Commission for July 22, 2022, and the Sparks City Council Meeting for August 8, 2022.
Moved by: Council Member Dahir
Seconded By: Council Member Abbott
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

7. Announcements, Presentations, Recognition Items and Items of Special Interest

7.1. Boards and Commissions Vacancy Announcement: Building Code Board of Appeals

City Manager Neil Krutz announced two vacancies on the Sparks Building Code Board of Appeals, for one structural/civil engineer and one mechanical/plumbing contractor, each for two-year terms. The mechanical/plumbing contractor must have at least 10 years of experience, with five years being responsible charge of work. Applications will be accepted until August 26, 2022 at 5:00 pm.

7.2. Boards and Commissions Vacancy Announcement: Sparks Parks & Recreation Commission.

City Manager Neil Krutz announced one vacancy on the Sparks Parks & Recreation Commission for a partial term ending June 30, 2024. Members must be a resident of Sparks or have a valid Sparks business license. Applications will be accepted until 5:00 PM on Friday, September 16, 2022.

7.3. Proclamation: Childhood Cancer Awareness Month

Mayor Lawson proclaimed September 2022 as Childhood Cancer Awareness Month to raise awareness of childhood cancer in Northern Nevada during the month of September and throughout the year. The proclamation was read by Council Member Paul Anderson and

presented to Executive Director of Northern Nevada Children's Cancer Foundation Bridget Cole.

7.4. Proclamation: Overdose Awareness Day

Mayor Lawson proclaimed August 31, 2022 as Overdose Awareness Day to educate our communities and reduce the stigma of addiction and drug related deaths. The proclamation was read by Council Member Dahir and presented to Executive Director of Join Together Northern Nevada Anne-Elizabeth Northan. Mrs. Northan thanked Council and announced the Overdose Awareness Day event at Rancho San Rafael Park in Reno on 8/26/2022.

7.5. Presentation by Congressman Mark Amodei

Congressman Mark Amodei presented a Federal update on issues with Nevada and Sparks. Topics included Federal funds for projects at Truckee Meadows Water Reclamation Facility, radios for first responders, and additional Federal funding for community projects. Three bills directly effecting Sparks have been introduced to the House of Representatives which call for expansions at Wedekind Park and Golden Eagle Recreational Park, and the creation of a cemetery. These Bills are still in committee talks with Congress. Congressman Amodei also provided guidance for the creation of the Lands Bill.

7.6. Presentation by the Nevada Department of Wildlife concerning the transfer of the Pioneer Meadows Pond (APN 528-330-17) from DJB Holdings LLC to the Nevada Department of Wildlife for future use as open space and recreational purposes.

Deputy Director of Nevada Department of Wildlife (NDOW) Jack Robb gave a presentation on the upcoming transfer of the Pioneer Meadows Pond from DJB Holdings LLC (Lennar Homes) to NDOW. The pond consists of 74 acres of detained stormwater in the Kiley Wetlands. NDOW plans to open the pond to the public for fishing, recreation, and open space to connect people with nature. No structures or buildings are planned to be constructed and no motors will be allowed on the water. The transfer is anticipated to be finalized in the fall of 2022 and will also enable the State of Nevada to acquire the remaining Kiley Wetlands for similar use by NDOW.

Council asked if NDOW will stock the pond with fish. Mr. Robb stated they will stock the pond with trout, catfish and bass. The trout will have to be stocked annually, however the bass should be able to create a self-sustaining population.

Council asked when the estimated time for full completion. Mr. Robb stated this will be a phased project. NDOW will stock the pond in the spring of 2023, and the access road and boat ramp will be constructed afterward. Due to the slow process of acquiring Federal grants, full completion could take up to five years, but fishing will most likely be open to the public next Spring.

Dustin Barker of Lennar Homes thanked Council and staff for their support in this transfer.

8. Consent Items

Motion: I move to approve consent items 8.1 through 8.5 as presented.

Moved by: Council Member VanderWell
Seconded By: Council Member Abbott
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell

No:
Abstain:
Vote: Motion passed unanimously 5-0.

8.1. Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of July 27, 2022, through August 9, 2022. (For Possible Action)

An agenda item from Chief Financial Officer Jeff Cronk requesting Council approval of the report of the claims and bills approved for payment and appropriation transfers for the period of July 27, 2022, through August 9, 2022.

8.2. Consideration and possible approval of an application for a gaming license for Circa Hospitality Group I LLC, DBA Golden Gate Hotel & Casino, DBAT Legends Bay Casino, located at 100 Legends Bay Drive, Sparks, Nevada 89434, submitted by Mr. Derek J. Stevens. (For Possible Action)

An agenda item from Circa Hospitality Group LLC CEO Derek Stevens and presented by Chief of Police Chris Crawforth requesting Council approval of an application for a gaming license for Circa Hospitality Group I LLC, DBA Golden Gate Hotel & Casino, DBA Legends Bay Casino. This license will allow the operation of a sportsbook. Legends Bay Casino is slated to open later this month.

8.3. Consideration, discussion, and possible approval of Resolution No. 3412, correcting workday, overtime, and personal leave provisions in Resolution No. 3407 governing Confidential employees for the period July 1, 2022, through June 30, 2025. (For Possible Action)

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of Resolution No. 3412, correcting workday, overtime, and personal leave provisions in Resolution No. 3407 governing Confidential employees for the period July 1, 2022, through June 30, 2025. Resolution No. 3407 included changes to Section 2, Article C, regarding overtime. These changes remove the ability to "flex" an employee's day-to-day schedule without paying overtime and Resolution No. 3412 would correct that error. Similarly, Resolution No. 3407 amended Section 4, Article J to provide sixteen hours of personal leave rather than two days of personal leave to Confidential Employees. While this change does not affect employees who work a regular eight-hour workday, it does alter the number of personal leave hours for those who work an alternate work schedule, such as (a) four ten-hour days, or (b) four nine-hour days and one four-hour day. This change in leave benefits was not intended by staff. Resolution No. 3412 would correct that error, as well.

8.4. Presentation, discussion and possible approval of an employee complement change in the Human Resources and IT Divisions to remove one Human Resources Analyst I/II in Human Resources and replace it with one Systems Analyst I/II that will work in collaboration through the IT Division effective August 22, 2022. (For Possible Action)

An agenda item from City Manager Neil Krutz and presented by Human Resources Director Jill Valdez requesting Council approval of an employee complement change in the Human Resources and IT Divisions to remove one Human Resources Analyst I/II in Human Resources and replace it with one Systems Analyst I/II that will work in collaboration through the IT Division effective August 22, 2022. The Human Resources Department evaluated the work that is required of staff and City staff. As processes become automated and remote for ease and

efficiency, HR has identified the need to implement more robust information systems. The HR Division was granted a new Human Resources Analyst for FY23, to focus on Information Systems. In collaboration with IT, HR has determined that the work needed is more in line with IT than HR. For this reason, Staff recommends to change the FY23 new need HR Analyst to a Systems Analyst. There is no financial impact because both Analyst positions are leveled the same within the City's Classification and Compensation "HAY" system.

8.5. Presentation, discussion and possible approval of a reclassification that results in an employee complement change in the City Attorney's Office to remove one Assistant City Attorney II – Civil position and replace it with an Assistant City Attorney Senior – Civil position effective August 8, 2022 for a cost of $17,570.00 in FY23 to the general fund. (For Possible Action)

An agenda item from City Manager Neil Krutz and presented by Human Resources Director Jill Valdez requesting Council approval of a reclassification that results in an employee complement change in the City Attorney's Office to remove one Assistant City Attorney II – Civil position and replace it with an Assistant City Attorney Senior – Civil position effective August 8, 2022 for a cost of $17,570.00 in FY23 to the general fund. The City Attorney's Office evaluated the work that needs to occur within their department and the work currently being done aligns with the responsibility and independence of an Assistant City Attorney Senior, not that of an Assistant City Attorney II. By reclassifying the position and effecting a complement change, allowance for more independent work and responsibility among the City Attorney's office would be possible. The recommended change is to remove one Assistant City Attorney II – Civil position and replace it with an Assistant City Attorney Senior – Civil position. There is a financial impact of $17,750 for FY23 because the Senior role is leveled higher within the City's Classification and Compensation "HAY" system.

9. General Business

9.1. Consideration, discussion, and possible approval of an agreement (AC-5873) for Consultant Services between the City of Sparks, City of Reno, and Stantec Consulting Services Inc. for the Truckee Meadows Water Reclamation Facility Gas Conditioning System Improvements Project in the amount of $299,855.00, with the City of Sparks's share being $94,064.51. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Treatment Plant Operator Michael Drinkwater requesting Council approval of an agreement (AC-5873) for Consultant Services between the City of Sparks, City of Reno, and Stantec Consulting Services Inc. for the Truckee Meadows Water Reclamation Facility (TMWRF) Gas Conditioning System Improvements Project in the amount of $299,855.00, with the City of Sparks's share being $94,064.51. TMWRF's anerobic digesters produce biogas that is recovered and used to fuel the plant's cogeneration facility, boilers, and sludge heaters. Prior to use, the biogas is treated with a conditioning system to remove excess moisture, sulfur oxide compounds, and siloxane. Excess biogas not used by the plant is wasted to the atmosphere (flared). At the City's request, Stantec conducted a preliminary design evaluation of the gas conditioning system, which recommended several improvements be made to the system to improve redundancy, reliability, and capacity and to simplify operations.

Motion: I move to approve the agreement (AC-5873) for consulting services between the City of Sparks, City of Reno, and Stantec Consulting Services Inc. for the Truckee Meadows Water Reclamation Facility Gas Conditioning System Improvements Project in the amount of $299,855.00, with the City of Sparks's share being $94,064.51.

Moved by: Council Member Abbott
Seconded By: Council Member Anderson
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.2. Consideration, discussion, and possible approval of an expenditure of up to $899,211.00 for contract labor in fiscal year 2023 to maintain City of Sparks parks, streets, drains, sports and other facilities, and fleet vehicles, and provide administrative support for the City of Sparks Public Works Maintenance division, utilizing State of Nevada RFP/Contract number 99SWC-S1406. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Public Works Maintenance Manager Ron Korman requesting Council approval of an expenditure of up to $899,211.00 for contract labor in fiscal year 2023 to maintain City of Sparks parks, streets, drains, sports and other facilities, and fleet vehicles, and provide administrative support for the City of Sparks Public Works Maintenance division, utilizing State of Nevada RFP/Contract number 99SWC-S1406. Public Works Maintenance will utilize contract workers from temporary agencies to support various sections with the following tasks: trash pick-up, restroom cleaning, mowing, weed control, Community Service crew, crack sealing, street patching, data entry, filling potholes, river cleanup, cleaning alleys, parts organization, shop cleaning, and sanitizing.

Council asked if the City normally uses temporary contract labor. Mr. Korman stated the City started using these contracts after the 2008 recession. Since then, the need for contract labor has increased as the population has grown.

Mayor Lawson asked what the cost was last year for contract laborers. Mr. Korman stated last year's cost was around $699,000.

Council asked if this program includes the Sheriff inmate work crews. Mr. Korman stated it does not, however those work crews have resumed working in Sparks within the last few weeks doing maintenance cleanup in parks and on sides of the road. There will be an agenda item in the next month or so asking to pay Washoe County for those services in FY23.

Motion: I move to approve an expenditure of up to $899,211.00 for contract labor in fiscal year 2023 to maintain City of Sparks parks, streets, drains, sports and other facilities, and fleet vehicles, and provide administrative support for the City of Sparks Public Works Maintenance division, utilizing State of Nevada RFP/Contract number 99SWC-S1406.

Moved by: Council Member Dahir
Seconded By: Council Member VanderWell
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.3. Consideration, discussion, and possible approval of the purchase of four vehicles for the Sparks Police Department from Champion Chevrolet for an amount not to exceed $320,000.00 utilizing State of Nevada Contract 99SWC-S1495. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Public Works Maintenance Manager Ron Korman requesting Council approval of the purchase of four vehicles for the Sparks Police Department from Champion Chevrolet for an amount not to exceed $320,000.00 utilizing State of Nevada Contract 99SWC-S1495. Due to market pressures and supply chain issues, procuring, securing, and upfitting vehicles is currently difficult and the Fleet section of the Public Works Maintenance division cannot secure exact pricing to purchase and outfit new vehicles. Fleet staff are seeking to secure vehicles for the Police Department by asking City Council to approve the purchase of vehicles for a "not to exceed" amount. This amount reflects the per vehicle cost budgeted in the fiscal year 2023 Capital Improvement Plan. The purchases will not exceed the planned budget amount of $80,000.00 per vehicle. This approach would enable Fleet to place orders when vendors open their ordering window, which has been for as little as one day in recent years.

Council and City Manager Krutz thanked staff for being creative in making these purchases during the difficult times. Mr. Krutz added staff will come back to Council after the purchases to give the summary of costs.

Motion: I move to approve the purchase of four vehicles for the Sparks Police Department from Champion Chevrolet for an amount not to exceed $320,000.00 utilizing State of Nevada Contract 99SWC-S1495.

Moved by: Council Member Anderson
Seconded By: Council Member Abbott
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.4. Consideration, discussion, and possible approval of the purchase of five vehicles for the Sparks Police Department from Corwin Ford for an amount not to exceed $400,000.00 utilizing State Contract 99SWC-NV21-8811. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Public Works Maintenance Manager Ron Korman requesting Council approval of the purchase of five vehicles for the Sparks Police Department from Corwin Ford for an amount not to exceed $400,000.00 utilizing State Contract 99SWC-NV21-8811. Procuring, securing, and upfitting vehicles is currently very difficult and the Fleet section of the Public Works Maintenance division cannot secure exact pricing to purchase and outfit new vehicles. Fleet staff are seeking to secure vehicles for the Police Department by asking City Council to approve the purchase of vehicles for a "not to exceed" amount. This amount reflects the per vehicle cost budgeted in the fiscal year 2023 Capital Improvement Plan. The purchases will not exceed the planned budget amount of $80,000.00 per vehicle. This approach would enable Fleet to place orders when vendors open their ordering window, which has been for as little as one day in recent years.

Motion: I move to approve the purchase of five vehicles for the Sparks Police Department from Corwin Ford for an amount not to exceed $400,000.00 utilizing State Contract 99SWC-NV21-8811.

Moved by: Council Member Dahir
Seconded By: Council Member Anderson
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:

Vote: Motion passed unanimously 5-0.

9.5. Consideration, discussion, and possible approval of a professional service contract (AC-5875) in the amount of $127,300.00 with BJG Architecture and Engineering for architectural and engineering services to design the Sparks Police Department training facility. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Capital Projects Manager Brian Cason requesting Council approval of a professional service contract (AC-5875) in the amount of $127,300.00 with BJG Architecture and Engineering for architectural and engineering services to design the Sparks Police Department training facility. In October 2020, the Sparks Police Department was awarded grant monies to purchase a virtual simulator. A virtual simulator is designed to help train officers with threat identification and assessment, practice their active listening and de-escalation skills, and provide stress inoculation to improve critical decision-making skills using scenario-based learning. This proposed contract will provide for design of a new training facility in an area available in the south lot of the Sparks Police Department facility on East Prater Way. Currently, the only dedicated training facility available to the Sparks Police Department is a regional training facility that is shared with many local and regional agencies, thus reducing available training time to a few times per year. The new training facility will provide dedicated simulation training space along with additional meeting and training rooms that will be utilized for all members of the Police Department.

Council asked if this facility will only be used by Sparks Police force. Police Chief Chris Crawforth stated only Sparks will be using it.

Motion: I move to approve a professional service contract (AC-5875) in the amount of $127,300.00 with BJG Architecture and Engineering for architectural and engineering services to design the Sparks Police Department training facility.

Moved by: Council Member Abbott
Seconded By: Council Member VanderWell
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.6. Consideration, discussion, and possible approval of a Water Rights Exchange Agreement (AC-5874) with Washoe County for the continued provision of effluent service to Wildcreek Golf Course for a term of 20 years. (For Possible Action)

An agenda item from Community Services Director Armando Ornelas and presented by Utility Manager Kevin Porter requesting Council approval of a Water Rights Exchange Agreement (AC-5874) with Washoe County for the continued provision of effluent service to Wildcreek Golf Course for a term of 20 years. Washoe County has requested the City of Sparks enter into an agreement for effluent water service for the new Wildcreek Golf Course. The previous effluent service agreement for Wildcreek Golf Course terminated in March 2022, at the conclusion of its 25-year term. In lieu of the generally applicable effluent service charges, this agenda item requests City Council approval of a Water Rights Exchange Agreement with Washoe County. Pursuant to the proposed agreement, Washoe County will dedicate 199.2 acre-feet of water rights to offset effluent water use for the golf course. These water rights will

be used for Truckee River instream flow for compliance with the Truckee River Operating Agreement.

Council asked if this will require a new pipe or lift to get water into the golf course. Mr. Porter stated the current infrastructure to get water into the golf course will remain the same and added the nearby high school will be using the effluent water for their field as well.

Motion: I move to approve the Water Rights Exchange Agreement (AC-5874) with Washoe County for the continued provision of effluent service to Wildcreek Golf Course for a term of 20 years.

Moved by: Council Member VanderWell
Seconded By: Council Member Dahir
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.7. Consideration, discussion, and possible direction to the City Attorney's Office concerning whether to appeal an Order Granting Plaintiff's Motion for Partial Summary Judgment and Denying in part Defendants' Motion for Summary Judgment in Brizuela, et al. v. City of Sparks, et al., Case Number 3:19-cv-00692. (For Possible Action) (For Possible Action)

An agenda item from Senior Assistant City Attorney Barrack Potter requesting Council direction to the City Attorney's Office concerning whether to appeal an Order Granting Plaintiff's Motion for Partial Summary Judgment and Denying in part Defendants' Motion for Summary Judgment in Brizuela, et al. v. City of Sparks, et al., Case Number 3:19-cv-00692. On August 10, 2022, the District Court entered an order related to a case that was filed in relation to an officer involved shooting that occurred on July 17, 2018. The Order Denied Defendants' Motion for Summary Judgment in part and granted Plaintiff's Motion for Partial Summary Judgment. This agenda item gives the City Council the opportunity to decide whether to appeal the District Court's Order granting Plaintiffs' Motion and Denying Defendants' Motion.

Mayor Lawson stated the Council has been briefed about the details of this case and State law gives the option for this item to be heard in a closed meeting session. Council opted for this item to be heard during a regular open Council meeting.

Motion: I move to direct the City Attorney's Office to appeal the District Court's Order granting Plaintiffs' Motion and Denying Defendants' Motion in Brizuela, et al. v. City of Sparks, et al., Case No. 3:19-cv-00692.

Moved by: Council Member Anderson
Seconded By: Council Member Bybee
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

9.8. First Reading of Bill 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto. (For Possible Action)

A first reading from City Clerk Lisa Hunderman of Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto.

10. Public Hearing and Action Items Unrelated to Planning and Zoning

10.1. Public hearing, consideration, discussion, and possible approval of a bill draft request to amend NRS 484D.200 to permit city and county vehicles engaged in construction, maintenance, or repair of roadways to be equipped with lamps that emit nonflashing blue light, and to support any bill draft request proposed by a legislator that achieves this same goal. (For Possible Action)

An agenda item from City Manager Neil Krutz and presented by Assistant City Manager Alyson McCormick requesting Council approval of a bill draft request to amend NRS 484D.200 to permit city and county vehicles engaged in construction, maintenance, or repair of roadways to be equipped with lamps that emit nonflashing blue light, and to support any bill draft request proposed by a legislator that achieves this same goal. The City of Sparks is entitled to submit one bill draft request (BDR) per legislative session. Staff is proposing that City Council approve for submission to the Nevada Legislature a BDR that would amend NRS 484D.200 to allow city and county vehicles road maintenance vehicles to be equipped with nonflashing blue lamps. Blue light is visible from greater distances than other colors of light, particularly in inclement weather. Greater visibility would improve safety for both City employees driving such vehicles and the traveling public.

Public hearing was opened at 3:14 p.m. There was no public comment.

Council asked if the City submits then retracts the BDR because a legislator chooses to submit their own bill request for the same thing, would the City have another chance to submit another BDR requesting something different. Mrs. McCormick stated the deadline is September 1st and this BDR would be our only shot at submitting it. Council asked if the Washoe County is submitting the same BDR, is there something else the City would like to submit as a BDR instead. Mrs. McCormick stated the BDR would have to be brought to Council with a public hearing in order to proceed on a different BDR before the September 1st deadline. Also, the County's BDR is specific to County vehicles and does not include Sparks vehicles.

Motion: I move to approve of a bill draft request to amend NRS 484D.200 to permit city and county vehicles engaged in construction, maintenance, or repair of roadways to be equipped with lamps that emit nonflashing blue light, and to support any bill draft request proposed by a legislator that achieves this same goal.

Moved by: Council Member VanderWell
Seconded By: Council Member Bybee
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

11. Planning and Zoning Public Hearings and Action Items

11.1. Second reading, public hearing, discussion, and possible adoption of Bill 2798 to amend a Final Approved Plan (D'Andrea Development Standards Handbook) for a site approximately 861 acres in size in the PD (D'Andrea Planned Development) zoning district, generally located east of Vista Boulevard, north of E. Prater Way, and south of Los Altos Parkway to: a) change the land use category

for 12.5 acres of LMDR (Low Medium Density Residential) and 10.5 acres of Parks and Open Space (OS) to MDR (Medium Density Residential); b) add single-family townhomes as a permitted use in the MDR housing category; c) modify design standards for the Mezzo (multi-family) housing category; d) modify permitted uses and standards for golf facilities and alternative uses; and e) providing for other matters related thereto. (For Possible Action)

An agenda item from applicant Harvey Whittemore, D'Andrea Phoenix Acquisition, LLC, and presented by Planner II Dani Wray requesting Council adoption of Bill 2798 to amend a Final Approved Plan (D'Andrea Development Standards Handbook) for a site approximately 861 acres in size in the PD (D'Andrea Planned Development) zoning district, generally located east of Vista Boulevard, north of E. Prater Way, and south of Los Altos Parkway to: a) change the land use category for 12.5 acres of LMDR (Low Medium Density Residential) and 10.5 acres of Parks and Open Space (OS) to MDR (Medium Density Residential); b) add single-family townhomes as a permitted use in the MDR housing category; c) modify design standards for the Mezzo (multi-family) housing category; d) modify permitted uses and standards for golf facilities and alternative uses; and e) providing for other matters related thereto. The Development Standards Handbook (Handbook) for the D'Andrea Planned Development 861 acres in size, was originally approved in 1998. The Handbook permits a maximum of 2,230 residential units. Pursuant to the Handbook's land use plan, the golf course was designated Open Space (OS) and golf-related activities are permitted.

The proposed 2022 Handbook amendments are primarily intended to permit and facilitate development of up to 230 residential units in the village of Monticello and permit additional uses on a portion of the site designated for golf facilities and alternative uses.

Council asked if approval would adversely impact traffic. Mrs. Wray stated when the D'Andrea Handbook was first adopted, a traffic study was included. This study included the proposed addition of 230 homes and the roads were designed to accommodate those proposed homes. This amendment is designed to fulfill the capacity that the handbook was designed to complete.

Council asked if the intended units in the amendment would go over the handbook's limit and if services such as water, schools, and police would be able to accommodate the addition of the homes. Mrs. Wray stated the handbook allowed for the construction of 2,230 homes. As of now, only 2, 003 homes have been built, leaving 227 to be constructed. The schools have not met their capacity and would be able to accommodate the full number of students once the remaining units have been constructed. For fire services, the addition of these units will not change the response time for Fire Department and the new units will have full water capacity as well.

Council brought up concerns over the special events taking place at the golf course recently and the complaints from residents of noise and lights. Mrs. Wray stated currently those events are being approved through a temporary use permit and if the amendment is approved today, those events will become permitted uses on the golf course. This process would also include the conditional uses of the facility to go under administrative review and apply special conditions. City Planner Jim Rundle stated if they don't comply with those conditions, Code Enforcement will investigate and encourage them to comply. Should the violations continue, citations, fees, revocation of the business license, and prosecution in court are possible. However, the code enforcement process is reactive, and the team will only investigate a violation if they have received a proper complaint.

Council emphasized the amendment is not expanding on the number of homes permitted in the handbook.

Public hearing was opened at 3:34 p.m. There was no public comment.

Motion: I move, based on Findings a through j as set forth in the staff report, to adopt Bill 2798, an ordinance to amend a Final Approved Plan (D'Andrea Development Standards Handbook) for a site approximately 861 acres in size in the PD (D'Andrea Planned Development) zoning district, generally located east of Vista Boulevard, north of E. Prater Way, and south of Los Altos Parkway to: a) change the land use category for 12.5 acres of LMDR (Low Medium Density Residential) and 10.5 acres of Parks and Open Space (OS) to MDR (Medium Density Residential); b) add single-family townhomes as a permitted use in the MDR housing category; c) modify design standards for the Mezzo (multi-family) housing category; d) modify permitted uses and standards for golf facilities and alternative uses; and e) providing for other matters related thereto.

Moved by: Council Member Anderson
Seconded By: Council Member VanderWell
Yes: Council Members Abbott, Anderson, Bybee, Dahir, VanderWell
No:
Abstain:
Vote: Motion passed unanimously 5-0.

12. Comments

12.1. Comments from the Public

Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

None.

12.2. Announcements from the Mayor, City Council and City Manager

City Manager Krutz announced three events including: Music at the Marina on 8/25/2022 at Sparks Marina starting at 5:00 p.m.
The second Sparks Proud event will be held at the new Hug High School on 9/10/2022 at 11:00 a.m. – 3:00 p.m.

The State of the City Address will be held before the 9/12/2022 at 1:00 p.m. before the regular City Council meeting.

Council recognized the Sparkanians team at the recent Dragon Boat Festival and announced a Candle Lighting Remembrance Ceremony to remember lost loved ones on 8/23/2022 in downtown Reno in front of Reno City Hall at 8:30 p.m.

13. Adjournment

The meeting was adjourned at 3:46 p.m.

Ed Lawson, Mayor

ATTEST:

Lisa Hunderman, City Clerk

>>>NJ

Sparks City Council Meeting
9/12/2022 2:00 PM

7.1. Proclamation: Suicide Prevention Month: Creating Hope Through Action

Item Title: Proclamation: Suicide Prevention Month: Creating Hope Through Action
Petitioner/Presenter:,/Ed Lawson, Mayor
Agenda Item Brief: September is Suicide Prevention Month. Suicide is a statewide public health problem, and the City of Sparks supports prevention, early intervention, and crisis services in supporting and improving the mental, physical, and behavioral health of the people of Sparks.

City of Sparks

Proclamation

WHEREAS, the week of September 4 through 10, 2022, is National Suicide Prevention Week, and September 2022 is National Suicide Prevention and National Recovery Month, when millions of people around the world join their voices to raise awareness that prevention is possible, treatment is effective, and people do recover; and

WHEREAS, the City of Sparks supports prevention, early intervention, postvention, and crisis services in supporting and improving the mental, physical, and behavioral health of the residents of the City of Sparks; and

WHEREAS, City of Sparks residents should be able to access high-quality prevention, support, rehabilitation, and treatment services that lead to recovery and a healthy lifestyle; and

WHEREAS, suicide is the second leading cause of death amongst people aged between 10 and 34 and the ninth leading cause of death in Nevada; and

WHEREAS, education about the signs of suicide and invitations for help, the community effects of mental health and substance use disorders, the significant value of prevention, and the best methods to support those in need is essential to our community; and

WHEREAS, sharing personal knowledge and lived experience of mental health challenges reduces the barriers and shame related with individuals seeking treatment to thrive and live a longer, more fulfilling life; and

WHEREAS, in these challenging times, messages of hope and healing are needed now more than ever; and

WHEREAS, on July 16, 2022, "988" National Suicide and Crisis Lifeline was launched, connecting those experiencing a mental health, substance use, or suicide crisis with trained crisis counselors because with help there is hope;

NOW, THEREFORE, I, ED LAWSON, Mayor of the City of Sparks, Nevada, do hereby proclaim September 2022 as:

"SUICIDE PREVENTION MONTH: CREATING HOPE THROUGH ACTION"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sparks, Nevada to be affixed this 12th day of September, 2022.

ED LAWSON, Mayor

ATTEST:

LISA HUNDERMAN, City Clerk

City of Sparks

Sparks City Council Meeting
9/12/2022 2:00 PM

7.2. Proclamation: Voter Registration Month

Item Title: Proclamation: Voter Registration Month
Petitioner/Presenter:,/Ed Lawson, Mayor
Agenda Item Brief: September is Voter Registration Month. Registering to vote empowers eligible citizens to exercise their right to cast a ballot by mail, early voting, or on Election Day.

City of Sparks

Proclamation

WHEREAS, registering to vote empowers eligible citizens to exercise their right to cast a ballot by mail, early voting, or on Election Day; and

WHEREAS, Nevada has more than 1.8 million residents currently registered to vote; and

WHEREAS, Nevada's voter registration process is easier and more convenient than ever, with online registration for eligible voters at www.RegisterToVoteNV.gov, in-person registration at local election offices and state voter registration agencies, and in-person registration on Election Day; and

WHEREAS, Nevadans can easily update their voter registration information online, including address and party affiliation; and

WHEREAS, the need for public information and education regarding voter registration is critical for Nevada voters to take part in the election process;

NOW, THEREFORE, I, ED LAWSON, Mayor of the City of Sparks, Nevada, do hereby proclaim the month of September as:

"VOTER REGISTRATION MONTH"

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sparks, Nevada to be affixed this 12th day of September, 2022.

ED LAWSON, Mayor

ATTEST:

LISA HUNDERMAN, City Clerk

Sparks City Council Meeting
9/12/2022 2:00 PM

7.3. Proclamation: Surgical Technologist Week

Item Title: Proclamation: Surgical Technologist Week
Petitioner/Presenter:,/Ed Lawson, Mayor
Agenda Item Brief: September 18 through 24, 2022, is Surgical Technologist Week. Surgical technologists provide a critical service to patients before, during, and after surgical procedures and are totally committed to patient safety and advocacy.

City of Sparks

Proclamation

WHEREAS, the role of surgical technologists began during World War II as the need for perioperative personnel became overwhelming, and has since evolved into its own separate allied health field; and

WHEREAS, surgical technologists are entrusted with the lives and well-being of patients and provide a critical service before, during, and after surgical procedures; and

WHEREAS, over 90,000 surgical technologists nationwide are integral parts of the surgical teams committed to providing the highest quality surgical care to patients; and

WHEREAS, surgical technologists are responsible for the application of sterile and aseptic technique in the operating room, ensuring that equipment functions properly, and facilitating safe and effective surgical procedures; and

WHEREAS, surgical technologists strive to prevent life-threatening surgical site infections and maximize patient safety; and

WHEREAS, Certified Surgical Technologists graduate from an accredited program and receive certification conferred by the National Board of Surgical Technology and Surgical Assisting based on passage of the national examination; and

WHEREAS, the surgical technologists' motto, "Aeger Primo," means "patient first" and reflects surgical technologists' total commitment to patient safety and advocacy;

NOW, THEREFORE, I, ED LAWSON, Mayor of the City of Sparks, Nevada, do hereby proclaim September 18 through 24, 2022, as:

"SURGICAL TECHNOLOGIST WEEK"

and urge all my fellow citizens to join me in acknowledging the important role of surgical technologists in the care and recovery of their patients. We honor these men and women.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Sparks, Nevada to be affixed this 12th day of September, 2022.

ED LAWSON, Mayor

ATTEST:

LISA HUNDERMAN, City Clerk

7.4. Boards and Commissions Vacancy Announcement: Sparks Parks and Recreation Commission.

Item Title: Boards and Commissions Vacancy Announcement: Sparks Parks and Recreation Commission.
Petitioner/Presenter: Neil Krutz, City Manager
Agenda Item Brief: The Sparks Parks and Recreation Commission has one vacancy for a partial term ending June 30, 2024. Members must be a resident of Sparks or have a valid Sparks business license. Applications will be accepted until 5:00 PM on Friday, September 16, 2022.

Sparks City Council Meeting
9/12/2022 2:00 PM

8.1. Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of August 10, 2022, through August 29, 2022. (For Possible Action)

Item Title: Consideration and possible acceptance of the report of the claims and bills approved for payment and appropriation transfers for the period of August 10, 2022, through August 29, 2022. (For Possible Action)
Petitioner/Presenter: Jeff Cronk, Chief Financial Officer/Jeff Cronk, Chief Financial Officer
Recommendation: Staff recommends City Council approve the following listed checks and appropriation transfers.
Financial Impact: $Funds were budgeted and available for payment of claims submitted and funds were available for the appropriations transferred. **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This report advises City Council of any claims and bills approved for payment and appropriation transfers.

Background:

The City of Sparks Charter, Article III, Section 3.020, requires the submission of a summary of all claims and bills approved for payment to the City Council.

NRS 354.598005 requires the governing body to be advised of any appropriation transfers between functions at its next regular meeting after the transfer.

Analysis:

1. Accounts payable check numbers 86928-86839 were issued in the amount of $4,997,565.00 of which $447,272.99 was for the Redevelopment Agency of the City of Sparks, Nevada. There were $4,325.00 accounts payable checks voided.
2. Payroll check numbers 412579-412623 were issued in the amount of $27,873.40. There were $0 payroll checks voided.
3. There were no accounts payable checks issued from bond proceeds. There were no accounts payable checks issued for debt service.
4. Electronic accounts payable payments were made in the amount of $1,438,179.13.
5. Electronic payroll and/or PERS payments were made in the amount of $5,581,089.70.
6. There were no electronic payments issued for bond proceeds. There was no electronic payment issued for debt service.
7. There were appropriation transfers made within governmental functions or between funds during the reporting period, please see attached.

Alternatives:

1. City Council may accept the report as submitted.
2. City Council may reject the report and provide further direction to the City Manager.

Recommended Motion:

I move to accept the report of claims and bills and the appropriation transfers for the period August 10, 2022, through August 29, 2022.

Reporting Period:
8/10-8/29/22

Checks:

	Check Date
Accounts Payable Issued	08/09/22
	08/16/22
	08/23/22
Total	
Accounts Payable Voided	08/09/22
	08/16/22
	08/23/22
Total	
Payroll Issued	08/09/22
	08/16/22
	08/23/22
Total	
Payroll Voided	08/09/22
	08/16/22
	08/23/22
Total	
Bond Proceed Expenditures	
Total	
Debt Service Payment	

Total

Wire Transfers / Electronic Payments:

Other Wires	08/09/22
	08/16/22
	08/23/22
Total	
Payroll Tax	08/09/22
	08/16/22
	08/23/22
Payroll PERS ACH	08/09/22
	08/16/22
	08/23/22
Payroll Direct Deposit	08/09/22
	08/16/22
	08/23/22
Total	
Bond Proceed Expenditures	
Total	
Debt ServicePayment	
	08/09/22
	08/16/22

Total

Account Description	Program Description
Professional Services Other	1404 City Facilities Annual Maintenance
Professional Services Other	1404 City Facilities Annual Citywide Fac
Maintenance and Repairs	1404 City Facilities Sparks PD Inverter I
Capital Equipment & Furnishings	1404 City Facilities - Citywide - P25 Rad
Cap Project Professional Svcs	1404 City Facilities - Fire staion #6 Desi

Agenda Worksheet

Meeting Date: **September 12, 2022**

Check Numbers	Amount	Void Date
86840-86976	2,694,442.74	
86977-87118	1,164,508.11	
87119-87227	1,138,614.15	
	$4,997,565.00	
	$25.00	
	$4,300.00	
	$0.00	
	$4,325.00	
412579-412602	$14,127.67	
0	$0.00	
412603-412623	$13,745.73	
	$27,873.40	
	$0.00	
	$0.00	
	$0.00	
	$0.00	
	$0.00	
	$0.00	
	$0.00	

$0.00

$419,652.17
$701,805.15
$316,721.81

$1,438,179.13

343,001.33
450.79
374,280.17

$1,317,119.34
$0.00
$0.00

1,723,208.06
2,314.14
1,820,715.87

$5,581,089.70

$0.00

0.00

$0.00
$0.00

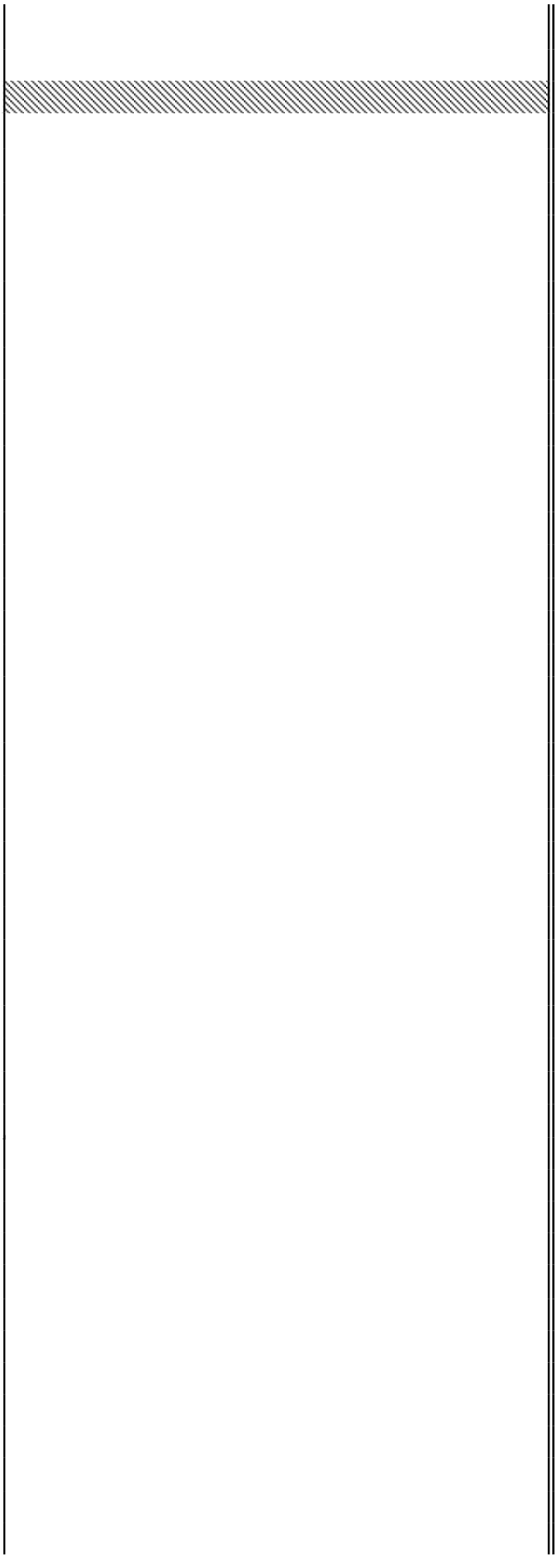
$0.00

Function Description	Fund Description	Fund #
Public Works	Capital	1404
Government	Capital	1404
Public Safety	Capital	1404
Government	Capital	1404
Public Safety	Capital	1404

Due Date: **August 29, 2022**

Redevelopment Agency

Check Date	Amount
08/05/22	$935.64
08/10/22	379,764.92
08/17/22	$67,508.07
Total	$448,208.63



$0.00

Amount
($10,820.00)
($10,475.00)
$21,295.00
($24,525.00)
$24,525.00

$0.00

c

Investment Worksheet for 8/10/2022

		Balance Forward:	
T	8/2/2022	Cash Receipts	168,028.81
W	8/3/2022	Cash Receipts	2,289,509.53
TH	8/4/2022	Cash Receipts	305,907.43
F	8/5/2022	Cash Receipts	204,318.26
M	8/8/2022	Cash Receipts	224,377.14
	8/9/2022	Accounts Payable Run	**(2,694,442.74)**
	8/9/2022	Voided AP Check - check date	25.00
	8/8/2022	Payroll Check Run -	(14,127.67)
	8/8/2022	VOID PR CKS # Voided & Reissued	
		Rec refund	(1,516.00)
		Cobra	896.24
		False Alarm	9,270.90
		Return Items	(3,140.27)
		Washoe County Distribution-Property Taxes	
		Fuel Tax (8) - State Direct Deposit	
		Fair Share (9) - State Direct Deposit (LGTA)	
		Ctax (2) - State Direct Deposit	
		Accounts Payable Electronic Payments	**(120,335.25)**
		Hometown Health Wire	(211,919.40)
		Infinisource Checks Transfer	
		Infinisource Bene TRANSFER	(2,823.61)
		Maxor Claims	(53,903.45)
		Workers comp claims	(27,670.46)
		City Hall ACH postage replenish	
		Bail Checks	**(3,000.00)**
		PERS Electronic Payment	(1,317,119.34)
		Payroll Direct Deposit	(1,723,208.06)
		Wire Transfer ICMA 457 Wire	(14,870.30)
		VOYA OBRA	(4,740.27)
		VOYA FICA	(113,990.56)
		Payroll Taxes ACH	(343,001.33)
Expected needs of next 7 days			
Cash Balance before investment and needs			(3,447,475.40)
Expected future needs balance ()			0.00
Amount to be settled through BNY other than 7 day repo			
Redemption / Purchase amount in Federated Money Market			3,447,475.40

86840-86976

412579-412602

(419,652.17)

(matches cash inquiry)

redemption

Investment Worksheet for 8/17/2022

		Balance Forward:	
T	8/9/2022	Cash Receipts	147,298.39
W	8/10/2022	Cash Receipts	310,090.60
TH	8/11/2022	Cash Receipts	604,332.70
F	8/12/2022	Cash Receipts	475,893.81
M	8/15/2022	Cash Receipts	
	8/16/2022	Accounts Payable Run	**(1,164,508.11)**
	8/16/2022	Voided AP Check - check date	4,300.00
	8/15/2022	Payroll Check Run -	
	8/15/2022	VOID PR CKS # Voided & Reissued	
		Orphaned Transaction	50.00
		Rev batch 5/16	(120.71)
		Return Items	(1,967.79)
		Monthly Novatime Usage	(3,301.80)
		Washoe County Distribution-Property Taxes	64,288.07
		Fuel Tax (8) - State Direct Deposit	
		Fair Share (9) - State Direct Deposit (LGTA)	
		Ctax (3) - State Direct Deposit	
		Accounts Payable Electronic Payments	(281,993.46)
		Hometown Health Wire	(114,372.32)
		Infinisource Checks Transfer	
		Infinisource Bene TRANSFER	(3,110.41)
		Maxor Claims	(131,688.42)
		Workers comp claims	(170,640.54)
		City Hall ACH postage replenish	
		Bail Checks	
		PERS Electronic Payment	
		Payroll Direct Deposit	(2,314.14)
		Wire Transfer ICMA 457 Wire #	
		VOYA OBRA	
		VOYA FICA	
		Payroll Taxes ACH	(450.79)
Expected needs of next 7 days			
Cash Balance before investment and needs			(268,214.92)
Expected future needs balance ()			0.00
Amount to be settled through BNY other than 7 day repo			
Redemption / Purchase amount in Federated Money Market			268,214.92
Cash Balance after expected needs			(268,214.92)
Cash Balance after expected needs & investment			0.00

86977-87118

(701,805.15)

(matches cash inquiry)

redemption

Investment Worksheet for 8/24/2022

		Balance Forward:		
T	8/16/2022	Cash Receipts	384,769.84	
W	8/17/2022	Cash Receipts	1,382,278.48	
TH	8/18/2022	Cash Receipts	435,712.48	
F	8/19/2022	Cash Receipts	513,572.07	
M	8/22/2022	Cash Receipts	120,348.85	
	8/23/2022	Accounts Payable Run	**(1,138,614.15)**	87119-87227
	8/23/2022	Voided AP Check - check date		
	8/22/2022	Payroll Check Run -	(13,745.73)	**412603-412623**
	8/22/2022	VOID PR CKS # Voided & Reissued		
		Return Items	(1,348.41)	
		8/15 Revenue Batch	1,029,975.06	
		False Alarm	12,883.00	
		State of NV Overpayment	73,303.95	
		One NV Agreement	106,214.92	
		BofA Service Charge	(1,038.62)	
		Pcard rebate	42,384.31	
		Washoe County Distribution-Property Taxes		
		Fuel Tax (8) - State Direct Deposit		
		Fair Share (9) - State Direct Deposit (LGTA)	233,863.34	
		Ctax (3) - State Direct Deposit		
		Accounts Payable Electronic Payments	(29,454.49)	
		Hometown Health Wire	(211,340.84)	
		Infinisource Checks Transfer	(1,125.49)	
		Infinisource Bene TRANSFER	(1,361.70)	
		Maxor Claims	(40,026.14)	
		Workers comp claims	(27,563.15)	
		City Hall ACH postage replenish		
		Bail Checks	(5,850.00)	(316,721.81)
		PERS Electronic Payment		
		Payroll Direct Deposit	(1,820,715.87)	
		Wire Transfer ICMA 457 Wire #	(15,245.30)	
		VOYA OBRA	(3,966.99)	
		VOYA FICA	(116,623.92)	
		Payroll Taxes ACH	(374,280.17)	

Expected needs of next 7 days

Cash Balance before investment and needs	533,005.33	*(matches cash inquiry)*
Expected future needs balance ()	0.00	
Amount to be settled through BNY other than 7 day repo		**wire number below**
Redemption / Purchase amount in Federated Money Market	(533,005.33)	**purchase**
Cash Balance after expected needs	533,005.33	
Cash Balance after expected needs & investment	0.00	

Agresso Budget Adjustment Form

Fiscal Year: 2023

Batch #: 23002

Budget Version: AM2023

**Include on Claims & Bills? *Yes* *No* (circle one)

Requestor: Jazmin Lozano

Council Approved Date (if already went to Council):

** Note: answer Yes to Claims & Bills if.....
1. Grant or donation under $1,000 (Resolution 2451)
2. Revenue & expenses are being augmented for unexpected revenue where Council has not yet been informed such as Specialty Court, Forfeitures, etc. - **GRANT FUND ONLY -** NRS 354.598005
3. **Budget authority crosses functions (per NRS 354.598005 (5b)**)

Reason for Request:

budget adjustment to alpha program:

Account Number	Account Description	Key Service Area	Program	Program Description	*Function (code)*	Function (if crosses function must include on Claims & Bills)	Fund	Budget Adj Amount + or - *(Note: Increase Revenue budgets with a negative)*
603242	Professional Services-Other	130765-15	23-1092	1404 City Facilities - Annual Maintenance Contract for	15	Public Works	1404	(10,820.00)
603242	Professional Services-Other	130765-01	23-1090	1404 City Facilities - Annual Citywide Facilities Improvem	01	Government	1404	(10,475.00)
603190	Maintenance and Repairs	130765-10	23-1092A	1404 City Facilities - Sparks PD Inverter Repair Photovolt	10	Public Safety	1404	21,295.00
	No Desc.	Not Found		No Desc.	Not Found	No Desc.	Not Found	
						NO MATCH	Total	0.00

Approved by: Via Workflow

Finance Director, Accounting Manager or Senior Accountant

Please forward any applicable backup (single-sided) to this budget adjustment request. I will scan & attach it to the transaction, and it will be available when doing budget inquires such as "Program Budget Checking"

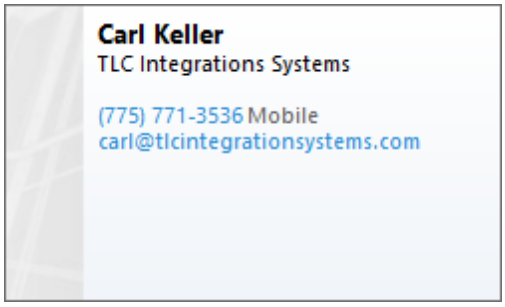
The requisition is saved with requisition number 160022688

From: Miles, Brandon
To: Lozano, Jazmin; Marran, Dan
Cc: Cason, Brian; Bidart, Rob; Diem, Paula
Subject: 23-1092/23-1090 Photovoltaic Repairs at PD - TLC Integrations PO Request
Date: Thursday, July 28, 2022 2:32:52 PM
Attachments: PD Inverter Repairs 7.22.docx
Carl Keller - TLC Integrations Systems.msg
image001.png
image002.png

Jazmin and Dan,

Attached is the quote proposal from TLC Integrations for engine repairs on the photovoltaic system at PD. We have chosen the second option to rebuild A, B, and C phase engine components. I need to cut a PO from fund 1404 program 23-1092 for $10,820 and to cover the additional cost I need $10,475 from fund 1404 program 23-1090 for a total PO of $21,295.

Below and attached is the contact information:



Vendor: 311809
Account: 603190
Program: 23-1092A
$21,295

Thank you,

budget adjustment to alpha program:
603242/130765-15/23-1092 (10,820)
603242/130765-01/23-1090 (10,475)
603190/130765-15/23-1092A 21,295

Brandon Miles
Parks Development Coordinator
bmiles@cityofsparks.us
[p] (775) 353-1528
[c] (775) 762-5416

City of Sparks Community Services

TLC Integration
S Y S T E M S

Carson City, NV. 89701
Tel (775) 771-3536
Email: carl@tlcIntegrationsystems.com

July 13, 2022

City of Sparks
431 Prater Way
Sparks, NV. 89432

Attn: Brandon Miles

Re: **Sparks PD Inverter Repair**

This proposal is to provide labor and material repair failed inverter at Sparks PD.

The Satcon 210KW inverter has suffered an engine failure, this is the component that converts the solar DC power into AC power for connection to the grid.
It has been recommended the work be completed by factory technicians due to complexity of parts replacement.
Based on age of the inverter it is not an uncommon failure, therefore I will provide 2 cost proposals.
First cost is to repair A phase engine components.
Second cost is to repair A phase and replace B phase & C phase engine components to save on technician travel expenses.

Scope of work for first cost to rebuild A phase engine components:

- Qty. 2 – TS20193 IGBT 1600A 1200V E3 Series ISO Base.
- Qty. 1 – PCB DFOD dual coated fiber driver.
- Qty. 1 – Factory Tech expenses.

Quotation for the above referenced project: Ten Thousand Three Hundred Eighty Five Dollars and no cents ($10,385.00)

Scope of work for second cost to include rebuild of A, B & C phase engine components:

- Qty. 6 – TS20193 IGBT 1600A 1200V E3 Series ISO Base.
- Qty. 3 – PCB DFOD dual coated fiber driver.
- Qty. 1 – Factory Tech expenses.

Quotation for the above referenced project: Twenty One Thousand Two Hundred Ninety Five Dollars and no cents ($21,295.00)

Thank you for the opportunity to provide my services.
Carl Keller
TLC Integration Systems
(775) 771-3536

Agresso Budget Adjustment Form

Fiscal Year: 2023

Batch #: 23006

Budget Version: AM2023

**Include on Claims & Bills? Yes No (circle one)

Requestor: Jazmin Lozano

Council Approved Date (if already went to Council):

** Note: answer Yes to Claims & Bills if.....
1. Grant or donation under $1,000 (Resolution 2451)
2. Revenue & expenses are being augmented for unexpected revenue where Council has not yet been informed such as Specialty Court, Forfeitures, etc. - **GRANT FUND ONLY** - NRS 354.598005
3. **Budget authority crosses functions (per NRS 354.598005 (5b)**)

Reason for Request:

budget adjustment within 1404 for Fire Station #6. City Council approved 8/8/22

Account Number	Account Description	Key Service Area	Program	Program Description	Function (code)	Function (if crosses function must include on Claims & Bills)	Fund	Budget Adj Amount + or - (Note: Increase Revenue budgets with a negative)
604070	Capital Equipment & Furnishings	130765-01	23-1004	1404 City Facilities - Citywide - P25 Radio Replacement	01	General Government	1404	(24,525.00)
604020	Cap Project Professional Svcs	130765-10	23-1010	1404 City Facilities - Fire Station #6 Design	10	Public Safety	1404	24,525.00
						NO MATCH	Total	0.00

Approv

Fund	Keyserv	Keyserv(T)	Acctgroup	Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
1404	130765-01	Gen Gov't Capital Projects Fund 1404	6400	23-1004	1404 City Facilities - Citywide - P25 Radio Replacement	604070	Capital Equipment & Furnishings	600,000.00	0.00	0.00	0.00	600,000.00
			6400					600,000.00	0.00	0.00	0.00	600,000.00

kflow

Finance Director, Accounting Manager or Senior Accountant

Fund	Keyserv	Keyserv(T)	Acctgroup	Program	Program(T)	Account	Account(T)	Budget	Actual	Encum	Pre-encum	Balance
1404	130765-10	Public Safety Capital Projects Fund 1404	6400	23-1010	1404 City Facilities - Fire Station #6 Design	604020	Cap Project Professional Svcs	600,000.00	0.00	0.00	624,525.00	-24,525.00
			6400					600,000.00	0.00	0.00	624,525.00	-24,525.00

***Please for** **es such as "Program Budget Checking"**

The requisition is saved with requisition number 160022771

Vendor: 023059
Account: 604020
Program: 23-1010

Sparks City Council Meeting
8/8/2022 2:00:00 PM

9.1. Consideration, discussion, and possible approval of a professional service contract (AC-5871) in the amount of $624,525.00 with Tate Snyder Kinsey Architects for architectural services to design Fire Station 6. (For Possible Action)

Item Title: Consideration, discussion, and possible approval of a professional service contract (AC-5871) in the amount of $624,525.00 with Tate Snyder Kinsey Architects for architectural services to design Fire Station 6. (For Possible Action)
Petitioner/Presenter: Armando Ornelas, Community Services Director/Brian D. Cason, S.E., P.E., Capital Projects Manager
Recommendation: Staff recommends City Council approve the professional service contract for the design of Fire Station 6.
Financial Impact: $624,525.00 **Financial Explanation:** Fund 1404 Capital Projects, Program 23-1010 City Facilities-Fire Station #6 Design, Account 604020 Capital Projects Professional Services was approved by Council in the fiscal 2023 CIP. $600,000.00 is available for design of Fire Station #6. The additional $24,525.00 will be moved from Fund 1404 Capital Projects, Program 23-1004 City Facilities-Citywide-P25 Radio Replacement, Account 604070 Capital Equipment and Furnishings, which has $600,000.00 available.
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This agenda item requests City Council approval of a professional service contract in the amount of $624,525.00 with Tate Snyder Kinsey Architects (dba TSK) for architectural services to design Fire Station #6. The City of Sparks issued a request for proposals for these services in June 2022. Four firms responded. The proposal submitted by TSK, which has the most experience designing fire stations in northern Nevada, was rated highest by City staff.

Background:

In March of 1992, the Sparks City Council approved Resolution No. 2161 adopting the Northern Sparks Sphere of Influence (NSSOI) Plan. The NSSOI planning area encompassed approximately 7,200 acres of mostly undeveloped land for future annexation into the City of Sparks.

In March of 1994, the City Council approved Resolution No. 2270 adopting the NSSOI Financing Concept Plan. The NSSOI Financing Concept Plan established a capital improvements plan and cost estimates for the provision of sanitary sewer facilities, roadways, flood control facilities, parks and open space and public facilities to support the development of the NSSOI.

In December of 2002, the City Council passed and adopted Ordinance No. 2157 which converted the NSSOI Infrastructure Financing Concept Plan to Impact Fee Service Area Number 1 (IFSA#1) and created a Capital Improvements Plan (CIP) for IFSA#1. The IFSA#1 CIP includes the construction of two fire stations within

the boundary of IFSA#1: Fire Stations 5 and 6. Fire Station 5 was constructed in 2005.

In fiscal year 2018, the City retained Levrum Data Technologies to conduct a future incident modeling and station location analysis. The results of the study determined four possible locations for Fire Station #6. Each of the sites, all located in the northwestern portion of IFSA #1, were deemed equally suitable for the location of Fire Station #6.

In fiscal year 2020, the City Council approved funding to study and identify a preferred facility layout, structure size, and parcel size for Fire Station #6. Community Services and Fire Department staff worked with a local consultant to establish these broad requirements for proposed Fire Station #6. The consultant provided a cost analysis to help City staff develop a preliminary budget for land acquisition and construction for the Fire Station.

City staff have identified a location situated southeast of the intersection of Scheidbar Drive and Rolling Meadows Drive in the western portion of the Pioneer Meadows development that meets the City's location objectives for Fire Station #6. Staff has negotiated a term sheet with the owner-developer of the property and anticipates bringing an agreement to purchase the property to the City Council for consideration as early as September 2022. Attached are exhibits showing the general vicinity of the proposed site (Exhibit 1a) and the more precise location of the parcel the City intends to acquire (Exhibit 1b) for Fire Station 6.

Analysis:

The City advertised a request for proposals (RFP) for architectural design services on June 15, 2022, with responses due on June 29, 2022. A total of four architectural design teams submitted responses to the RFP. A selection committee comprised of seven City professionals, including engineering, finance, and Fire Department staff, as well as an outside consultant, reviewed and scored the proposals individually. A weighted score was generated based on the four categories of capabilities, relevant project experience, local government experience, and personnel.

The City's Contracts Manager compiled the scores, and the initial selection was made based strictly on the highest score, without the names of the firms being known to the Capital Projects Manager. Only after this rating process was completed were the names of the four firms disclosed to the Capital Projects Manager. The selection committee then discussed the respondents' proposals and determined that TSK not only scored the highest but has the most experience among the four respondents regarding fire station design. TSK has designed several of the fire stations in northern Nevada, maintains a local office, and is highly regarded in the region.

After identifying TSK as the top-ranked respondent, the City solicited a fee proposal for design of Fire Station 6 from TSK. Pursuant to Nevada law, fees are not considered when selecting a consultant to provide a professional service. TSK submitted a lump sum fixed fee proposal for a base fee of $601,025.00. This

amount covers TSK's work and that of several subconsultants for architectural, structural, mechanical, electrical, and landscape design services, as well as cost estimating, permitting, bidding assistance, and construction administration services. The proposed contract amount of $624,525.00 also includes an optional fee of $21,500.00 for design of the fire station's technology systems, including information technology, security management, and audio-visual systems. The proposed contract fee does not include civil engineering design services, for which the City will contract separately, and staff estimates will total less than $50,000.00. TSK's proposal (Exhibit 2) and the contract for the project (Exhibit 3) are attached.

City Council approved $600,000.00 specifically for design of the fire station in fiscal year 2023 Capital Improvement Plan. The additional $24,525.00, plus civil engineering costs will be moved from the General Government Capital Project Fund (1404), which has $600,000.00 available.

Alternatives:

1. City Council may approve the architectural design contract with TSK as recommended by staff.
2. City Council may reject the proposed design contract and provide direction to the City Manager.

Recommended Motion:

I move to approve a professional service contract (AC-5871) in the amount of $624,525.00 with Tate Snyder Kinsey Architects for architectural services to design Fire Station 6.

G:\Projects\Planning Case Maps\Fire Station #6.mxd

Fire Station #6 (Proposed Site)

Pioneer Meadows Planned Development

City Boundary

PYRAMID WAY

SCHEIDBAR RD

ROLLING MEADOWS DR

WINGFIELD HILLS RD

DAVID ALLEN PKWY

WINDMILL FARMS PKWY

KILEY PKWY

VISTA BLVD

City of Sparks Community Services

Proposed Fire Station #6 Site - Vicinity Map
Exhibit 1

ARCHITECTURAL SERVICES-FIRE STATION #6 (RFP #22/23-002)
CITY OF SPARKS, NEVADA

THIS CONTRACT made and entered into on this 8th day of August, 2022, by and between the City of Sparks, Nevada, a municipal corporation, existing under and by virtue of the laws of the State of Nevada, hereinafter called "City", and **Tate Snyder Kinsey Architects (dba TSK),** a qualified consultant in the class of work required, hereinafter called "Consultant".

W I T N E S E T H

WHEREAS, the City desires to engage Consultant in the performance of providing Professional Services which are more fully described in Consultant's Proposal dated July 18, 2022, attached hereto and incorporated herein by reference. (Hereinafter referenced to as "Proposal");

WHEREAS, Consultant's legal status is an Independent Consultant and Consultant is in good standing in the State of Nevada;

WHEREAS, Consultant desires to perform the Program under the terms and conditions set forth herein;

NOW, THEREFORE, IT IS AGREED as follows:

1. **Scope of Work:**
   The scope of work for this contract is generally defined as **Architectural Services-Fire Station #6**. The City's Contract Documents and Consultant's Entire Proposal are on file with the City of Sparks and may be located within "Attachment A." All terms, conditions and requirements contained in these Documents, including any and all addenda issued by the City, are hereby incorporated into this Contract. The work scope will include, but not be limited to the tasks outlined in Attachment A.

   The Consultant shall perform within the time stipulated, the Contract as herein defined and shall provide and furnish any and all of the labor, materials, methods or processes, equipment implements, tools, machinery and equipment, and all utility, transportation and other services required to complete all of the work covered by the Contract in connection with strict accordance with the plans, specifications or proposals, which were approved by said City and are on file with the City, including any and all addenda issued by the City, and with the other contract documents hereinafter enumerated. Consultant will have the right to control or direct the manner and the order in which it provides the services contemplated under this Agreement.

   Consultant represents and warrants that Consultant is engaged in an independent calling and has complied and will continue to comply with all local, state and federal laws regarding business permits and licenses that may be required to carry out the independent calling and to perform the services to be performed under this Agreement.

   Consultant understands that the services it has been retained to perform may be dangerous or may entail a peculiar unreasonable risk of harm to others unless special precautions are taken and Consultant agrees to exercise reasonable care to take such precautions.

2. Payment for Project Services

As full consideration for the Professional Services to be performed by Consultant, City agrees to pay Consultant as set forth in accordance with the Fee Schedule set forth in the proposal and not to exceed fee of **$624,525.00** for the project. The City will not hire or directly compensate the Consultant's employees, assistants or subconsultants, if any. It is expressly understood and agreed that all work done by Consultant shall be subject to review as to its result by the City at the City's discretion. Payment of any invoice shall not be taken to mean that the City is satisfied with Consultant's services to the date of payment and shall not forfeit City's right to require the correction of any service deficiencies.

3. Term

This Agreement shall become effective upon contract execution and will continue in effect until

☐ **MO/DY/YR**, or

☒ The Project is completed (Approximately _____), or unless earlier terminated as provided herein.

4. Time Devoted to Work:

In performing the services contemplated under this Agreement, the services and the hours Consultant is to work on any given day will be on a mutually agreed upon basis, except for attendance at scheduled meetings, and City will rely upon Consultant to put in such number of hours as is reasonably necessary to fulfill the spirit and purpose of this Agreement.

City understands that Consultant is engaged in the same or similar activities for others and that City may not be Consultant's sole client or customer. However, Consultant represents and warrants that it is under no obligation or restriction, nor will it assume any such obligation or restriction, that would in any way interfere or be inconsistent with the services to be performed under this Agreement.

5. No Unfair Employment Practices:

In connection with the performance of work under this Agreement, Consultant agrees not to discriminate against any employee or applicant because of race, creed, color, national origin, sex, sexual orientation, disability or age. Any violation of these provisions by Consultant shall constitute a material breach of this contract.

6. No Illegal Harassment:

Violation of the City's harassment policy, which is incorporated by reference and available from the Human Resources Division, by the Consultant, its officers, employees, agents, consultants, subcontractors and anyone for whom it is legally liable, while performing or failing to perform Consultant's duties under this Contract shall be considered a material breach of this contract.

7. Lawful Performance:

Vendor shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this agreement. In addition, all applicable permits and licenses required shall be obtained by the vendor, at vendor's sole expense.

8. Status of Consultant:

It is the intent of the parties that Consultant shall be considered an independent consultant and that Consultant, and anyone else for whom it is legally liable, shall not be considered employees, servants or

agents of the City for any purpose. Furthermore, this Agreement shall not be construed to create a partnership or joint venture between the Consultant and the City.

Neither Consultant nor any of its employees or contractors shall be eligible to participate in City's industrial insurance, unemployment, disability, medical, dental, life or other insurance programs, or any other benefit or program that is sponsored, financed or provided by City for its employees.

Consultant agrees that it shall be Consultant's exclusive responsibility to pay all federal, state, or local payroll, social security, disability, industrial insurance, self-employment insurance, income and other taxes and assessments related to this Agreement. Neither FICA (Social Security), FUTA (Federal Employment), nor local, state or federal income taxes will be withheld from payments to Consultant. Consultant shall at Consultant's expense pay and be fully liable and responsible for, and indemnity and hold harmless City from, any assessments, fines or penalties relating to Consultant's failure to uphold any of these responsibilities.

9. City Ownership of Proprietary Information:

All reports, drawings, plans, specifications, and other documents prepared by Consultant as products of service under this Agreement shall be the exclusive property of the City and all such materials shall be remitted to the City by Consultant in a timely manner upon completion, termination or cancellation of this Agreement. Consultant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Consultant's obligations under this Agreement without the prior written consent of the City.

10. Public Records:

Consultant understands that City is subject to the provisions of NRS 239.010. As such, the City may have the duty to disclose the Consultant's reports or recommendations.

11. Insurance:

CONSULTANT'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT CONSULTANTS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF PROPOSAL SUBMISSION THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN.

The City may, unless otherwise required by law, waive or reduce the insurance requirements itemized here, at the discretion of the city's Contracts and Risk Manager.

Should work be required on City premises or within the public right-of-way, upon award of the contract, the bidder shall provide proof of insurance for the types of coverage, limits of insurance and other terms specified herein, prior to initiation of any services under City, Bid, Proposal or Contract. Coverage shall be from a company authorized to transact business in the State of Nevada and the City of Sparks and shall meet the following minimum specifications:

Consultant shall at its own expense carry and maintain at all times the following insurance coverage and limits of insurance no less than the following or the amount customarily carried by Consultant or any of its subcontractors, whichever is greater. Consultant shall also cause each subcontractor employed by

Consultant to purchase and maintain insurance of the type specified herein. All insurers must have AM Best rating not less than A-VII, and be acceptable to the City. Consultant shall furnish copies of certificates of insurance evidencing coverage for itself and for each subcontractor. Failure to maintain the required insurance may result in termination of this contract at City's option. If Consultant fails to maintain the insurance as set forth herein, City shall have the right, but not the obligation, to purchase said insurance at Consultant's expense.

Consultant shall provide proof of insurance for the lines of coverage, limits of insurance and other terms specified below prior to initiation of any services. Coverage shall be from a company authorized to transact business in the State of Nevada and the City of Sparks. Consultant and any of its subcontractors shall carry and maintain coverage and limits no less than the following or the amount customarily carried by Consultant or any of its subcontractors, whichever is greater.

Applicable to this Contract	Insurance Type	Minimum Limit	Insurance Certificate	Additional Insured	Waiver of Subrogation
Yes	General Liability/Umbrella (Excess) Liability	$2,000,000	✔	✔	✔
Yes	Automobile Liability	$1,000,000	✔	✔	
Yes	Workers' Compensation	Statutory	✔	N/A	✔
Yes	Employer's Liability	$1,000,000	✔	N/A	
Yes	Professional Liability	$1,000,000	✔	N/A	N/A
No	Pollution Legal Liability	$1,000,000	✔	N/A	N/A

Commercial General Liability

Consultant shall carry and maintain Commercial General Liability (CGL) and, if necessary to meet required limits of insurance, commercial umbrella/excess liability insurance with a total limit of not less than the limits specified herein.

For contracts that are for the construction or improvement of public facilities, the Consultant shall obtain and maintain products and completed operations liability coverage through the statute of repose after completion of the project. Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, or damage to the named insured's work unless Subcontractor carries and maintains separate policies providing such coverage and provides Consultant evidence of insurance confirming the coverage.

Minimum Limits of Insurance

$2,000,000 Each Occurrence Limit for bodily injury and property damage

$2,000,000 General Aggregate Limit
$2,000,000 Products and Completed Operations Aggregate Limit
$10,000 Medical Expense Limit

If Commercial General Liability Insurance or other form with a general aggregate limit is used, it shall be revised to apply separately to this PROJECT or LOCATION.

Coverage Form
Coverage shall be at least as broad as the unmodified Insurance Services Office (ISO) Commercial General Liability (CGL) "Occurrence" form CG 00 01 04/13 or substitute form providing equivalent coverage and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Additional Insured
City, its officers, agents, employees, and volunteers are to be included as insureds using the applicable ISO additional insured endorsement(s) or substitute forms providing equivalent coverage, in respects to damages and defense arising from: activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant; premises owned, occupied, or used by Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, employees, or volunteers. Additional insured status for City shall apply until the expiration of time within which a claimant can bring suit per applicable state law.

Primary and Non-Contributory
Consultant's insurance coverage shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to City, its officers, agents, employees, and volunteers. There shall be no endorsement or modification of the CGL to make it excess over other available insurance; alternatively, if the CGL states that it is excess or pro rata, the policy shall be endorsed to be primary with respect to the additional insured. Any insurance or self-insurance maintained by City, its officers, employees, or volunteers shall be excess of Consultant's insurance and shall not contribute with it in any way.

Waiver of Subrogation
Consultant waives all rights against City and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. Insurer shall endorse CGL policy as required to waive subrogation against the City with respect to any loss paid under the policy.

Endorsements
Policy forms or endorsements are required confirming coverage for all required additional insureds. The forms or endorsements for CGL shall be at least as broad as the unmodified ISO additional insured endorsement CGO 20 10 07/04 and CG 20 37 07/04 or substitute forms providing additional insured coverage for products and completed operations.

A waiver of subrogation in favor of City shall be endorsed to the policy using an unmodified Waiver of

Transfer of Rights of Recovery of Others to Us ISO CG 24 04 05 09, or a substitute form providing equivalent coverage.

Business Automobile Liability

Minimum Limits of Insurance

$1,000,000 Combined Single Limit per accident for bodily injury and property damage or the limit customarily carried by Consultant, whichever is greater. No aggregate limit may apply. Coverage may be combined with Excess/Umbrella Liability coverage to meet the required limit.

Coverage Form

Coverage shall be at least as broad as the unmodified Insurance Services Office (ISO) Business Automobile Coverage form CA 00 01 10/13, CA 00 25 10/13, CA 00 20 10/13 or substitute form providing equivalent coverage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

Additional Insured

City, its officers, agents, employees, and volunteers are to be included as insureds with respect to damages and defense arising from the ownership, maintenance or use of automobiles owned, leased, hired, or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, employees, or volunteers. Additional insured status for City shall apply until the expiration of time within which a claimant can bring suit per applicable state law.

Endorsements

A policy endorsement is required listing all required additional insureds. The endorsement for Business Automobile Liability shall be at least as broad as the unmodified ISO CA 20 48 10/13 or a substitute form confirming City's insured status for Liability Coverage under the Who Is An Insured Provision contained in Section II of the coverage form ISO CA 00 01 10/13.

Waiver of Subrogation.

Consultant waives all rights against City, its officers, agents, employees, and volunteers for recovery of damages to the extent these damages are covered by the commercial general liability or commercial umbrella liability insurance maintained pursuant to this agreement. Consultant's insurer shall endorse policy to waive subrogation against City with respect to any loss paid under the policy.

Workers' Compensation and Employer's Liability

Consultant shall carry and maintain workers' compensation and employer's liability insurance meeting the statutory requirements of the State of Nevada, including but not limited to NRS 616B.627 and NRS 617.210 or provide proof that compliance with the provisions of Nevada Revised Statutes Chapters 616A-D and all other related chapters is not required. It is understood and agreed that there shall be no coverage provided for Consultant or any Subcontractor of the Consultant by the City. Consultant agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation of the City to make any payment under this Agreement to provide City with a certificate issued by an insurer in accordance with NRS 616B.627 and with a certificate of an insurer showing coverage pursuant to NRS 617.210.

It is further understood and agreed by and between City and Consultant that Consultant shall procure, pay for and maintain the above-mentioned coverage at Consultant's sole cost and expense.

Should Consultant be self-funded for workers' compensation and employer's liability insurance, Consultant shall so notify City in writing prior to the signing of this Contract. City reserves the right to approve said retentions, and may request additional documentation, financial or otherwise, for review prior to the signing of this Contract.

Upon completion of the project, Consultant shall, if requested by City, provide a Final Certificate for itself and each Subcontractor showing that Consultant and each Subcontractor had maintained the required Workers Compensation and Employer's Liability by paying all premiums due throughout the entire course of the project.

Nevada law allows the following to reject workers' compensation coverage if they do not use employees or subcontractors in the performance of work under the contract:

- Sole proprietors (NRS 616B.627 and NRS 617.210)
- Unpaid officers of quasi-public, private or nonprofit corporations (NRS 616B.624 and NRS 617.207)
- Unpaid managers of limited liability companies (NRS 616B.624 and NRS 617.207)
- An officer or manager of a corporation or limited liability company who owns the corporation or company (NRS 616B.624 and NRS617.207)

If a consultant has rejected workers' compensation coverage under applicable Nevada law, the consultant must indicate the basis for the rejection of coverage and complete, sign and have notarized an Affidavit of Rejection of Coverage. The Affidavit must be completed, signed and notarized prior to performance of any work.

Minimum Limits of Insurance

Workers' Compensation:	Statutory Limits
Employer's Liability:	**$1,000,000** Bodily Injury by Accident – Each Accident
	$1,000,000 Bodily Injury by Disease – Each Employee
	$1,000,000 Bodily Injury by Disease – Policy Limit

Coverage Form

Coverage shall be at least as broad as the unmodified National Council on Compensation Insurance (NCCI) Workers Compensation and Employer's Liability coverage form WC 00 00 07/11 or substitute form providing equivalent coverage.

OTHER INSURANCE COVERAGES (IF APPLICABLE)

Professional Liability Insurance (if Applicable) $1,000,000 each claim limits of liability or whatever limit is customarily carried by the Consultant, whichever is greater, for design, design-build or any type of professional services. If coverage is required on a claims-made or claims-made and reported basis, any applicable retroactive or pending & prior litigation dates mush precede the effective date of this contract. Continuous coverage shall be maintained, or an extended reporting period shall be obtained for a period of at least three (3) years following completion of the project.

ALL COVERAGES
Coverage shall not be suspended, voided, canceled, or non-renewed by either CONSULTANT or by the insurer, reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to CITY except for ten (10) days' notice for nonpayment of premium.

DEDUCTIBLES AND RETENTIONS
Any deductibles or self-insured retentions that exceed $100,000.00 per occurrence or claim must be declared to and approved by the City's Contracts and Risk Manager and prior to signing this Contract. City is entitled to request and receive additional documentation, financial or otherwise, prior to giving its approval of the deductibles and self-insured retentions. Any changes to the deductibles or self-insured retentions made during the term of this Contract or during the term of any policy must be approved by City's Contracts and Purchasing Manager prior to the change taking effect. Consultant is responsible for any losses within deductibles or self-insured retentions.

OTHER INSURANCE PROVISIONS
Should City and Consultant agree that higher coverage limits are needed warranting a project policy, project coverage shall be purchased and the premium for limits exceeding the above amount may be borne by City. City retains the option to purchase project insurance through Consultant's insurer or its own source.

Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its officers, agents, employees, or volunteers.

ACCEPTABILITY OF INSURERS
Insurance is to be placed with insurers with a Best's rating of no less than A-VII and acceptable to the City. City, with the approval of the Risk Manager, may accept coverage with carriers having lower Best's ratings upon review of financial information concerning Consultant and insurance carrier. City reserves the right to require that Consultant's insurer be a licensed and admitted insurer in the State of Nevada, or meet any applicable state and federal laws and regulations for non-admitted insurance placement.

VERIFICATION OF COVERAGE
Consultant shall furnish City with certificates of insurance and with original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Prior to the start of any Work, Consultant must provide the following documents to City of Sparks, Attention: Purchasing Division, P.O. Box 857, Sparks, NV 89432-0857:

A. Certificate of Insurance. Consultant must provide a Certificate of Insurance form to the City of Sparks to evidence the insurance policies and coverage required of Consultant.

B. Additional Insured Endorsements. An original Additional Insured Endorsement, signed by an authorized insurance company representative, must be submitted to the City of Sparks, by attachment to the Certificate of Insurance, to evidence the endorsement of the City of Sparks as additional insured.

C. Policy Cancellation Endorsement. Except for ten (10) days' notice for non-payment of premium, each insurance policy shall be endorsed to specify that without thirty (30) days prior written notice to the City of Sparks, the policy shall not be suspended, voided, cancelled or non-renewed, and shall provide that notices required by this paragraph shall be sent by certified mailed to the address specified above. A copy of this signed endorsement must be attached to the Certificate of Insurance. If endorsements are not available, Consultant shall be responsible to provide prior written notice to City as soon as practicable upon receipt of any notice of cancellation, non-renewal, reduction in required limits or other material change in the insurance required under this Agreement.

D. Bonds (as Applicable). Bonds as required and/or defined in the original bid documents.

All certificates and endorsements are to be addressed to the City of Sparks, Purchasing Division and be received and approved by City before work commences. The City reserves the right to require complete certified copies of all required insurance policies at any time.

SUBCONTRACTORS

Consultant shall include all Subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all the requirements stated herein.

MISCELLANEOUS CONDITIONS

1. Consultant shall be responsible for and remedy all damage or loss to any property, including property of City, caused in whole or in part by Consultant, any Subcontractor, or anyone employed, directed, or supervised by Consultant.
2. Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractors under it, and such coverage and limits required herein shall not be deemed as a limitation on Consultant's liability under the indemnities granted to City in this contract.
3. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option:
    a. Purchase such insurance to cover any risk for which City may be liable through the operations of Consultant under this Agreement and deduct or retain the amount of the premiums for such insurance from any sums due under the Agreement;
    b. Order Consultant to stop work under this Agreement and/or withhold any payments which become due Consultant here under until Consultant demonstrates compliance with the requirements hereof; or,
    c. Terminate the Agreement.
4. If Consultant's liability policies do not contain the standard ISO separation of insureds condition, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

12. Indemnity:

To the fullest extent permitted by law, upon award, Consultant shall hold harmless and indemnify, City, its affiliates, officers, agents, employees, volunteers, successors and assigns ("Indemnified Parties"), and each of them from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorney's fees, losses or liabilities, in law or in equity, of every kind and nature whatsoever ("Claims") to the extent that such Claims are caused by the negligence, errors, omissions, recklessness, or intentional misconduct of Consultant, its employees, agents, representatives, or Subcontractors in any way related to the performance of work under this Agreement by Consultant, or to work performed by others under the direction or supervision of Consultant, including but not limited to:

1. Personal injury, including but not limited to bodily injury, emotional injury, sickness or disease, or death to persons;
2. Damage to property of anyone, including loss of use thereof;
3. Penalties from violation of any law or regulation caused by Consultant's action or inaction;
4. Failure of Consultant to comply with the Insurance requirements established under this Agreement;
5. Any violation by Consultant of any law or regulation in any way related to the occupational safety and health of employees.

In determining the nature of the claim against City, the incident underlying the claim shall determine the nature of the claim, notwithstanding the form of the allegations against City.

In addition to Consultant's duty to hold harmless and indemnify the Indemnified Parties above, Consultant shall also defend the Indemnified Parties with respect to any Claims caused by the negligence, errors, omissions, recklessness or intentional misconduct of Consultant, its employees, agents, representatives, or Subcontractors which are not based upon or arising out of the professional services of Consultant. However, Consultant shall not be required to defend the Indemnified Parties with respect to Claims caused by the negligence, errors omissions, recklessness or intentional misconduct of Consultant, its employees, agents, representatives, or Subcontractors which are based upon or arising out of the professional services of Consultant. In such an event, if Consultant is adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's fees and costs to be paid by Consultant to the Indemnified Parties, as reimbursement for the attorney's fees and costs incurred by the Indemnified Parties in defending against such Claims, in an amount which is proportionate to the liability of Consultant.

In cases of professional service agreements, requiring professional liability coverage:
If the insurer by which a Consultant is insured against professional liability does not so defend the City and applicable agents and/or staff, and the Consultant is adjudicated to be liable by a trier of fact, the City shall be entitled to reasonable attorney's fees and costs to be paid to the City by the Consultant in an amount which is proportionate to the liability of the of the Consultant.

Nothing in this contract shall be interpreted to waive nor does the City, by entering into this contract, waive any of the provisions found in Chapter 41 of the Nevada Revised Statutes.

13. Material Breach of Contract:

In the event Consultant fails to deliver the product and services as contracted for herein, to the satisfaction of the City of Sparks or otherwise fails to perform any provisions of this Contract, the City, after providing five (5) days written notice and consultant's failure to cure such breach, may without waiving any other remedy, make good the deficiencies and deduct the actual cost of providing alternative products and/or services from payment due the Consultant. Non-performance after the first notice of non-performance shall be considered a material breach of contract.

14. Termination:

The City may terminate the Contract for material breach of contract upon ten (10) days written notice and recover all damages, deducting any amount still due the Consultant from damages owed to the City, or seek other remedy including action against all bonds. The Consultant may terminate the Contract for material breach of contract upon thirty (30) days written notice to the City.

Not withstanding the preceding paragraph, the City may immediately terminate the Agreement, and Consultant waives any and all claim(s) for damages, upon the Consultant's receipt of notice under the following conditions:

a) If funding is not obtained, continued, or budgeted at levels sufficient to allow for purchase of the services contemplated under this Agreement per Section 23 of this Agreement;

b) If any federal, state or local law, including but not limited to, statutes, regulations, ordinances and resolutions, is interpreted by a third party judicial, legislative or administrative authority in such a way that the services contemplated under this Agreement are no longer authorized for purchase or appropriate for City financial participation;

c) If Consultant fails to comply with any local, state or federal law regarding business permits and licenses required to perform the services to be performed under this Agreement or

d) If it is found that any quid pro quo or gratuities were offered or given by the Consultant to any officer or employee of the City with a view towards securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performance of this Agreement.

The indemnity and conflict resolution obligations of this Agreement shall survive the termination of this Agreement and shall be binding upon the parties' and the parties' legal representatives, heirs, successors and assigns.

The City may terminate this agreement for any reason without penalty upon giving thirty (30) days written notice to the Consultant. In the event of termination, the full extent of City liability shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction of the City prior to termination.

15. Licenses and Permits:

The Consultant shall procure at his own expense all necessary licenses and permits and shall adhere to all

the laws, regulations and ordinances applicable to the performance of this Contract.

All consultants doing business within the City of Sparks are required to obtain and maintain a current business license from the City of Sparks prior to commencement of this contract. Per Sparks Municipal Code Section 5.08.020A: "It is unlawful for any person to transact business in the City without first having obtained a license from the City to do so and without complying with all applicable provisions of this title and paying the fee therefore."

16. **Boycott of Israel (NRS 332.065) (This Section ☒ IS ☐ IS NOT Applicable to this bid):**
Pursuant to NRS 332.065 any Contract entered into under NRS Chapter 332 in which the estimated annual dollar amount exceeds $100,000 will require written certification that the bidder is not, and will not be, engaged in a Boycott of Israel throughout the duration of the Contract. The term "Boycott of Israel" has the meaning ascribed in NRS 332.065(5). Bidder certifies that it is not, and will not be, engaged in a Boycott of Israel throughout the duration of the Contract.

17. **Drafting Presumption:**
The parties acknowledge that this Agreement has been agreed to by both parties, that both parties have consulted or have had the opportunity to consult with attorneys with respect to the terms, and that no presumption shall be created against the City as the drafter of the Agreement.

18. **Governing Law:**
The laws of the State of Nevada shall govern this Agreement without regard to conflicts of law principles.

19. **Jurisdiction and Venue:**
Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement must be brought against either of the parties in the courts of the State of Nevada, County of Washoe. Each of the parties consents to the jurisdiction of the court (and of the appropriate appellate court) in any such action or proceeding and waives any objection to venue laid therein.

20. **Claims:**
Pursuant to NRS 268.020, which the parties agree to abide by contractually, all demands and accounts against the City must be presented to the Council, in writing, within six (6) months from the time the demands or accounts become due. No demand or account may be audited, considered, allowed or paid by the City unless this requirement is strictly complied with.

21. **Assignment:**
All of the terms, conditions and provisions of this Contract, and any amendments thereto, shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns. The Consultant shall not assign this Contract without the written consent of the City which will not be unreasonably withheld.

22. **Notices:**
All notices required to be given in writing by this Contract shall be deemed to be received (i) upon delivery if personally delivered, or (ii) when receipt is signed for if mailed by certified or registered mail, postage prepaid, or by express delivery service or courier, when addressed as follows (or sent to such

other address as a Party may specify in a notice to the others):

CITY OF SPARKS - PURCHASING DIVISION
431 PRATER WAY
PO BOX 857
SPARKS, NV 89432-0857

Kevin Kemner
TSK
225 S. Arlington Ave., Ste A
Reno, NV 89501
e-mail: kkemner@tska.com

23. Entire Contract:
This Contract and all associated documents associated by reference constitute the entire agreement of the parties and shall supersede all prior offers, negotiations, agreements and contracts whether written or oral. Any modifications to the terms and conditions of this Contract must be in writing and signed by both parties.

24. Waiver:
No waiver of any term, provision or condition of this Contract, whether by conduct or otherwise, in any one or more instances, shall be deemed to be nor shall it be construed as a further or continuing waiver of any such term, provision or condition of this Contract. No waiver shall be effective unless it is in writing and signed by the party making it.

25. Annual Appropriation of Funds:
Multi-year contracts and leases are subject to annual appropriation of funds by the City Council. The City plans and makes appropriations to the City Budget with respect to a fiscal year that starts July 1st and ends June 30th of each year. Payments made under term contracts and leases are considered items of current expense. Purchase Orders are funded when issued; therefore, they are current expense items and are not subject to any subsequent appropriation of funds. Continuance of a multi-year contract beyond the limits of funds available shall be contingent upon appropriation of the requisite funds in the ensuing fiscal year and the termination of this contract by lack of appropriation shall be without penalty.

26. Severability:
If any part of this Contract is found to be void it will not affect the validity of the remaining terms of this Contract which will remain in full force and effect.

27. Headings:
Paragraph titles or captions contained in this Contract are inserted only as a matter of convenience and for reference only, and in no way define, limit, extend, or describe the scope of this Contract or the intent of any provision hereof.

28. Singular Includes the Plural; Gender; Title Reference:
Whenever the singular number is used in this Contract and when required by the context, the same shall include the plural, and the use of any gender, be it masculine, feminine or neuter, shall include all of the genders, and the word "person" or "entity" shall include corporation, firm, partnership, or any other combination or association.

The use of the title "Bidder", "Vendor", "Contractor" or "Consultant" within this contract or associated bid documents shall be deemed interchangeable and shall refer to the person or entity with whom the City

of Sparks is contracting for the service or product referenced within this contract.

29. Execution:

The parties agree to execute such additional documents and to take such additional actions as are reasonably necessary or desirable to carry out the purposes hereof. They also agree, acknowledge and represent that all corporate authorizations have been obtained for the execution of this Contract and for the compliance with each and every term hereof. Each undersigned officer, representative or employee represents that he or she has the authority to execute this Contract on behalf of the party for whom he or she is signing.

IN WITNESS WHEREOF, the City of Sparks has caused this Contract to be executed by its officers thereunto duly authorized and the Consultant has subscribed same, all on the day and year first above written.

_____	CITY OF SPARKS, NEVADA
(Consultant)	A Municipal Corporation
By: _____	By:_____
	(Authorized Signature)
_____	
(Title)	
APPROVED AS TO FORM	ATTEST:
_____	_____
City Attorney	City Clerk (As Required)

Attachment A

Price and scope per consultants response to City of Sparks RFP #22/23-002 for the referenced project (incorporated by reference) and the final written offer provided by the consultant, dated July 18, 2022 (attached).

Project Proposal

City of Sparks
Fire Station #6 Fee Proposal
Schematic Design through Construction Administration

TO:

Brian D. Cason, S.E., P.E.
Capital Projects Manager
City of Sparks, Community Services
Engineering Division
Office: 775-353-4083
Cell: 775-376-2513
bcason@cityofsparks.us

tsk

July 18, 2022

PRINCIPALS
J. Windom Kimsey, FAIA | Michael J. Purtill, AIA | Jason Andoscia AIA | Bruce Preston RA | Jeni Panars AIA | Kevin P. Quan, AIA | | Shelly A. Lyons
George G. Tate, AIA Retired | William E. Snyder, FAIA Retired

www.tska.com

tsk

July 18, 2022

Brian D. Cason, S.E., P.E.
Capital Projects Manager
City of Sparks, Community Services
Engineering Division
Office: 775-353-4083
Cell: 775-376-2513
bcason@cityofsparks.us

Subject: **Truckee Meadows Fire & Rescue – Consolidated Station**
Schematic Design through Construction Administration

Dear Mr. Cason,

Thank you to City of Sparks (CS) for selecting Tate Snyder Kimsey Architects (dba TSK) to submit a professional services fee proposal for Documentation of the new City of Sparks Fire Station #6, from Schematic Design through Construction Administration. We are honored to be selected to provide professional design services for this Station and its critical needs to the community.

We understand that the City of Sparks has recently completed a concept design/programming effort for Fire Station #6 and this will serve as the basis of design entering Schematic Design. We also understand that the City intends to re-establish the project budget in January 2023 for inclusion in the 2023-2024 Fiscal Year Budget. Our proposed project schedule provides for design development to be sufficiently refined to accurately reflect the cost of the project in support of the City's budgeting needs.

We recognize the importance of this project to the City and People of Sparks and the importance to have the station designed in 2022/23 and constructed in 2023/24 with the project delivery to be design, bid, build. Please find enclosed our Proposal for this effort.

We certainly hope this proposal meets your expectations and are open to any further discussions you believe may be of value in your evaluation.

For TSK Architects,

Kevin Kemner, AAIA | Design Principal

PROJECT UNDERSTANDING

This proposal is prepared for City of Sparks (CS) to provide for professional services for Schematic Design, Design Development, Construction Drawings, Permitting & Bidding Tasks, and Construction Administration for the new Fire Station to be located at the intersection of Schneider and Rolling Meadows Drives. The station design is to be based on the Concept Design provided by the City of Sparks. The proposed station is approximately 12,000 sf with a construction budget of $7,500,000.

The Station Site is based on the Pioneer Meadows site acquired from Lennar Reno, LLC and is estimated to be approximately 3 +/- acres in size.

The following Base Project and Facility Amenities are included in this design.

- Fire Station of approximately 10,500 s.f.
- Outbuildings/Structures including trash enclosure, generator enclosure, fueling station, and possible exterior storage building.
- Access Roads (including coordination with NDOT).
- Public Parking and Staff Parking (with Staff Parking to be considered for possible secure access).
- Helipad
- Green Waste Collection.
- Septic Tank and Leech Field (Including coordination with NDEP).

TASK 1. (Schematic Design)

Schematic Design Phase to include:

- Review of Concept Design and where appropriate, provide recommendations for design revisions. Schematic Design Level Plans (Site Plan, Floor Plan, Reflected Ceiling).
- Building Elevations and primary cross sections showing building heights (clear) and building materials.
- Structural Building Grid and primary structural plans.
- Mechanical Systems: areas provided including mechanical room and roof top equipment located.
- Plumbing Systems: provide plan showing all proposed plumbing fixtures.
- Fire Sprinkler System: provide Fire Riser Room of adequate size and location.
- Electrical Systems: provide electrical room of adequate size and location.
- Low Voltage: provide IT room of adequate size and location.
- Cost Estimate

TSK to coordinate with City of Sparks during the Schematic Design Phase for a separate Special Use Permit (SUP) Design Package for Agency Approval.

SUP Package to include Site Plan, Floor Plan, Rendered Elevations, and two color perspectives.
SUP Site Plan to include: New Fire Station and site facilities/amenities to be determined.

TASK 2. (Design Development)

Design Development Phase to include:

- Floor Plans and Enlarged Plans of spaces with additional detail and dimensions including restrooms, kitchen, turnout storage, decontamination, etc…
- Building Sections through each primary building component showing structure and systems that will influence performance.
- Roof Plan showing overall roof materials, slope, drainage, and primary penetrations.
- Building Exterior Elevations showing materials, heights, datum's, openings and enclosures
- Door and windows enlargement.
- Building elevations showing proposed casework.
- Civil Plans showing grading approach and utility locations.
- Structural Plans showing proposed main and secondary structural members.
- Mechanical Plans showing mechanical units and primary ducting. (supply & returns)

- Plumbing Plans showing single line and primary piping.
- Electrical Plans showing single line electrical and lighting locations.
- Electrical Plans showing locations for electrical power and data devices.
- Landscape plans showing proposed landscaping locations.
- Cost Estimate

TASK 3. (Construction Documents)

Construction Documents Phase to include:

- Floor Plans and Enlarged Plans of spaces with additional detail and dimensions including restrooms, kitchen, and turn our storage, decontamination, etc…
- Building Sections through each primary building component showing structure and systems that will influence performance.
- Roof Plan showing overall roof materials, slope, drainage, and primary penetrations.
- Building Exterior Elevations showing materials, heights, datum's, openings and enclosures.
- Door and windows enlargement.
- Building elevations showing proposed casework.
- Civil Plans showing final grading, Utility Connections, Utility Details, Concrete aprons and walk details, Civil Details, and Project Specifications.
- Structural Plans showing proposed main and secondary structural members, details, connections, foundation plan and Project Specifications.
- Mechanical Plans showing mechanical units and primary ducting (supply & returns), equipment schedules, final routing, exhaust and supply, and Project Specifications.
- Plumbing Plans showing single line and primary piping, for water, venting, waste, storm water, sand oil interceptors, carbon filters, and gas for building and site. Provide Project Specifications.
- Electrical Plans showing lighting and circuiting panels, schedule, and details.
- Electrical Plans showing locations for electrical power and data devices circuiting panels, schedule, and details.
- Landscape plans showing proposed landscaping locations, species legend, irrigation plans, and details.
- Cost Estimate

TASK 4. (Permitting Phase)

Permitting Phase to include:

- Complete Permitting Agency Applications. (City of Sparks, State of Nevada, and Utility Companies)
- Submit proper number of stamped documents. (PDF of Hard Copy)
- Submit COMCheck, energy calculations, structural, mechanical, plumbing, and electrical calculations are required by the permitting agencies.
- Respond to all permit review comments in a timely manner in order to receive bidding permits.

TASK 5. (Bidding Phase)

Bidding Phase to include:

- Provide final building files upon receipt of the Building Permit with all revisions incorporated.
- Attend Bidders Walk through and respond to questions.
- Respond to Bidders RFIs with Bidding Addenda as required and incorporate revisions into the document set.
- Review Subcontractors Bids and offer recommendations and comment on work scope.
- Provide Contractor – Ready for Construction Set of drawing files which include Bidding RFI Responses.

TASK 6. (Construction Administration & Closeout Phase)

Construction Administration Phase to include:

- Attend Pre-Construction Kick Off Meeting.
- Respond to Contractor RFI's and provide written and drawing responses as required. (Incorporate these revisions into the digital model and drawings.)
- Review Contractor Material and Systems Submittals for conformance to the construction documents.
- Review Change Order Costs for accuracy of new costs and possible credits.
- Review Contractor Pay Applications for accuracy and review work in place monthly.
- Attend Weekly On-Site Construction Meetings (OAC) and provide observation reports of progressing work.
- At the notification of the Contractor, provide a punch list walk of completed work and note any discrepancies with the contact documents (Punch List).
- Provide Notice of Substantial Completion when project is deemed ready for Owner Occupancy for intended use.
- Attend two (2) monthly meetings outside of the OAC meetings for possible system pre-installation meetings or similar. Additional requested meetings will be noted as an additional service.
- Review Contractor Closeout Manual (Systems Operations/Maintenance/Warranty) for completion and return to Contractor and Owner with Comments.
- Upon receipt of Contractor Field Mark Ups – Incorporate any revisions in to the final drawing model. Provide the Owner final set PDF of "Record of Construction" Drawings and Specifications.
- Attend on-site meeting approximately 11 months after substantial completion to identify any work items that are to be remedied as a part of the contactors 12 months warranty of work.

PROJECT SCHEDULE

The proposal is based on the following schedule and reflects our understanding of the project timeline while incorporating our work plan to accomplish.

Fire Station #6 Timeline

Concept Review/Design	8/8/2022 to 9/5/2022
Special Use Permit	5/30/2022 to 9/2/2022
Schematic Design	9/19/2022 to 10/31/2022
Design Development	11/14/2022 to 1/9/2023 (DD Cost Estimate)
50% CD's	1/23/2023 to 3/20/2023
95% CD's	3/27/2023 to 5/15/2023
Permitting	5/15/2023 to 6/12/2023
Bidding	5/15/2023 to 7/24/2023
CA Phase	7/31/2023 to 4/21/2024 (Substantial Completion)

PROJECT TEAM

The following consultants are included in the Fire Station #6 Tasks

- Architect: TSK Architects
- Civil Engineer: by Owner
- Structural Engineer: Nelson Wilcox Structural Engineers, Reno, NV
- Landscape: LAGE, Henderson, NV
- Mechanical Engineer: IMEG, Reno, NV
- Electrical & Low Voltage Engineer: IMEG, Reno, NV

Services Not Included in Programming & Conceptual Design

- Geotechnical Engineering Testing & Analysis
- Hazardous Materials Assessments or Abatement Documents
- Permitting or Utility Fees
- Civil Engineering and Design (Contracted Separately by Owner)

Structural Engineering.
Per Nelson Wilcox Structural Engineers Proposal 7/18/22

Structural Scope:
Preparation of structural calculations and drawings (Construction Documents) for the Primary Structural System. Structural calculations and construction documents will include the following:

1. General Notes
2. Foundation Plans
3. Floor Framing Plans if required
4. Roof Framing Plans
5. Structural Elevations and Braced and Moment Frame Elevations as necessary
6. Structural Details
7. Design for Architectural Components
8. Structural Design for Mechanical Ductwork Support, Decorative Suspended Lights, and Mechanical Systems Seismic and Wind Anchorage.

2.2. Coordination with other disciplines.
2.3. Attendance at all necessary design phase meetings.
2.4. Correspondence with the Building Department as necessary including response to plan check comments.
2.5. Up to (12) site visits during construction (CA phase).
2.6. Review first round of submittal of material, shop drawings, and inspection submittals pertaining to our services.
2.7. Structural observation services due to the essential facility.
2.8. Response to RFI's pertaining to our services.
2.9. Preparation of record drawings.

Exclusions:

None Noted in Proposal

Mechanical/Plumbing Electrical Engineer Scope of Work:
Per CR IMEG Proposal 7/18/22

Mechanical and electrical engineering services for an approximately 12,500 square foot single-story fire station. The facility is to be comprised of crew rooms, offices, day room, kitchen, training, exercise, laundry, study, three (3) apparatus bays, turnout, shop, wash, storage, restrooms, janitor's closet, electrical room, and fire riser room.

DESIGN PHASE SERVICES

1. Design of mechanical systems including:
    a. Plumbing systems:
        i. Domestic hot and cold water
        ii. Sanitary drainage and venting
        iii. Sand/Oil interceptor
        iv. Interior roof drainage
        v. Plumbing design will be based on fixture counts and locations provided by others.

    b. HVAC systems:
        i. Heating, ventilating, and air conditioning via rooftop package units
        ii. Building makeup air
        iii. Grease exhaust
        iv. Toilet exhaust
        v. Heat exhaust
        vi. Building envelope compliance documentation (COMCheck)

    c. Piping systems:
        i. Natural gas

2. Design of electrical systems including:
    a. Power distribution and grounding
    b. Interior lighting and controls
    c. Exterior building lighting
    d. Voice/data outlet locations only
    e. Cable tray and/or horizontal raceway to allow routing of low voltage systems wiring
    f. Standby power distribution including engine/generator set, fuel system, exhaust and intake ventilation, and automatic transfer switch.

3. Establish performance requirements for seismic bracing of mechanical and electrical equipment specified by IMEG. Design and installation will be by others.
4. Prepare applicable mechanical and electrical book specifications.
5. Prepare contract documents that are suitable for pricing and construction purposes.
6. Project design meetings:
    a. Attend approximately six (6) design coordination meetings.

BIDDING PHASE SERVICES

7. Respond to contractor questions.

CONSTRUCTION PHASE SERVICES

8. Attend preconstruction meeting.
9. Contract administration related to IMEG scope of work including:
    a. Answer contractor questions and Requests for Information (RFIs).
10. Review shop drawing submittals for items requested in the contract documents.
11. Conduct two (2) job site observations during construction, plus one (1) final job site observation at the end of the construction period.

OPTION:
As an optional service, we propose the design of technology systems including:

1) Information technology:
    a) Telecommunications structured cabling system: Voice, data, WIFI and cable television passive infrastructure.
    b) Telecommunications outside plant
    c) Data room infrastructure
    d) Network electronics
    e) Active electronics for television system distribution
    f) Telephony systems
2) Security management systems:
    a) Access control system
    b) Video surveillance system
3) AV systems:
    a) Display devices, AV source equipment, and system controls.
    b) Overhead paging system

ADDITIONAL SERVICES
IMEG can include the following as additional services. Additional services will be performed on a time and material basis using IMEG's standard hourly rates in effect at the time the service is performed, or for a negotiated fee, and only after approved in writing.

1) Audit or field takeoff of existing or new furniture, fixtures, and equipment (FF&E) and associated utilities.
2) Invasive field takeoff to determine existing conditions that are not readily accessible or visible.
3) Acoustical evaluation, design, or analysis.
4) Lightning protection system evaluation and design.
5) Development of an arc flash hazard analysis or modifications to an existing arc flash analysis for the facility.
6) Life cycle cost analysis.
7) ASHRAE 90.1 Energy Standards confirmation or building modeling.
8) Assist in compliance with ASHRAE Standard 188-2015 Legionellosis: Risk Management for Building Water Systems.
9) LEED, WELL, or building certification criteria evaluation, energy modeling, calculation, justification, and documentation.
10) Assistance with grants and other related funding applications.
11) Revising IMEG design documents as a result of equipment lead times or supply chain delays.
12) Revising equipment layout and connections, and floor plan modifications, after IMEG's construction drawings and specifications are complete.
13) Value engineering or negotiating construction cost/scope with contractors and related document revisions after documents are complete.
14) Field testing, adjusting, balancing, or field time to assist installation contractor. Initial startup is the responsibility of the various contractors and/or subcontractors.
15) Systems commissioning and special inspections. Please be advised that commissioning and/or special inspections may be required by some building/energy codes, even though it is excluded from this Proposal. If commissioning or engineering-related special inspections are required, IMEG can provide a proposal for additional services, or these services may be conducted by a third party.
16) Performing a confirmation site observation after the final job site observation (punch list) has been completed.
17) Preparing record documents from as-built markups or files provided by contractors or verifying the accuracy and completeness of same.

Landscape Architect Scope of Work:
Per Lage Design, Inc. Proposal 7/18/22

TASK 1 Schematic Design
Lage Design will participate in project kick-off meeting and review existing conditions at a site visit. Based upon the input received at the Kick-Off meeting and information gathered at the site visit, Lage Design, Inc. will prepare the following Schematic Design documents:

1) Preliminary planting plan including the development of a plant palette suitable for this type of project with common name, botanical name, size, and location of trees, shrub massings, and non-living ground cover.
2) Color rendered illustrative plans to be included with the entitlement submittal. These plans will include all designed aesthetic and landscape site elements related to the project. These graphics will be provided as electronic files suitable to be used for either print or electronic presentation.

TASK 2 Design Development
Based upon comments and input received from the Schematic Design submittal, Lage Design, Inc. will prepare the following revised drawings as part of its Design Development task:

1) Circulation / Hardscape plan of all areas in relation to existing property lines, pavement, streets, buildings, sight visibility zones, buffers, and perimeters.
2) Plant Palette with common name, botanical name, size, and location of trees, shrub massings, and non-living ground cover.

TASK 3 Construction Documents
Based upon feedback and comment derived from the Design Development submittal Lage Design, Inc. will prepare the following design documents:

Planting Design: Landscape Planting Plan indicating the location of all trees, shrubs and groundcovers. A plant schedule will be prepared listing all plant material with botanical and common names as wells as size and quantity. Protection of existing trees during construction. Schedule of rock fines and mulches to include size, areas, depth, and color. This task will also include the preparation of construction details and technical specifications necessary to properly implement construction.

Irrigation Design: Consultant shall prepare irrigation plans indicating location and type of all valves, heads, lines, sleeves, and anti-siphon device. An irrigation schedule will be prepared specifying recommended manufacturers as well as equipment. This task will also include the preparation of construction details and technical specifications necessary to properly implement construction.

TASK 4 Bidding Assistance
The Consultant shall provide the following services throughout the bidding phase of the project:

1) Respond to bid-related questions
2) Evaluate bids received with the owner and design team
3) Assist in the selection of a qualified contractor

TASK 5 Construction Administration
Construction Administration/ Observation: The Consultant shall provide the following construction administration/observation during the course of the landscape construction:

1) Conduct up to six (6) site visits/meetings to include:
    a) Pre-construction meeting with the selected Landscape Contractor to review the site and plans prior to the start of landscape improvements.
    b) Review all of the Contractor's selected (tagged off) plant material.
    c) Review any site/landscape related construction.
    d) Attend pre-final and final construction walk-thru and prepare final punch list.
2) Review all shop drawings and submittals during construction to help ensure compliance with the plans and specifications.

All site visits and other communications with the contractor(s) will be documented by written report, which will be promptly submitted to the Owner's representative.

Cost Estimating Scope of Work:
Per OCMI Proposal 7/18/22

Cost Estimating services by phase for the following phases:

1) Conceptual Design
2) Schematic design
3) Design Development
4) Construction Document

The following activities are not included and will be billed on a time and materials basis in accordance with the fee schedule:

- Site Visits
- Alternates, phases, options or breakouts
- Cost Projections
- Client/Owner meetings
- Moveable FF&E
- GC/CM Reconciliation or Bid Analysis
- Scheduling Services
- Revisions 120 calendar days past the original cost estimate publish date

COMPENSATION PHASE 1 (PROGRAMMING & CONCEPT DESIGN)

A. Design Team Fee

TSK proposes to complete the Proposed Activities as a Lump Sum Fixed Fee

TSK Concept Review/Design	**$380,100**
NWSE (Structural)	**$ 82,500**
IMEG (Mechanical/Electrical)	**$ 83,000**
Lage Design (Landscape)	**$ 27,125**
OCMI (Cost Estimating)	**$ 28,300**
Total TSK + Engineers	**$601,025**
Optional Fee	
IMEG (IT/AV Design)	**$ 21,500**
****Expense Allowances:**	
Printing/Mileage/Travel Reimbursable	**$ 2,000**

** Reimbursable expenses are an estimate based on similar past project experiences and may be greater than or less than required for actual needs. Design Team will notify the Client if expenses may exceed the anticipated allowance. Compensation for additional expenses, if necessary, shall be provided by the Client. Reimbursable expenses for messenger and delivery services, reproduction for other than in-house check prints and plots, and travel expenses (parking, mileage, rideshare service, airfare, lodging, etc.) made by the Design Team in the interest of the project are separate from our fees and will be billed at cost.

EXCEPTIONS / CLARIFICATIONS

A. Agreement for Professional Services: To be provided by City of Sparks

B. Additional Services

1. No Additional Services will be incurred without written approval from the client.
2. All other services that are considered additional services (beyond the scope of work noted herein) will be billed on an hourly basis per our standard hourly rates. Please refer to our 2021/2022 hourly rate

C. Insurance

TSK carries the following insurance and will provide the Owner with certificates:

- Comprehensive General Liability $1,000,000 for each occurrence and in the aggregate for bodily injury and property damage
- Automobile Liability - $1,000,000 combined single limit and aggregate for bodily injury and property damage
- Workers' Compensation - $1,000,000
- Professional Liability - $2,000,000 per claim and in the aggregate for Architect's negligent acts, errors, and omissions

All general Terms and Conditions shall be per the industry standard American Institute of Architects B103 Contract or other mutually agreed upon Terms and Conditions established prior to the commencement of our professional services for this project.

D. Attachments

- Exhibit A, "TSK and Consultant Hourly Rates"

TSK ARCHITECTS
2022 STANDARD BILLING RATES
(For out of contract/reimbursable work)

Senior Principal	$275.00
Operations Director	$225.00
Principal CA	$225.00
Principal NV	$200.00
Sr. Project Manager	$175.00
Senior Project Architect	$150.00
Sr. Project Designer	$150.00
Project Manager	$140.00
Construction Site Manager	$125.00
Project Architect	$120.00
Project Designer	$110.00
Project Coordinator	$100.00
Specifications	$100.00
Job Captain	$90.00
Technical Support	$75.00
Design Support	$75.00
Administrative Support	$75.00

ALL TRAVEL / PER DIEM / MILEAGE TO BE REIMBURSED AT STATE RATES

Rental Vehicle	Actual Cost of Vehicle Rental, Taxes, and fuel
Airfare	Actual Cost of Airfare Ticket & Taxes

Printing (Plain Paper)	**BW**	**Color**
8.5 x 11	.07	.11
11 x 17	.25	.29
Plots		
11x17	1.25	3.00
17x22	2.40	15.00
24x36	5.60	36.00
30x42	7.85	52.50
CD's	4.50	

Sparks City Council Meeting
9/12/2022 2:00 PM

8.2 Consideration, discussion, and possible approval to purchase an AutoAnalyzer 500 system for the Truckee Meadows Water Reclamation Facility from SEAL Analytical in the amount of $73,312.00. (For Possible Action)

Item Title: Consideration, discussion, and possible approval to purchase an AutoAnalyzer 500 system for the Truckee Meadows Water Reclamation Facility from SEAL Analytical in the amount of $73,312.00. (For Possible Action)
Petitioner/Presenter: Armando Ornelas, Community Services Director/Amy Egan, Laboratory Manager
Recommendation: Staff recommends City Council approve the purchase of an AutoAnalyzer 500 (AA500) system from SEAL Analytical for the Truckee Meadows Water Reclamation Facility.
Financial Impact: $73312.00 **Financial Explanation:** $73,312.00 will be funded from Fund 5605 Joint Treatment Plant, Program 131515 TMWRF Lab, Account 604070 Capital Equipment & Furnishings. Current availability is $115,000.00.
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This agenda item requests City Council approval to purchase a SEAL Analytical AutoAnalyzer 500 (AA500) for the Truckee Meadows Water Reclamation Facility (TMWRF) in the amount of $73,312.00. This equipment is used by TMWRF's laboratory to analyze nitrogen. The results enable TMWRF's staff operate the plant, devise process improvements, and prepare reports required to comply with the permit to operate the plant. The AA500 will replace one of TMWRF's Lachat 8500 Series 2 analyzers.

Background:

The Truckee Meadows Water Reclamation Facility (TMWRF) laboratory analyzes nitrogen daily to report for the TMWRF plant permit and aid operations and engineering staff with process control at the plant. Most of these analyses are performed with a quick turnaround to aid with daily decisions on processes at the plant. The current system used to analyze nitrogen, a Lachat 8500 Series 2 by Hach, has been discontinued, so a new system is needed to replace it. This AA500 is requested this fiscal year so the laboratory can continue to perform all of the necessary quality control and troubleshooting work and ensure a seamless transition from the Lachat 8500 to the SEAL AA500.

Analysis:

The SEAL AA500 will eventually replace the Lachat 8500 because the Lachat has been discontinued. Purchase of a SEAL AA500 this fiscal year will ensure the seamless replacement of the primary Lachat unit so there is no disruption in data provided to operations and engineering.

Because the laboratory is staffed every day of year, a robust, capable, and quick system is required to analyze the plant's process and permit samples for nitrogen. The laboratory is looking to sole source the purchase of the AA500 for a number of reasons. First, the AA500 has four channels for sample analysis. Currently the laboratory is able to run tests for ammonia, nitrate/nitrite, and nitrite concurrently. This allows for quick turnaround times and improved efficiency in the laboratory. The fourth channel is dedicated to testing total kjeldahl nitrogen (TKN), which is run weekly by the lab and an important component to monitor for TMWRF's permit. It is not practical with the quick turnover of samples and low staffing on weekends to switch out this channel between constituents, a process that would be required if there were fewer channels. Second, the run times for each of the AA500 channels are 60 to 80 samples per hour, which can meet the current and projected needs of the facility. Third, the AA500 can engage and disengage the pump system automatically from the software. This will prevent excess wear and tear on the pump and pump tubing, prevent possible overflows of reagents, and enable laboratory staff to work more effectively around the laboratory, especially on low staffing days. Lastly, this system has a similar footprint and setup as the Lachat 8500, which will help with setup and training.

Alternatives:

1. The City Council may approve this purchase as recommended by staff.
2. The Council may reject the proposed purchase and provide direction to the City Manager.

Recommended Motion:

I move to approve the purchase of an AutoAnalyzer 500 system for the Truckee Meadows Water Reclamation Facility from SEAL Analytical in the amount of $73,312.00.

City of Sparks/TMWRF
8500 Clean Water Way
Reno, NV 89502

July 27, 2022

Dear Natalianne,

Thank you for choosing to investigate the benefits of our ***AutoAnalyzer 500 (AA500)*** system. Please find enclosed our quotation as requested.

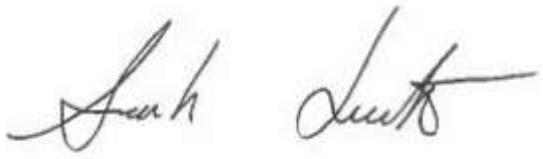
SEAL Analytical is a global manufacturer and supplier of environmental equipment in the USA. This ensures that analytical laboratories get the support that they require from a company focused on their requirements. Within SEAL we have over 85 years of experience in segmented flow analysis to provide you with a total support solution.

The quotation provided is for the latest version of the most successful segmented flow analyzer ever made – the ***AutoAnalyzer 500 (AA500)***. The SEAL AA500 is the system of choice for seawater and low level analysis worldwide. We work closely with research organizations to ensure our methods, hardware, and software deliver the lowest detection limits and highest reproducibility results.

While it is not essential that you purchase the computer from us, we do recommend that you do. This allows us to ensure you have a computer with sufficient specifications.

We will be in contact with you in the near future. In the meantime, if I can be of any further service please do not hesitate to contact me.

Yours sincerely,
On behalf of SEAL Analytical Inc.



Sarah Leibenguth
Technical Sales & Compliance Manager

Commercial in confidence

Quote No: SM-210406-NT R2 **Issue Date: July 27, 2022**
Price Quotation for **Valid Until: October 27, 2022**

City of Sparks/TMWRF
8500 Clean Water Way
Reno, NV 89502

For the attention of Natalianne Tuttle

4 Channel AA500 HR System with Auto Start-up and Shut-down

1 AS2 Random Access Sampler (includes 1 pack of 1000 5mL sample cups)
1 Pump with Digital air injector and automatic platen release
1 Chemistry Module
4 Chemistry Manifolds for nitrate+nitrite, nitrite, chloride, TKN, and ammonia
4 LED wavelength detectors
4 Complete method documentation as detailed above
4 Single Channel High Resolution Digital Colorimeters
1 AACE Software
1 System Accessory Kit
1 Consumable Kit, including one change of pump tubes
1 Set of User Manuals for Hardware and Software
1 Automated on/off valve for cadmium coil
3 Reagent valve sets of 5 for automated shut-down

Package Price		**$ 76,680**
Less Government Discount – 10%	***- $ 7,668***	
Training and Installation package, 3 Days		**$ 3,500**
Warranty, 12 month parts & labor		**Included**
Freight and Handling		**$ 800**
Discounted OFFER Price		**$ 73,312**

Terms and Conditions:

Terms: Net 30 days
Delivery: 10-14 weeks after receipt of order
Freight and Handling: $800
Sales Tax: Not Included. It will be payable unless you are exempt.

OPTIONS:

1. Syringe Dilutor	**$ 6,500**
2. APC Back-UPS PRO 1000VA	**$ 320**
3. High Spec Computer:	
Includes 21" flat panel monitor and laser printer	**$ 1,600**

NOTE:
The PC may be purchased by your company; however, you must meet our minimum specifications - available on request.

SEAL Analytical will not assume responsibility for damage caused to instrument from power outages or power surges in the laboratory.

Technical Support Services

Technical Support:

We provide a telephone/email/fax service desk at our Milwaukee facility from 8:00 AM to 5:30 PM as part of our standard service to our customers. All service calls are logged and an in-house Engineer or Chemist will trouble-shoot the problem by telephone. Our statistics show that over 90% of user questions are diagnosed and corrected by telephone and/or email intervention, without a site visit being necessary.

If this does not resolve the problem, a field-based Technical Specialist is assigned to visit the site.

Response Time / Repair Time:

Our typical response time for a Specialist to reach a site would be less than 24 working hours. We use state of the art messaging equipment to communicate with field staff before, during, and after each service episode. All support staff are our own employees, and not contract labor, and therefore would be dispatched from the Milwaukee site.

Technical Support Service Contracts:

A full range of customer support contracts are available. It is our aim to supply a fully-installed system and provide the application, software and engineering back up to ensure the highest performance from your new analytical system.

Focus Groups:

SEAL actively supports and sponsors Analyzer User Groups, arranging meetings on a regular basis, typically annually. The Company finds this an invaluable means of ensuring continued high levels of customer satisfaction and a useful forum for prioritizing product developments, and to introduce product enhancements.

Equipment Life Expectancy:

While every user is different, we have built in the same ruggedness to the AA500 that existed in our previous two generations of this equipment. We can give examples of user who have equipment of this type still in regular use up to 30 years after purchase.

Our commitment to our customers has ensured that all generations of the systems, while having been equipped with the latest electronics and design concepts, have been compatible with previous generation modules and chemistry units. These have also used the same pump tube types, ensuring that inventory has not been scrapped.

AA500 Training

The AA500 system and software design has been strongly influenced by listening to SEAL users and regulatory requirements. As a result, the system is easy and intuitive to use. An on-site training course is conducted at installation covering the following aspects of the system:

- Introduction
- Hardware overview
- Principles of operation
- Daily routine
- System software operation, including:
  Analysis parameters, Run parameters, QC definition, Routine running, Data storage routines LIMS interface
- Analyzer routine maintenance
- Troubleshooting/corrective maintenance
- Method Applications

Warranty Policy:

- Subject to the conditions set out below, the Company warrants that the Goods will correspond with their specification at the time of delivery and will be free from defects in material and workmanship for a period of 12 months from the date of the initial use or 15 months from delivery, whichever is the first to expire.
- The above warranty given by the Company subject to the following conditions:
- The Company shall be under no liability in respect of any defect in the Goods arising from any drawings, design or specification supplied by the Buyer;
- The Company shall be under no liability in respect of any defect arising from fair wear and tear, willful damage, negligence, abnormal working conditions, failure to follow the Company's instruction (whether oral or in writing) (including instructions regarding preventative maintenance), misuse or alteration or repair of the Goods without the Company's approval;
- The Company shall be under no liability under the above warranty (or any other warranty, conditions of guarantee) if the total price of the Goods has not been paid by the due date of payment;
- The above warranty does not extend to parts, materials or equipment not manufactured by the Company, in respect of which the Buyer shall only be entitled to the benefit of any such warranty or guarantee as is given by the manufacturer to the Company.
- Any claim by the Buyer which is based on any defect in the quality or condition of the Goods or their failure to correspond with specification shall (whether or not delivery is refused by the Buyer) be notified by the Company within 7 days from the date of delivery (where the defect or failure was not apparent on reasonable inspection) within a reasonable time within discovery of the defect or failure. If delivery is not refused and the Buyer does not notify the Company accordingly, the Buyer shall not be entitled to reject the Goods and the Company shall have no liability for such defects or failure and the Buyer shall be bound to pay the price as if the Goods had been delivered in accordance with the Contract.
- Where any valid claim in respect of any of the Goods which is based on any defect in the quality of condition of the Goods or their failure to meet specification is notified to the Company in accordance with these Conditions, the Company shall be entitled to replace the Goods (or the part in question) free of charge, at the Company's sole discretion, refund to the Buyer the price of the Goods (or a proportionate part of the price), but the Company shall have no further liability to the Buyer.
- Except in respect of the death or personal injury caused by the Company's negligence, the Company shall not be liable to the Buyer by reason of any representation, or any implied warranty, condition or other term, or any duty at common law, or under the express terms of the Contract, for any consequential loss or damage (whether for loss of profit or otherwise), costs expenses or other claims for consequential compensation whatsoever (and whether caused by the negligence of the Company, its employees or agents or otherwise) which arise out of or in connection with the supply of Goods or their use resale by the Buyer except as expressly provided in these Terms.
- The Company shall not be liable to the Buyer or be deemed to be in breach of the Contract by reason of any delay in performing, or any failure to perform, any of the Company's obligations in relation to the Goods, if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded as causes beyond the Company's reasonable control; Act of God, explosion, flood, tempest, fire or accident; war or threat of war, sabotage, insurrection, civil disturbance or requisition, acts, requisition, regulations, bye laws, prohibition or measures of any kind of the part of any Governmental, Local Authority; import or export regulations or embargo's, strike, lock-outs or other industrial actions or trade disputes (whether involving employees of the Company or of a third party); difficulties in obtaining raw materials, labor, fuel, parts or machinery; power failure or breakdown in machinery.

Sparks City Council Meeting
9/12/2022 2:00 PM

8.3. Consideration and possible acceptance of grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each. (For Possible Action)

Item Title: Consideration and possible acceptance of grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each. (For Possible Action)
Petitioner/Presenter: Jeff Cronk, Chief Financial Officer/Jeff Cronk, Chief Financial Officer
Recommendation: Staff recommends that the City Council accept the grants and/or donations received by the city in the fourth quarter of FY2022 that amount to less than $5,000 each.
Financial Impact: $No financial impact, this will impact cash flow only **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: The City's policy governing the acceptance of grants and/or donations requires that any grant or donation received by the City in an amount less than $5,000 be presented to the City Council for consideration and acceptance. This staff report identifies the grants and donations received by the City in the fourth quarter of fiscal year 2022. Staff recommends that the City Council accept the grants and donations identified below.

Background:

On March 11, 2013, the Sparks City Council approved Resolution No. 3234, which established a policy for the acceptance of grants and donations received and recorded by the Financial Services Department that are under the amount of $5,000 individually.

Analysis:

The following grants and donations of less than $5,000 were awarded to the City of Sparks in the fourth quarter of FY2022 during the period from April 1, 2022 to June 30, 2022:

1. Donation to Violence Against Women in the amount of $2000.00 by Sparks Elks Ladies
2. Donation to the Culture & Rec Program District I Fund bench replacement program of $100.00 by anonymous donors
3. Donation to the Culture & Rec Program District II Fund bench replacement program of $100.00 anonymous donors
3. Donation to the Culture & Rec Program District III Fund bench replacement program of $100.00 anonymous donors
4. Donation to the David Shaw - Kennedy III Fund of $4,306.05 by David Shaw Kennedy III
5. Donation to the Canine Fund of $500.00 by Jerry K. Depew

6. Donation to Violence Against Women in the amount of $900.00 by The Knights of Columbus

Alternatives:

1. City Council may accept all of the grants and donations detailed above.
2. City Council may reject some or all of the grants and donations detailed above and provide direction to the City Manager.

Recommended Motion:

I move to accept grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each.

Sparks City Council Meeting
9/12/2022 2:00 PM

Consideration and possible acceptance of grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each. (For Possible Action)

Item Title: Consideration and possible acceptance of grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each. (For Possible Action)

Petitioner/Presenter: Jeff Cronk, Chief Financial Officer / Jeff Cronk, Chief Financial Officer

Recommendation:

Staff recommends that the City Council accept the grants and/or donations received by the city in the fourth quarter of FY2022 that amount to less than $5,000 each.

Financial Impact:

No financial impact, this will impact cash flow only

Financial Explanation:

Agenda In Brief:

The City's policy governing the acceptance of grants and/or donations requires that any grant or donation received by the City in an amount less than $5,000 be presented to the City Council for consideration and acceptance. This staff report identifies the grants and donations received by the City in the fourth quarter of fiscal year 2022. Staff recommends that the City Council accept the grants and donations identified below.

Background:

On March 11, 2013, the Sparks City Council approved Resolution No. 3234, which established a policy for the acceptance of grants and donations received and recorded by the Financial Services Department that are under the amount of $5,000 individually.

Analysis:

The following grants and donations of less than $5,000 were awarded to the City of Sparks in the fourth quarter of FY2022 during the period from April 1, 2022 to June 30, 2022:

1. Donation to Violence Against Women in the amount of $2000.00 by Sparks Elks Ladies

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3. Donation to the Culture & Rec Program District III Fund bench replacement program of $100.00 anonymous donors

4. Donation to the David Shaw - Kennedy III Fund of $4,306.05 by David Shaw Kennedy III

5. Donation to the Canine Fund of $500.00 by Jerry K. Depew

6. Donation to Violence Against Women in the amount of $900.00 by The Knights of Columbus

Alternatives:

1. City Council may accept all of the grants and donations detailed above.

2. City Council may reject some or all of the grants and donations detailed above and provide direction to the City Manager.

Recommended Motion:

I move to accept grants and/or donations received by the City in the fourth quarter of FY2022 that amount to less than $5,000 each.

Sparks City Council Meeting
9/12/2022 2:00 PM

9.1. Consideration, discussion, and possible approval of the Building Official's appointment to the Building Code Board of Appeals from the following pool of applicants, listed in alphabetical order: Waylon Lowery, Amy MacQuarrie, Brett McElhaney, Matthew Myres. (For Possible Action)

Item Title: Consideration, discussion, and possible approval of the Building Official's appointment to the Building Code Board of Appeals from the following pool of applicants, listed in alphabetical order: Waylon Lowery, Amy MacQuarrie, Brett McElhaney, Matthew Myres. (For Possible Action)
Petitioner/Presenter: Neil Krutz, City Manager/Mark Meranda, Building Official
Recommendation: Staff recommends City Council approve the Building Official's appointment to the Sparks Building Code Board of Appeals as presented.
Financial Impact: **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This item is a request to appoint the Building Official's recommendations to the Sparks Building Code Board of Appeals for the positions of structural/civil engineer and mechanical/plumbing contractor, each for two-year terms ending September 30, 2024.

Background:

The Sparks Building Code Board of Appeals (BCBA) hears and decides appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the Building Code.

The BCBA consists of five (5) members, each serving 2-year terms. These board members include:

Two (2) registered architects or builder/superintendent of building construction with at least 10 years of experience, 5 years being responsible charge of work;
One (1) registered professional with structural/civil Engineer experience
One (1) mechanical Engineer or a mechanical/plumbing contractor with at least 10 years of experience, 5 years being responsible charge of work;
One (1) electrical Engineer or an electrical contractor with at least 10 years of experience, 5 years being responsible charge of work;

As outlined in Ordinance 2153, the Building Official makes recommendations to City Council for board members.

Analysis:

These vacancies were created by the end of the two-year terms for the structural/civil engineer and mechanical/plumbing contractor representatives . It was advertised at the August 8 and 22, 2022 Sparks City Council meetings. Applications were accepted until August 26, 2022.

Alternatives:

1. City Council may approve the Building Official's recommendation as submitted.
2. City Council may reject the Building Official's recommendation and provide direction to the City Manager.

Recommended Motion:

I move to approve the appointment of Brett McElhaney as the structural/civil engineer and Matthew Myres as the mechanical/plumbing contractor representatives to the Sparks Building Code Board of Appeals, each for 2-year terms, ending September 30, 2024.

Sparks City Council Meeting
9/12/2022 2:00 PM

9.2. Consideration, discussion, and possible acceptance of a donation from Corwin Ford Reno in the amount of $10,000.00 to the Sparks Police Department Homeless Outreach Proactive Engagement Team. (For Possible Action)

Item Title: Consideration, discussion, and possible acceptance of a donation from Corwin Ford Reno in the amount of $10,000.00 to the Sparks Police Department Homeless Outreach Proactive Engagement Team. (For Possible Action)
Petitioner/Presenter: Jaime Ahdunko, Sergeant/Chris Rowe, Lieutenant
Recommendation: Staff recommends acceptance of the Corwin Ford Reno donation in the amount of $10,000.00 for use by the Homeless Outreach Proactive Engagement Team.
Financial Impact: $ **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: On July 18, 2022, representatives from Corwin Ford Reno contacted the Sparks Police Department stating that the corporation would like to donate $10,000.00 to the Sparks Police Department Homeless Outreach Proactive Engagement (HOPE) Team. The HOPE Team relies on private donations for the funding needed to provide resources such as housing assistance, transportation, and reunification with friends and family to people experiencing homeless in the City of Sparks.

Background:

Sparks Police Department formed the HOPE Team in 2020. The team consists of two full-time officers and one sergeant. The team has a primary duty of providing resources and outreach to those experiencing homelessness in the City of Sparks. Since its inception, the team has made thousands of contacts with homeless individuals. This team has the ability to build trust within this vulnerable population and to foster strong relationships with non-profit organizations and medical providers within the City. The HOPE Team currently has a very limited budget for purchasing items such as bus tickets to other regions to reunite with family, local bus passes, housing assistance, gasoline, and any other items that could be of assistance to this population. All of the HOPE Team's funding for these items currently comes from a donation from a private family within the community.

Analysis:

The Corwin Ford Reno donation will only by utilized by the HOPE team to assist those experiencing homeless. There would be no additional cost to the City.

Alternatives:

1. City Council may accept the donation as described.
2. City Council may reject the donation.

Recommended Motion:

I move to accept this donation from Corwin Ford Reno in the amount of $10,000.00 to the Sparks Police Department Homeless Outreach Proactive Engagement Team.

Sparks City Council Meeting
9/12/2022 2:00 PM

9.3. Consideration, discussion, and possible approval of an interlocal agreement (AC-5876) between the City of Reno, on behalf of the Reno Police Department, Washoe County, on behalf of the Washoe County Sheriff's Office, and the City of Sparks, on behalf of the Sparks Police Department, for the management and disposition of the 2022 Justice Assistance Grant (JAG) Program Award (CFDA #16.738) from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, in the total amount of $201,762.00 with Sparks's share being $40,352.40. (For Possible Action)

Item Title: Consideration, discussion, and possible approval of an interlocal agreement (AC-5876) between the City of Reno, on behalf of the Reno Police Department, Washoe County, on behalf of the Washoe County Sheriff's Office, and the City of Sparks, on behalf of the Sparks Police Department, for the management and disposition of the 2022 Justice Assistance Grant (JAG) Program Award (CFDA #16.738) from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, in the total amount of $201,762.00 with Sparks's share being $40,352.40. (For Possible Action)
Petitioner/Presenter: Chris Rowe, Lieutenant/Chris Crawforth, Chief of Police
Recommendation: Staff recommends City Council approve the Interlocal Agreement for the 2022 Justice Assistance Grant Program Award.
Financial Impact: $ **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This item is a request for City Council to approve an interlocal agreement with the City of Reno and Washoe County for the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance is offering a 2022 Justice Assistance Grant (JAG) Program. Collectively, this grant will award $201,762 to the Reno Police Department, Washoe County Sheriff's Office, and the Sparks Police Department, with Sparks's share being $40,352.40. The funding can be used towards law enforcement training, supplies, and operating expenses. This agenda items pertains only to the possible approval and signing of the interlocal agreement for the permission to apply for and the management disposition of the 2022 JAG Program Award. A separate agenda item will be submitted at a later date pending actual grant award.

Background:

The term of the grant is October 1, 2021, to September 30, 2025. The interlocal agreement identifies the participating agencies within the grant, establishes the City of Reno as the fiscal agent and responsible for all grant reporting during the program period of October 1, 2021, to September 30, 2025. In addition to the interlocal agreement, JAG is requiring "Certifications and Assurances by the Chief Executive of the Applicant Government," signed by the Mayor as part of the application process.

Analysis:

The approval of the interlocal agreement and associated U.S. Department of Justice Forms are needed to complete the application process for the 2022 JAG Program Award in the amount of $201,762.00. Upon application approval, the Sparks Police Department will be allocated funds in the amount of $40,352.40.

Alternatives:

1. City Council may approve the interlocal agreement regarding the 2022 JAG Program.
2. City Council may reject the interlocal agreement and direct the City Manager to seek funding elsewhere.

Recommended Motion:

I move to approve the interlocal agreement (AC-5876) between the City of Reno, on behalf of the Reno Police Department, Washoe County, on behalf of the Washoe County Sheriff's Office, and the City of Sparks, on behalf of the Sparks Police Department, for the management and disposition of the 2022 Justice Assistance Grant (JAG) Program Award (CFDA #16.738) from the U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, in the total amount of $201,762.00 with Sparks's share being $40,352.40.

INTERLOCAL AGREEMENT

BETWEEN

THE CITY OF RENO, ON BEHALF OF THE RENO POLICE DEPARTMENT, WASHOE COUNTY, ON BEHALF OF THE WASHOE COUNTY SHERIFF'S OFFICE AND THE CITY OF SPARKS, ON BEHALF OF THE SPARKS POLICE DEPARTMENT

FOR THE MANAGEMENT AND DISPOSITION OF 2022 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD (CFDA #16.738) FROM THE US DEPARTMENT OF JUSTICE, OFFICE OF JUSTICE PROGRAMS, BUREAU OF JUSTICE ASSISTANCE

WHEREAS, the City of Reno, Washoe County and the City of Sparks have all previously been individual recipients of Block Grant Funds and Byrne Grant Funds for their respective law enforcement entities; and

WHEREAS, changes in the federal program have now combined Byrne Grants and Block Grants into Justice Assistance Grants (JAG) which require regional applications with one entity acting as fiscal agent of the grant; and

WHEREAS, NRS 277.180 authorizes any one or more public agencies to contract with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, the City of Reno, Washoe County and the City of Sparks have agreed that the City of Reno should be the fiscal agent for the JAG grant application; and

WHEREAS, the Federal Government requires that a cooperative agreement between the parties, approved by the governing body of the proposed fiscal agent, accompany the grant application; and

WHEREAS, the Federal Government requires the participating jurisdictions comply with all terms and conditions relating to this grant;

NOW THEREFORE, the parties agree as follows:

1. **Fiscal Agent**. The City of Reno shall be the fiscal agent for the JAG grant application currently being submitted in the amount of $201,762 for the grant period of Oct 1, 2021 to Sept 30, 2025.

2. **Allocation of Funds**. Should the JAG application be approved, the funds will be allocated in the following manner:

a. City of Reno, Reno Police Department	$80,704.80
b. City of Sparks, Sparks Police Department	$40,352.40
c. Washoe County, Washoe County Sheriff's Office	$80,704.80

If the funds approved are in an amount different than set forth in paragraph 1 above, then the funds will be allocated with the same percentage to each respective party i.e. City of Reno 40%, Washoe County 40% and City of Sparks 20%.

3. **Expenditure of Funds**. If approved, JAG funds are anticipated to be expended as follows:

   a. **Reno Police Department:**
      i. $19,759.90: training
      ii. $52,875.00: supplies/operating expenses
      iii. $8,070.00: administrative costs

   b. **Sparks Police Department:**
      i. $9,950.00: training
      ii. $30,402.40: supplies/operating expenses

   c. **Washoe County Sheriff's Office:**
      i. $45,704.80: travel and training
      ii. $35,000.00: supplies/operating expenses

4. **Approval**. Any reallocation of the funds from that stated in this Agreement will be submitted to the fiscal agent for approval.

5. **Compliance**. All parties agree to comply with all terms required under the grant application, grant requirements and all laws related to the receipt of funds pursuant to the grant terms. Any failure to comply by a party may adversely affect that party's right to receive funds under the grant. Grant requirements include, but are not limited to, all performance and financial reporting, ensuring that vendors used are not on the debarred list, participating in any grant audits and annual on-site monitoring visits.

6. **Receipts**. The parties will be required to provide receipts to the City of Reno for the purchases prior to reimbursement. Receipts shall be provided to:

   Christina Rodriguez
   Reno Police Department
   P.O. Box 1900
   Reno, Nevada 89505-1900
   rodriguezc@reno.gov

7. **Monthly Reports**. All parties will abide by the enhanced performance measure requirements of the Bureau of Justice Assistance and will provide monthly reports to the fiscal agent in order to meet the ten day after quarter deadlines

8. **Fiscal and Programmatic Reporting**. The City of Reno will be responsible for fiscal and programmatic reporting.

9. **Defenses**. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Contract liability of all parties shall not be subject to punitive damages. To the extent applicable, actual contract damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

10. **Indemnification**. Each party shall indemnify, hold harmless and defend, not excluding the other's right to participate, the other party from and against all liability, claims, actions, damages, losses, and expenses, including but not limited to reasonable attorneys' fees and costs, arising out of any alleged negligent or willful acts or omissions of the indemnifying party, its officers, employees and agents. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in the Agreement.

    The indemnification obligation is conditioned upon receipt of written notice by the indemnifying party within 30 days of the indemnified party's actual notice of any actual or pending claim or cause of action. The indemnifying party shall not be liable to hold harmless any attorneys' fees and costs for the indemnified party's chosen right to participate with legal counsel.

11. **Successors and Assigns**. The parties agree to bind themselves and their successors and assigns to the other party and to the successors and assigns of said party with respect to the performance of this Agreement. Except as otherwise set forth herein, none of the parties shall assign or transfer interest in this Agreement without the written consent of the other.

12. **Authority**. Each party acknowledges that the person signing this Agreement is authorized or has been authorized to enter into this Agreement on behalf of his principal.

13. **Attorney's Fees**. In the event any party files suit to enforce the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs of suit.

14. **No Third-Party Rights**. The parties expressly disclaim the creation of any right in any third party whatsoever under this Agreement. There are no third-party beneficiaries. The only persons who may enforce this Agreement and any rights under this Agreement are the City and the parties to this Agreement.

15. **Severability**. If any section, subsection, clause, phrase, or word of this Agreement is for any reason held invalid, unenforceable or unconstitutional by any court of competent jurisdiction, such section, subsection, clause, phrase, or word shall be deemed a separate, distinct and independent provision and such holding shall not negatively affect the validity of the remaining portions of this Agreement. If any part of this Agreement is found to be in conflict with applicable laws, such part

shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

16. **Jurisdiction.** This Agreement shall be administered and interpreted under the laws of the State of Nevada. Enforcement of this Agreement shall be in a court of appropriate jurisdiction in Washoe County, Nevada.

17. **Entire Agreement**. This Agreement contains the entire agreement of the parties on the matters covered. There are no verbal agreements, representations, or understandings affecting this Agreement.

18. **Transfer or Assign**. Neither party shall transfer, assign or attempt to assign this Agreement or any part thereof to any third party, without prior written consent of the other party.

19. **Counterparts**. This Agreement may be executed in more than one counterpart, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

20. **Termination**. This Agreement may be terminated with or without cause by any party upon thirty (30) days written notice to the other parties. Termination shall not affect any of the rights or obligations of any party to the other accruing prior to the termination date.

APPROVED this _____ day of _____ 2022

RENO POLICE DEPARTMENT

_____
Jason Soto, Chief

WASHOE COUNTY SHERIFF'S OFFICE

_____
Darin Balaam, Sheriff

SPARKS POLICE DEPARTMENT

_____
Chris Crawforth, Chief

CITY OF RENO

BY:_____
Hillary Schieve, Mayor

DATE: _____

ATTEST:

BY: _____
City Clerk

APPROVED AS TO FORM:

BY: _____
Deputy City Attorney

CITY OF SPARKS

BY: _____
Ed Lawson, Mayor

DATE: _____

APPROVED AS TO FORM:

_____
By: Assistant City Attorney

WASHOE COUNTY, by and through its Board of County Commissioners

BY: _____
Vaughn Hartung, Chair

DATE: _____

ATTEST:

BY: _____
County Clerk

APPROVED AS TO FORM:

BY: _____
Deputy District Attorney

ATTEST: _____
City Clerk

DATE: _____

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Edward Byrne Justice Assistance Grant Program FY 2022 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2022 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.

2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.

3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (*e.g.*, city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.

4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.

5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.

6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of Local Government	Date of Certification
Printed Name of Chief Executive	Title of Chief Executive
Name of Applicant Unit of Local Government	

PROGRAM NARRATIVE

Applicants: City of Reno Police Department, City of Sparks Police Department and Washoe County Sheriff

Grant Title: Joint Application of Washoe County Law Enforcement Agencies for the 2022 Edward Byrne Memorial Justice Assistance Grant (JAG) Formula Program: Local Solicitation CDFA #16.738

FY 2022 Eligible Joint Allocation: $ 201,762

Funds allocation per Interlocal Agreement:

Reno Police -	$ 80,704.80
Sparks Police -	$ 40,352.40
Washoe County Sheriff -	$ 80,704.80

Funding Category: Category 2

Fiscal Agent: Reno Police Department

Grant Term: October 1, 2021 to September 30, 2025

DESCRIPTION OF THE ISSUE

Law enforcement personnel, training, equipment and supplies are expensive and often exceed available resources of local agencies. The participating agencies will use the formula JAG funding to enhance their agencies operations and build regional capacity through targeted purchases not able to be supported through the annual agency budgets. The subgrant award process is documented via an interlocal agreement between the agencies and all grant funds will be expended only within the authorized grant funding period.

PROJECT DESIGN AND IMPLEMENTATION

Reno Police Department, Sparks Police Department and Washoe County Sheriff's Department cooperate regionally to provide a high level of policing services. This cooperation includes participation in regional enforcement efforts, including a Regional Gang Unit (RGU), Regional Narcotics Unit (RGU), Northern Nevada Regional Intelligence Center (NNRIC), and the Human Trafficking and Exploitation Unit (HEAT).

This funding will be used by the stake holding agencies to support operations, training, equipment and other needs not supported by general funds, and gaps left by other grant funds. All three granting agencies will be bringing the submitted application and the interlocal agreement to their governing bodies for review, with the opportunity for public comment.

Reno Police Department Project Objectives:

Training:

RPD is requesting $19,759.80 in training and travel funds to provide credible, advanced and specialized training and travel opportunities for Reno Police Department personnel to enable them to acquire the knowledge and skills necessary to serve the public with competence, empathy and safety. These training funds are vital to ensure RPD keeps current with best practices in law enforcement, and to train both civilian and sworn staff entering new positions.

Supplies/Operating Costs:

RPD is requesting $22,500 to purchase 45 preliminary breath tests (PBT), comparable to the Drager Alcotest 5820. These units will represent both a significant technological upgrade to RPD's current testing devices, and an expansion of the number of units available in the field.

RPD is requesting $30,375 to purchase 75 plate carriers with rifle-rated plates to protect the lives of its officers. RPD will purchase plates with discrete carriers that will provide ballistic protection from rifle rounds, while maintaining a traditional, non-military police appearance. The plates will be NIJ 010.06 Level III PE Rifle plates. This is the next phase of a multi-year project to provide this level of protection to sworn personnel. The first phase of this project, the purchase of 105 plate carriers, was completed with JAG 2020 direct funds.

Administrative costs:

RPD is requesting $8,070 to support project administration. This is consistent with a 10% *de minimus* indirect cost calculation.

Sparks Police Department Project Objectives:

Training:

The Sparks Police Department is requesting $9,950 Sparks PD to support the partial cost of sending one executive to the Senior Management Institute for Police (SMIP),

offered by the Police Executive Research Form (PERF). SMIP provides senior police executives with intensive training in the latest management concepts and practices used in business and government. It also features discussions of the most challenging issues facing law enforcement executives today.

Supplies /Operating:

Sparks PD is requesting to use $30,402.40 to support the cost of a data sharing and crime analytics platform comparable to COPLINK X. These funds will support a software solution for centralizing data from many disparate sources, providing tactical, strategic and command-level access to vast quantities of data. This technology will allow SPD to provide analytics and visualization tools enable patrol, analysts, investigators, and command staff to glean actionable insights in real-time that help to deploy resources effectively and reduce crime.

Washoe County Sheriff's Office Project Objectives:

Travel and Training:

WCSO is requesting $45,704.80 to support training and travel opportunities for WCSO personnel and volunteers. These funds will be used to support travel by the honor guard, training for peer support team and on mental health resources for law enforcement. In addition, these funds will also be used support training for WCSO volunteers and personnel to enable them to acquire the knowledge and skills necessary to better serve the public with competence, empathy and safety.

Supplies/Operating Costs:

Washoe County is also requesting $35,000 to assist with the supply and operating costs for special teams and initiatives in the Sheriff's Office. These teams include the Honor Guard, Peer Support Volunteer Unit, Diversity/Inclusion Unit, Women in Law Enforcement, Law Enforcement Volunteers, and the Community Engagement Office for Public Awareness and Community Outreach Initiatives.

CAPABILITIES AND COMPETENCIES

The Reno Police Department will be the fiscal agent for this grant and has been for many previous JAG grants. The staff in charge of this responsibility take great care in grant management by ensuring each grant is assigned a unique and trackable project code within the New World Financial system so none of the expenses or funds are co-mingled in any way.

PLAN FOR COLLECTING REQUIRED DATA

All three partner organizations are committed to the implementation of this project,

including the provision necessary performance reports. The Reno Police Department will coordinate collection and submission of all Performance Management Tool (PMT) reports in a timely manner, and their biannual posting through JustGrants.

Sparks City Council Meeting
9/12/2022 2:00 PM

9.4. First Reading of Bill No. 2800 to rezone a site approximately 8.94 acres in size generally located at the southwest corner of Nichols Boulevard and Howard Drive, Sparks, Nevada (APNs 037-031-11, 037-013-04, and 037-013-05) from MUD (Mixed-Use District) to TC (Tourist Commercial). (For Possible Action)

Item Title: First Reading of Bill No. 2800 to rezone a site approximately 8.94 acres in size generally located at the southwest corner of Nichols Boulevard and Howard Drive, Sparks, Nevada (APNs 037-031-11, 037-013-04, and 037-013-05) from MUD (Mixed-Use District) to TC (Tourist Commercial). (For Possible Action)
Petitioner/Presenter: Peppermill Casinos Inc., Applicant/Ian Crittenden, Development Services Manager
Recommendation: This is a first reading of a bill, so no action is requested.
Financial Impact: $0.00 **Financial Explanation:** A fiscal impact analysis was not submitted with this request as the site size does not meet the 20-acre minimum to require a fiscal analysis and the request does not substantively affect the existing and anticipated longer-term use of the site. The requested rezoning primarily affects the development standards applicable to the site.
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This is a request is to rezone the three parcels totaling 8.94+/- acres that comprise the Western Village casino-hotel site located at 815 Nichols Boulevard. The site is currently zoned MUD (Mixed Use District) with a MUD-MUC (Mixed Use District - Mixed-Use Commercial) Comprehensive Plan land use designation. The requested zoning is TC (Tourist Commercial). The requested rezoning would allow Western Village to operate under the TC zoning district standards, which are more appropriate for a casino-hotel.

Background:

This is a request is to amend the zoning of the Western Village casino-hotel site, located at 815 Nichols Boulevard (Exhibit 1). The site is generally located immediately north of Interstate-80, west of the Sparks Marina, and east of the Sierra Sid's Truck Stop at North McCarran. The site is currently zoned MUD (Mixed Use District) with a MUD-MUC (Mixed Use District - Mixed-Use Commercial) Comprehensive Plan land use designation.

The site contains three parcels totaling 8.94+/- acres in size. The westernmost 130,680 square-foot parcel (APN 037-013-11) contains a 54,512 square-foot casino. The two other parcels are adjacent to the Sparks Marina: APN 037-013-04 on the north, a 122,839 square-foot parcel containing a 69,002 square-foot hotel building; and APN 037-013-05 on the south, a 135,907 square-foot parcel containing a 57,967 square-foot hotel building. The casino building was constructed in 1975, the southern hotel building was constructed in 1978, and the northern hotel building was completed in 1981. For more than three decades, the

three properties have operated as one functional site under the Western Village name.

In 2002, the City established a Transit Oriented Development (TOD) corridor in compliance with the 2002 Truckee Meadows Regional Plan, which resulted in the rezoning of properties in and around the Interstate-80/Victorian Avenue/Prater Way corridor to TOD zoning in 2009. In 2015, a zoning code update modified the TOD zoning to MUD (Mixed Use District). The Western Village site was affected by these changes and was rezoned from TC (Tourist Commercial) to TOD, and then MUD zoning, a series of changes initiated by the City.

In recent years, as Western Village ownership has considered various updates to the property to remain competitive among Sparks casino-hotels, they have identified barriers in the restrictions associated with the MUD zoning district standards. As one example, signs of the type generally associated with casino-hotels are limited in the MUD zoning district but would be allowed if the property were still under its previous TC zoning. As such, the applicant is proposing to return to its former zoning designation to continue updating and renovating the site.

Additionally, rezoning the site necessitates that the Comprehensive Plan land use designation revert from MUC (Mixed Use Commercial) to Tourist Commercial. The current request is for the two concurrent changes.

Analysis:

The current request to rezone and amend the Comprehensive Plan land use designation for the subject site would allow this established casino-hotel to operate subject to development standards for the TC zoning district. TC standards are more conducive to a tourist-oriented facility such as a casino-hotel. The changes would enable the Western Village to operate and remain a prominent feature of the Interstate-80 corridor west of the Sparks Marina. The MUD standards present barriers that were unforeseen when the City converted the property from TC zoning to MUD zoning in the mid-2000s.

For instance, the MUD zoning standards limit Western Village's ability to utilize freestanding signs of the type generally associated with casino-hotel resorts. With multiple frontages (including Interstate-80), the nearly nine-acre resort can utilize only a limited number of freestanding signs, a barrier to a business that generally relies on visibility and signage.

With TC zoning, Western Village could propose a second freestanding sign, which the property owners believe will benefit the casino as it continues to operate in this increasingly busy freeway corridor near a growing shopping and resort destination, Legends at Sparks Marina. Therefore, the current request to return Western Village to its former zoning and land use designations would enable the business to function according to standards enjoyed by nearby casino properties.

Western Village is long-established and there are no anticipated changes of use. Both zoning districts allow the operation of a non-restricted gaming facility (casino). By requesting to rezone from MUD to TC, the applicant is opting to decrease the number of allowed uses at the subject site. The list below identifies fourteen (14) uses that would no longer be permitted on the Western Village site under the proposed zoning (Table 1). Conversely, there are only five (5) uses allowed under TC zoning that are not allowed under MUD-MUC zoning (Table 2).

Table 1. Selected uses permitted in MUD-MUC zoning but not permitted in TC zoning include:

- Animal Services
- Boarding House
- Day Care
- Fulfillment Center
- Parking Facility
- Fraternal Lodge
- Funeral Home
- Personal Instructional Services
- Auto Detailing
- Light Auto Repair. Requires a Conditional Use Permit (CUP)
- Marijuana Dispensary
- Hospital. Requires a CUP.
- Medical Office
- School/College

Table 2. Selected uses permitted in TC but not permitted in MUD-MUC zoning include:

- Major Recreational Facility. Requires a CUP.
- Gas Station. Requires a CUP.
- Convention Center
- Vehicle Rental Center
- Recreational Vehicle (RV) Park

Western Village is an established casino-hotel. The applicant has represented that no changes to the use of the site are anticipated with the current request. The requested zoning change would restore access to the TC development standards, which are more conducive to the ongoing functionality of this existing casino-hotel operation.

FINDINGS FOR REZONING:

A request to rezone property in the City of Sparks requires that the following three findings be considered by the Planning Commission and City Council:

Finding 1: Whether the proposed rezoning is consistent with the City's Master Plan and Truckee Meadows Regional Plan and otherwise consistent with Nevada or federal law.

In addition to this rezoning, the applicant is also requesting to re-designate the subject property as TC (Tourist Commercial) on the Comprehensive Plan land use map. The proposed zoning (TC) is thus consistent with the proposed Comprehensive Plan's land use designation for the site.

While the request would advance Goal EV1 of the Comprehensive Plan by permitting uses that could "grow and diversify the Sparks economy," the site is established and therefore will continue to provide the current jobs that exist at the casino and hotels. Therefore, the existing uses at the site will continue to advance the goals and policies set forth in the Comprehensive Plan.

Finding 2: Whether the proposed rezoning is consistent with the surrounding land uses.

As discussed in the Analysis section above, rezoning the site from MUD to TC would decrease the number of uses allowed on the subject site. Fourteen uses would no longer be permitted on the Western Village site under the proposed zoning. Conversely, only five uses allowed under TC zoning are not allowed under MUD-MUC zoning. Staff thus does not anticipate compatibility with surrounding land uses will be affected. Surrounding uses and their corresponding zoning are as follows:

	Use	**Zoning**	**Comprehensive Plan Land Use**
North	Multi-family residential	MUD	MR (Mixed Residential)
South	Freeway/ Industrial	MUD / I (Industrial)	MUC / Industrial
East	Sparks Marina	MUD	CV (Civic)
West	Truck Stop	MUD	MUC

Finding 3: Whether public notice was given, and a public hearing held per the requirements of the Sparks Municipal Code and Nevada Revised Statutes.

Notices were mailed on June 1, 2022, to property owners within 750 feet of the subject site. Notice of the request was also published in the Reno Gazette-Journal on June 1, 2022. The posting of agendas for the June 2022 Sparks Planning Commission hearing serve as additional notice to the public.

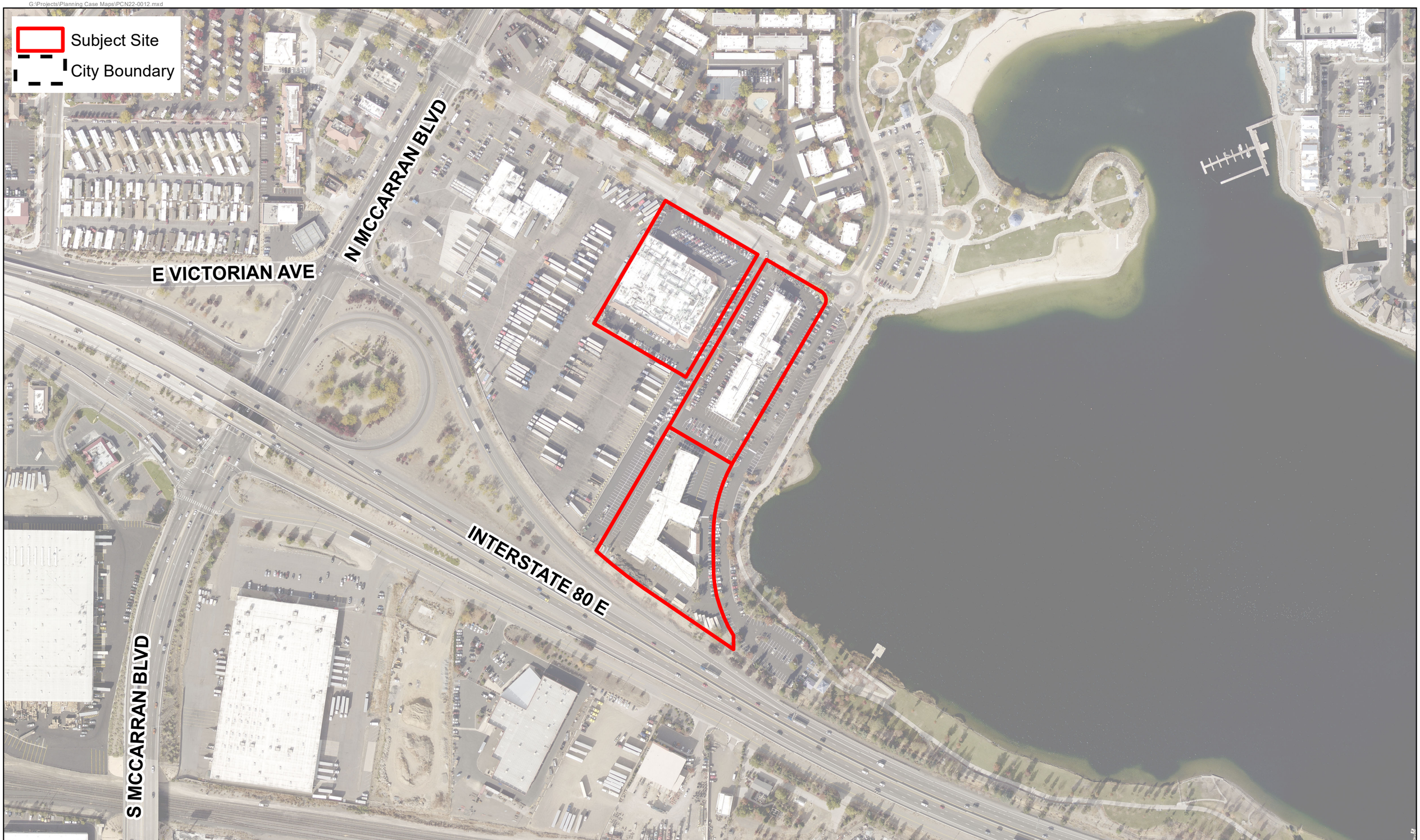
Alternatives:

None. This is a first reading of the bill to rezone the subject site.

Recommended Motion:

None. This is a first reading of the bill to rezone the subject site.

G:\Projects\Planning Case Maps\PCN22-0012.mxd



City of Sparks Community Services

Not to Scale

PCN22-0012 - Vicinity Map
Exhibit 1

G:\Projects\Planning Case Maps\PCN22-0012.mxd

Subject Site
City Boundary
I
PD
SF-40
MUD
MUD/TR
MUD/TS

E VICTORIAN AVE
N MCCARRAN BLVD
INTERSTATE 80 E
S MCCARRAN BLVD

City of Sparks Community Services

Not to Scale

PCN22-0012 - Existing Zoning
Exhibit 4

G:\Projects\Planning Case Maps\PCN22-0012.mxd

City Boundary
I
PD
SF-40
TC
MUD
MUD/TR
MUD/TS

N MCCARRAN BLVD
E VICTORIAN AVE
INTERSTATE 80 E
S MCCARRAN BLVD

City of Sparks Community Services

Not to Scale

PCN22-0012 - Proposed Zoning
Exhibit 5

DEVELOPMENT APPLICATION

ACTION REQUESTED:

____ Administrative Review
____ Administrative Review MME
____ Annexation
____ Conditional Use Permit
____ Development Agreement
____ Comprehensive Plan Amendment
____ Major Deviation
____ Minor Deviation
____ Planned Development

X Rezoning
___ Tentative Subdivision Map
___ Variance

CASE NUMBER:	FEE:
_____	$_____
Noticing Fee _____	$_____
TOTAL FEE:	$_____

Rec'd by:_____ Date: _____

(For Planning Department Use Only)

DATE: 4/20/22

PROJECT NAME: WESTERN VILLAGE

PROJECT DESCRIPTION: REZONING PARCELS FROM MIXED USE DISTRICT TO TC

(Mark one box to indicate responsible party and mailing address)

☒ **PROPERTY OWNER***

Name: PEPPERMILL CASINOS, INC.
Address: 380 BRINKBY AVE., STE B
City RENO State NV ZipCode 89509
Phone: 775-240-3113 Fax: _____
Contact Person: STEPHEN ASCUAGA
E-mail Address: Sascuaga@peppermillreno.com

☒ **APPLICANT***

Name: SAME AS ABOVE
Address: _____
City_____State_____ZipCode_____
Phone:_____Fax: _____
Contact Person: _____
E-mail Address: _____

☐ **PERSON / FIRM PREPARING PLANS**

Name: _____
Address: _____
City_____State_____ZipCode_____
Phone:_____Fax: _____
Contact Person: _____
E-mail Address: _____

PROJECT ADDRESS: 55 HOWARD
815 NICHOLS BLVD, 0 HARVARD DRIVE, DRIVE

PARCEL NO. (APN): 037-013-04, 037-013-11, AND 037-013-05

PROPERTY SIZE: APPROX. 9 ACRES
EXISTING ZONING: MUD
PROPOSED ZONING: TC
MASTER PLANNED LAND USE: PROPOSED TC
EXISTING USE: HOTEL, CASINO, BARS, RESTAURANTS

SURROUNDING USES:

North MULTI-FAMILY
East PARK, LAKE (MARINA)
South TRUCK PARKING, I-80
West TRUCK STOP, TRUCK PARKING, MCCARRAN

* *If a corporation please attach a list of corporate officers.*

* *If a partnership please list all general partners.*

NOTE: Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted.

Revised 12/2015

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April 20, 2022

Jonathan Cummins, Planner
City of Sparks
Community Services Department
431 Prater Way
Sparks, NV 89431

Re: Western Village
Rezoning Information
Submission for Application Checklist Items

Dear Mr. Cummins:

We act as counsel to Peppermill Casinos, Inc. dba Western Village Hotel Casino ("Western Village" or "Applicant") located at 815 Nichols Blvd. in Sparks. Applicant is the owner of the property in question as well as the Applicant for a Rezoning.

This letter serves as a part of the submission of items required by the Rezoning Application Information Checklist.

1. Application and Noticing Fee. A check payable to the City of Sparks is submitted herewith for the application fee and noticing fee in the total amount of $1,017.00 ($517.00 Application fee and $500.00 Noticing Fee).

6160 PLUMAS STREET, SUITE 200 ▪ RENO, NV 89519 ▪ ALONSOLAWLTD.COM O: 775.683.9407 C: 775.287.4651 ▪ MICHAEL@ALONSOLAWLTD.COM

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2. Proof of Ownership. Applicant is the owner of the affected parcels with assessor's parcel numbers: 037-013-04 located at 55 Howard Drive in Sparks, 037-013-11 located at 815 Nichols Drive in Sparks, and 037-013-05 located at 0 Howard Drive in Sparks.

   Corporate Officers for Peppermill Casinos, Inc. are as follows:
   William A. Paganetti – President
   Natale A. Carasali – Secretary and Treasurer.

   Owner affidavit is attached to the Development Application submitted herewith. Also attached is a copy of the List of Officers and Directors from the Nevada Secretary of State.

3. One original and one digital copy of each of the following are submitted herewith:
   a. Completed Development Application form submitted herewith;
   b. A written description of the proposed rezoning submitted herewith;
   c. A wet stamped legal description and boundary map submitted herewith.
   d. A list of Sparks Master Plan goals and policies that will be met by the proposed rezoning.
   e. There are existing structures on the proposed site so submitted herewith are: a dimensioned site plan and pictures of existing buildings are submitted herewith.
   f. Provide written narrative that city services can be provided to the site at acceptable service levels. Submitted herewith.

g. Drawings are attached.
h. Rezoning Vicinity Map depicting the existing and proposed land use designation of the respective site including roadways and the land use designations of the surrounding properties. Submitted herewith.
i. Original signed application and owner's affidavit with original signatures. Submitted herewith.

3. b. Written Description of Proposed Rezoning

The proposed Rezoning is to change the zoning from Mixed Use District back to Tourist Commercial. The affected parcels had land use designation and zoning of Tourist Commercial when the Applicant acquired the parcels and started operating the hotel and casino operation known as Western Village in 1983. The Western Village is a "locals" casino and hotel with restaurants that cater to tourists and the local community. The land use designation and zoning was changed by the City of Sparks to Mixed Use District and Mixed Use Zoning in approximately 2009.

The Mixed Use District zoning provides *for a mix of uses, including high density residential, and a horizontal and vertical mixing of uses that encourage shared parking and economical use of land. The Tourist Commercial zoning provides for tourism oriented uses adjacent to I-80, and smaller, limited use centers should be integrated into the surrounding neighborhood with other retail and commercial services that serve the local community.*

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The Western Village will continue to be a locals casino that caters to tourists and the local community. The zoning, building, use and development standards within the Tourist Commercial land use designation and zoning are more compatible with the Western Village's past, current and future operations. No new development of the Western Village site is being proposed. The Western Village's established use will continue and there is no intent to change the type of use or to intensify the current use. The Western Village believes that the Tourist Commercial zoning is more compatible to its current and future use and will allow for the Western Village the ability to continue to be competitive while in compliance with all standards required in the Tourist Commercial zoning.

3. c. A wet stamped legal description and boundary map. Submitted herewith.

3. d. A list of the Sparks Master Plan goals and policies that will be met by the proposed rezoning.

Goals and Policies Sparks Comprehensive Plan/Master Plan:

Goal MG1 Support Economic Vitality by Providing a Non-residential land use base. The proposed request to change the zoning from Mixed Use District to Tourist Commercial is consistent with this goal.

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The request promotes jobs and economic activity within a non-residential land use base.

Goal MG2 Foster diversity in the land use mix including residential, commercial, industrial, employment and recreational areas citywide. The proposed rezoning request to change the zoning from Mixed Use District to Tourist Commercial is consistent with this goal by fostering diversity in the land use mix by adding Tourist Commercial to this area.

Goal MG4 Facilitate infill and redevelopment. The proposed request to change the zoning from Mixed Use District to Tourist Commercial is consistent with this goal because the Western Village continues to remodel and enhance its amenities within an area that is infill and has existing public infrastructure.

Goal MG6 Promote compact development to reduce the per capita cost of providing infrastructure, public facilities and public services. The proposed request for rezoning from Mixed Use District to Tourist Commercial is consistent with this goal as it promotes compact development of this site with existing infrastructure, public facilities and public services.

Policy MG1 The Land Use Plan will provide for a diverse and integrated mix of residential and non-residential land uses which, in the aggregate, are fiscally positive. The proposed request to change the zoning from Mixed Use District to Tourist Commercial is

consistent with this policy by adding back Tourist Commercial in this area, which will help to provide or maintain a diverse and integrated mix of residential and non-residential land uses that are fiscally positive.

Policy MG4 Maintain an adequate supply of land for employment-generating issues. The proposed request to change the zoning from Mixed Use District to Tourist Commercial is consistent with this policy by focusing on the commercial aspects in this area and the Western Village to stay competitive and promote employment generation.

Policy MG9 Promote compact development to reduce the number of miles of roads, sidewalks, sewers and other infrastructure needed per capita and to manage the geographic area to which the City and other public agency must provide services such as police and fire protection, emergency medical services and code enforcement. The proposed request to rezone from Mixed Use District to Tourist Commercial is consistent with this policy as it promotes compact development and does not require any increase in the number of miles of roads, sidewalks, sewers and other infrastructure needed per capita. Services and infrastructure already exist.

Goal EV6 Provide the facilities and public services necessary to support a vibrant economy by maintaining fiscal strength. The proposed request to rezone from Mixed Use District to Tourist

Commercial is consistent with this goal as the facilities and public services necessary to support a vibrant economy already exist.

Policy EV6 Support entrepreneurs by providing appropriately zoned areas with the infrastructure, public facilities and services necessary to start and grow small businesses. The proposed request to change the zoning from Mixed Use District to Tourist Commercial is consistent with this policy as it will allow the zoning most compatible with the Western Village's hotel casino use. The rezoning to Tourist Commercial is more appropriate for this site and the infrastructure, public facilities and services necessary for the Western Village to grow exist already. Allowing Western Village to be more competitive and entrepreneurial in its existing use will promote growing its small business.

3. e. There are existing structures on the proposed site. Included with this submission are the following:
   Dimensioned site plan; and
   Pictures of existing buildings.

3. f. Provide written narrative that city services can be provided to the site at acceptable service levels. The Western Village use is an established and existing use and there is no intent to change the use or intensify the use. City services are already being provided to the site at acceptable service levels. See fiscal analysis

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information provided in connection with Comprehensive Plan Amendment application submitted herewith.

3. g. Drawings are attached.

5. h. Rezoning Vicinity Map depicting the existing and proposed zoning designation of the respective site including surrounding roadways and the zoning designations of the surrounding properties are attached.

5. h. Original signed application and owner's affidavit are attached with original signatures.

If you have any questions or need additional information, please contact the undersigned at your earliest convenience.

Sincerely,

Michael Alonso, Esq.
Attachments and Enclosures

6160 PLUMAS STREET, SUITE 200 ▪ RENO, NV 89519 ▪ ALONSOLAWLTD.COM O: 775.683.9407 C: 775.287.4651 ▪ MICHAEL@ALONSOLAWLTD.COM

EKAY Economic Consultants, Inc.
Economics for the changing world

April 7, 2022

Mr. Stephen Ascuaga
Peppermill Casinos Inc.
2707 South Virginia Street
Reno, NV 89502

Re: Fiscal Impact of Western Village Property

Mr. Ascuaga,

Per your request, I reviewed the fiscal impact of the Western Village property on the City of Sparks. The property is located on three parcels (037-013-04, 037-013-05, and 037-031-11) in the City of Sparks and operates as a casino-hotel. According to the Washoe County Assessor's Office, the property is located on 8.94 acres and includes 181,481 square feet of buildings. According to the Washoe County Treasurer, the property paid $162,891 in property taxes in 2021-2022.

It is EEC's understanding the property owner is seeking a comprehensive plan amendment to change the land use designation from Mixed Use District to Tourist Commercial and a rezoning to change the zoning on the property from Mixed Use District to Tourist Commercial. It is also EEC's understanding that the property owner is not seeking to change the existing use or intensify the use.

Based on this information and using revenue and expenditure data for Lodging/Entertainment uses provided in the City of Sparks 2019 Fiscal Impact Guidelines document, the fiscal impact of the property on the City was estimated over a twenty-year period, 2022-2041. Findings of the analysis are summarized in Table 1.

The property is located in an existing fire station service zone and accessed by an existing road, which also provides access to other properties in the area, as a result, no road costs are estimated. The analysis finds the property is expected to generate a revenue surplus of $2.6 million over the 20-year analysis period for the City of Sparks' General Fund and $64,000 in revenue surplus for the Road Fund, given its existing operations.

The analysis concludes the property has a **positive** fiscal impact on the City of Sparks.

Sincerely,

Eugenia Larmore

Eugenia Larmore, PhD, MBA

Table 1. 20-Year Summary of Fiscal Impact of Western Village-City of Sparks

General Fund		
Estimated Revenue		
Property Tax	$	3,417,317
Consolidated Tax		111,066
Business/Liquor Licenses		391,890
Fees, Permits, Charges		89,761
TOTAL	**$**	**4,010,034**
Estimated Costs		
General Government	$	145,185
Police		816,665
Fire		446,443
TOTAL	**$**	**1,408,293**
Revenue Surplus/(Deficit)		
Estimated Surplus/(Deficit)	**$**	**2,601,742**

Road Fund		
Estimated Revenue		
Fees & Licenses	$	63,881
Total Revenue	**$**	**63,881**
Estimated Costs		
Road Maintenance	$	-
Total Costs	**$**	**-**
Revenue Surplus/(Deficit)		
Estimated Surplus/(Deficit)	**$**	**63,881**

STATE OF NEVADA

BARBARA K. CEGAVSKE
Secretary of State

KIMBERLEY PERONDI
Deputy Secretary for Commercial Recordings

OFFICE OF THE SECRETARY OF STATE

Commercial Recordings & Notary Division
202 N. Carson Street
Carson City, NV 89701
Telephone (775) 684-5708
Fax (775) 684-7138

North Las Vegas City Hall
2250 Las Vegas Blvd North, Suite 400
North Las Vegas, NV 89030
Telephone (702) 486-2880
Fax (702) 486-2888

Jan R Olivero
4785 Caughlin Pkwy
Reno, NV 89519, USA

Work Order #: W2021052601357
May 26, 2021
Receipt Version: 1

Special Handling Instructions:

Submitter ID: 7538

Charges

Description	Fee Description	Filing Number	Filing Date/Time	Filing Status	Qty	Price	Amount
Annual List	Fees	20211485232	5/26/2021 1:02:31 PM	Approved	1	$150.00	$150.00
Annual List	Business License Fee	20211485232	5/26/2021 1:02:31 PM	Approved	1	$500.00	$500.00
Total							$650.00

Payments

Type	Description	Payment Status	Amount
Trust Account	750093	Success	$650.00
Total			$650.00

Credit Balance: $0.00

Jan R Olivero
4785 Caughlin Pkwy
Reno, NV 89519, USA

STATE OF NEVADA

BARBARA K. CEGAVSKE
Secretary of State

KIMBERLEY PERONDI
Deputy Secretary for Commercial Recordings

OFFICE OF THE SECRETARY OF STATE

Commercial Recordings Division
202 N. Carson Street
Carson City, NV 89701
Telephone (775) 684-5708
Fax (775) 684-7138

North Las Vegas City Hall
2250 Las Vegas Blvd North, Suite 400
North Las Vegas, NV 89030
Telephone (702) 486-2880
Fax (702) 486-2888

Business Entity - Filing Acknowledgement

05/26/2021

Work Order Item Number:	W2021052601357 - 1355560
Filing Number:	20211485232
Filing Type:	Annual List
Filing Date/Time:	05/26/2021 13:02:31 PM
Filing Page(s):	3

Indexed Entity Information:

Entity ID: C6236-1993

Entity Name: PEPPERMILL CASINOS, INC.

Entity Status: Active

Expiration Date: None

Commercial Registered Agent
MAUPIN, COX & LEGOY, A PROFESSIONAL CORPORATION
4785 CAUGHLIN PARKWAY, Reno, NV 89519, USA

The attached document(s) were filed with the Nevada Secretary of State, Commercial Recording Division. The filing date and time have been affixed to each document, indicating the date and time of filing. A filing number is also affixed and can be used to reference this document in the future.

Respectfully,

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Annual or Amended List and State Business License Application

☑ **ANNUAL** ☐ **AMENDED** (check one)

List of Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

PEPPERMILL CASINOS, INC.	**NV19931050930**
NAME OF ENTITY	Entity or Nevada Business Identification Number (NVID)

TYPE OR PRINT ONLY - USE DARK INK ONLY - DO NOT HIGHLIGHT

IMPORTANT: *Read instructions before completing and returning this form.*

Please indicate the entity type (check only one):

☑ Corporation

☐ This corporation is publicly traded, the Central Index Key number is:

☐ Nonprofit Corporation (see nonprofit sections below)

☐ Limited-Liability Company

☐ Limited Partnership

☐ Limited-Liability Partnership

☐ Limited-Liability Limited Partnership

☐ Business Trust

☐ Corporation Sole

Filed in the Office of	Business Number
Barbara K. Cegavske	**C6236-1993**
Secretary of State	Filing Number
State Of Nevada	**20211485232**
	Filed On
	05/26/2021 13:02:31 PM
	Number of Pages
	3

Additional Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers, may be listed on a supplemental page.

CHECK ONLY IF APPLICABLE

Pursuant to NRS Chapter 76, this entity is exempt from the business license fee.

☐ 001 - Governmental Entity

☐ 006 - NRS 680B.020 Insurance Co, provide license or certificate of authority number

For nonprofit entities formed under NRS chapter 80: entities without 501(c) nonprofit designation are required to maintain a state business license, the fee is $200.00. Those claiming an exemption under 501(c) designation must indicate by checking box below.

☐ Pursuant to NRS Chapter 76, this entity is a 501(c) nonprofit entity and is exempt from the business license fee. Exemption Code 002

For nonprofit entities formed under NRS Chapter 81: entities which are Unit-owners' association or Religious, Charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C $ 501(c) are excluded from the requirement to obtain a state business license. Please indicate below if this entity falls under one of these categories by marking the appropriate box. If the entity does not fall under either of these categories please submit $200.00 for the state business license.

☐ Unit-owners' Association ☐ Religious, charitable, fraternal or other organization that qualifies as a tax-exempt organization pursuant to 26 U.S.C. $501(c)

For nonprofit entities formed under NRS Chapter 82 and 80:Charitable Solicitation Information - check applicable box

Does the Organization intend to solicit charitable or tax deductible contributions?

☐ No - no additional form is required

☐ Yes - the "Charitable Solicitation Registration Statement" is required.

☐ The Organization claims exemption pursuant to NRS 82A 210 - the "Exemption From Charitable Solicitation Registration Statement" is required

****Failure to include the required statement form will result in rejection of the filing and could result in late fees.****

BARBARA K. CEGAVSKE
Secretary of State
202 North Carson Street
Carson City, Nevada 89701-4201
(775) 684-5708
Website: www.nvsos.gov
www.nvsilverflume.gov

Annual or Amended List and State Business License Application - Continued

Officers, Managers, Members, General Partners, Managing Partners, Trustees or Subscribers:

CORPORATION, INDICATE THE DIRECTOR:

Name	Country
ALBERT D SEENO JR V.P.	USA

Address	City	State	Zip/Postal Code
4021 PORT CHICAGO HIGHWAY	CONCORD	CA	94524

CORPORATION, INDICATE THE DIRECTOR:

Name	Country
NATALE A CARASALI	USA

Address	City	State	Zip/Postal Code
380 BRINKBY AVE., STE B	RENO	NV	89509

CORPORATION, INDICATE THE DIRECTOR:

Name	Country
WILLIAM A PAGANETTI	USA

Address	City	State	Zip/Postal Code
380 BRINKBY AVE., STE B	RENO	NV	89509

CORPORATION, INDICATE THE PRESIDENT:

Name	Country
WILLIAM A PAGANETTI	USA

Address	City	State	Zip/Postal Code
380 BRINKBY AVE., STE B	RENO	NV	89509

CORPORATION, INDICATE THE SECRETARY:

Name	Country
NATALE A CARASALI	USA

Address	City	State	Zip/Postal Code
380 BRINKBY AVE., STE B	RENO	NV	89509

CORPORATION, INDICATE THE TREASURER:

Name	Country
NATALE A CARASALI	USA

Address	City	State	Zip/Postal Code
380 BRINKBY AVE., STE B	RENO	NV	89509

CORPORATION, INDICATE THE DIRECTOR:

Name	Country
THOMAS A SEENO V.P.	USA

Address	City	State	Zip/Postal Code
1850 MT. DIABLO BLVD, STE. 440	WALNUT	CA	94596

None of the officers and directors identified in the list of officers has been identified with the fraudulent intent of concealing

the identity of any person or persons exercising the power or authority of an officer or director in furtherance of any unlawful conduct.

I declare, to the best of my knowledge under penalty of perjury, that the information contained herein is correct and acknowledge that pursuant to NRS 239.330, it is a category C felony to knowingly offer any false or forged instrument for filing in the Office of the Secretary of State.

X Natale A. Carasali

Signature of Officer, Manager, Managing Member, General Partner, Managing Partner, Trustee, Subscriber, Member, Owner of Business, Partner or Authorized Signer *FORM WILL BE RETURNED IF UNSIGNED*

Secretary

Title

05/26/2021

Date

SECRETARY OF STATE

STATE OF NEVADA

NEVADA STATE BUSINESS LICENSE

PEPPERMILL CASINOS, INC.

Nevada Business Identification # NV19931050930
Expiration Date: 05/31/2022

In accordance with Title 7 of Nevada Revised Statutes, pursuant to proper application duly filed and payment of appropriate prescribed fees, the above named is hereby granted a Nevada State Business License for business activities conducted within the State of Nevada.
Valid until the expiration date listed unless suspended, revoked or cancelled in accordance with the provisions in Nevada Revised Statutes. License is not transferable and is not in lieu of any local business license, permit or registration.
License must be cancelled on or before its expiration date if business activity ceases. Failure to do so will result in late fees or penalties which, by law, cannot be waived.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office on 05/26/2021.

Barbara K. Cegavske

BARBARA K. CEGAVSKE
Secretary of State

Certificate Number: B202105261701357
You may verify this certificate online at http://www.nvsos.gov

DEAR APPLICANT:

THE CITY OF SPARKS APPLICATION PROCESS REQUIRES THAT THE PROPERTY OWNER AUTHORIZE THE APPLICANT TO REQUEST DEVELOPMENT RELATED APPLICATIONS. DEVELOPMENT APPROVALS REMAIN WITH THE LAND; THEREFORE, THE PROPERTY OWNER IS ALWAYS RESPONSIBLE FOR ANY ACTIVITY ON THE PROPERTY.

OWNER AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, William A. Paganetti being duly sworn, depose and say that I am an owner of property / authorized agent involved in this petition and that I authorize Stephen Ascuaga to request development related applications on my property. I also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: William A. Paganetti

Title: President

Signature: [signature]

Subscribed and sworn before me this 18th Day of April, 20 22

Pamela Sprau
Notary Public in and for said County and State

My Commission expires: 5-7-23

PAMELA SPRAU
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 03-82129-2 - Expires May 07, 2023

APPLICANT AFFIDAVIT

STATE OF NEVADA)
) SS
COUNTY OF WASHOE)

I, Stephen Ascuaga being duly sworn, depose and say that I am the applicant involved in this petition and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I also give permission for site visitation by the Planning Commission, City Council and City staff.

Name: Stephen Ascuaga

Title: Director of Business Development

Signature: [signature]

Subscribed and sworn before me this 18th Day of April, 20 22

Pamela Sprau
Notary Public in and for said County and State

My Commission expires: 5-7-23

PAMELA SPRAU
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 03-82129-2 - Expires May 07, 2023

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Name: Stephen Ascuaga

Title: Director of Business Development

Signature: Stephen R. Ascuaga

Subscribed and sworn before me this 18th Day of April, 20 22

Pamela Sprau
Notary Public in and for said County and State

My Commission expires: 5-7-23

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EXHIBIT A
LEGAL DESCRIPTION
FOR ZONING CHANGE

APN:037-013-11

A portion of the Southeast quarter of the Southeast quarter of Section 4, and the Southwest quarter of the Southwest quarter of Section 3, and the Northeast quarter of the Northeast quarter of Section 9, Township 19 North, Range 20 East, M.D.B. & M., which is more particularly described as follows:

COMMENCING at the Northeast corner of said Section 9; thence South 81 degrees 36 minutes 31 seconds East 376.96 feet to the intersection of Nichols Boulevard and Howard Drive; thence along the center line of Nichols Boulevard; North 59 degrees 43 minutes 50 seconds West 589.10 feet; thence leaving said center line, South 30 degrees 16 minutes 10 seconds West 40.0 feet to the point of beginning; thence continuing South 30 degrees 16 minutes 10 seconds West 417.25 feet; thence South 59 degrees 43 minutes 50 seconds East 313.2 feet; thence North 30 degrees 16 minutes 10 seconds East 417.25 feet; thence North 59 degrees 43 minutes 50 seconds West 313.2 feet to the point of beginning.

Note: The above legal description was taken from previous Document No. 1812721 Official Records Washoe County, State of Nevada.

APN:037-013-04

All that certain piece or parcel of land situated in the City of Sparks, County of Washoe, State of Nevada, being a portion of the Southwest quarter of Section 3, Northeast quarter of Section 9 and the Northwest quarter of Section 10, Township 19 North, Range 20 East, Mount Diablo Base and Meridian, described as follows:

COMMENCING at the section corner common to Sections 3, 4, 9 and 10, Township 19 North, Range 20 East, Mount Diablo Base and Meridian and proceeding thence South 17°45'53" West 479.92 feet to the true point of beginning thence North 30°16'10" East 569.00 feet to a point on the southerly right-of-way line of Nichols Boulevard: thence South 59°43'50" East along said southerly line, 185.90 fee to a point on a curve to the right; thence along the curve to the right having a central angel of 90°00'00", a radius of 30.00 feet through an arc length of 47.12 feet to a point on the westerly right-of-way line of Howard Drive, 533.20 feet to a point on a curve to the left; thence along the curve to the left having a central angle of 00°46'21", a radius of 430.00 feet through an arc length of 5.80 feet thence leaving the westerly line of Howard Drive, North 59°43'50" West 215.94 feet to the true point of beginning.

Note: The above legal description was taken from previous Document No. 3635130 Official Records Washoe County, State of Nevada.

Portion of APN:037-013-05

All that certain piece or parcel of land situated in the City of Sparks, County of Washoe, State of Nevada, being a portion of the Northwest quarter of Section 10 and the Northeast quarter of Section 9, Township 19 North, Range 20 East, Mount Diablo Base and Meridian, described as follows:

COMMENCING at the section corner common to Sections 3, 4, 9 and 10, Township 19 North, Range 20 East, Mount Diablo Base and Meridian and proceeding thence South 17°45'53" West 479.92 feet to the true point of beginning thence South 30°16'10" West 205.11 feet; thence South 58°36'47" East 274.29 feet to the beginning of a curve to the right whose tangent bears North 00°04'34" East, having a central angle of 29°25'15" and a radius of 430.00 feet, through an arc length of 220.80 feet; thence North 59°43'50" West 215.94 feet to the true point of beginning.

Reference is made to a Record of Survey for Robert Rusk filed in the office of the County Recorder of Washoe County, Nevada, April 26, 1977, File No. 461417, the above described parcel shown as Parcel B-2.

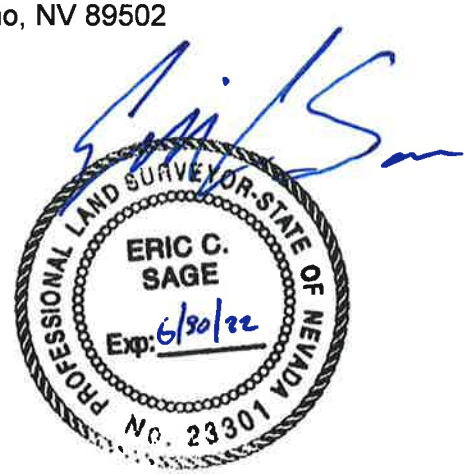
Portion of APN:037-013-05

All that certain piece or parcel of land situated in the City of Sparks, County of Washoe, State of Nevada, being a portion of the Northwest quarter of Section 10 and the Northeast quarter of Section 9, Township 19 North, Range 20 East, Mount Diablo Base and Meridian, described as follows:

Parcel A-2 as shown on the Parcel Map No. 263, Bill and Neta Cates, filed in the Office of the County Recorder on May 12, 1976, as Document No. 408115, Washoe County Records, State of Nevada

Note: The above legal descriptions was taken from previous Document No. 3635130 Official Records Washoe County, State of Nevada.

Prepared by:
Wood Rodgers, Inc.
1361 Corporate Blvd.
Reno, NV 89502



Eric C. Sage, P.L.S.
Nevada Certificate 23301

Aerial Map

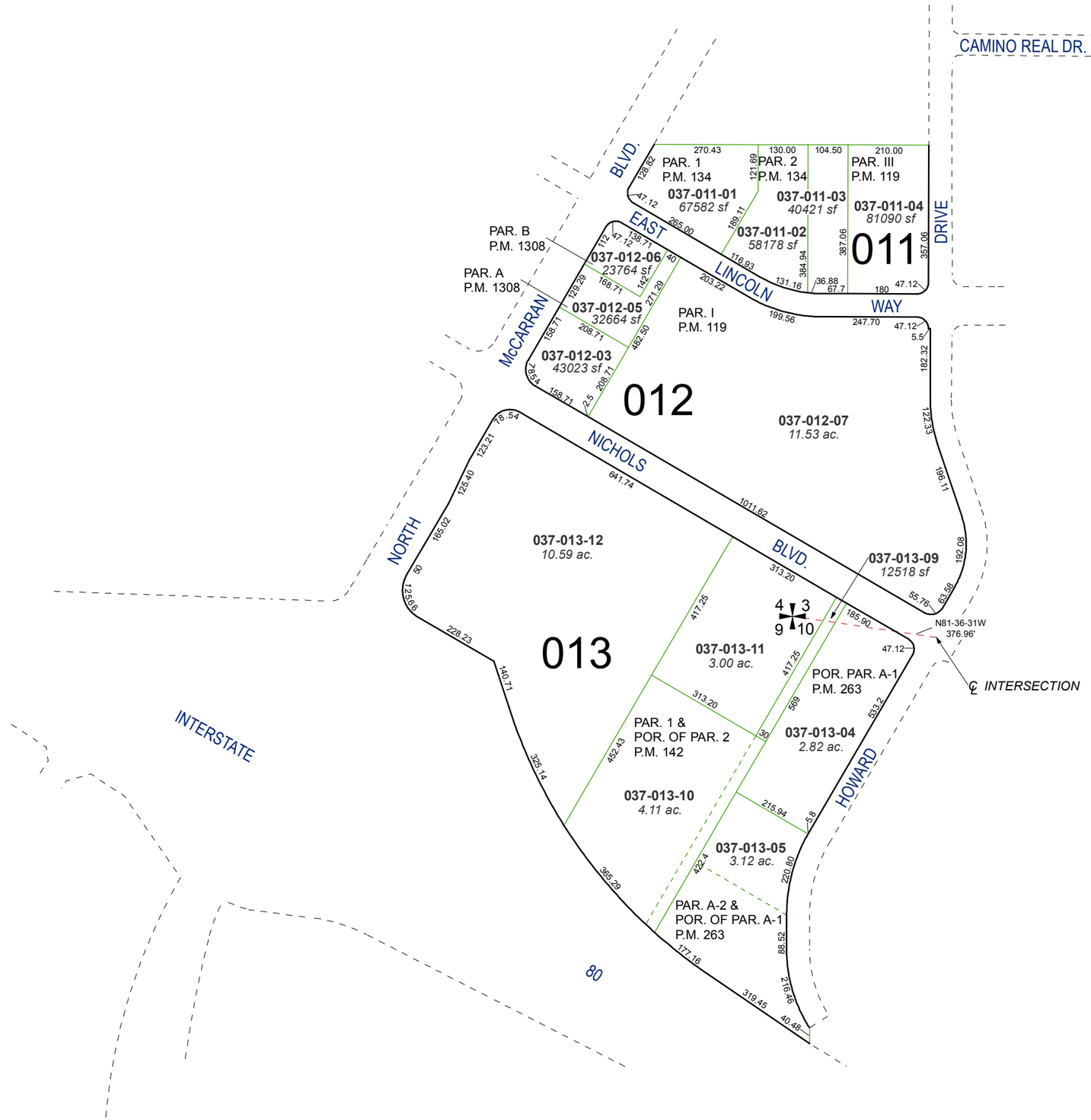
APNs 037-013-04, 037-013-05, 037-013-11

April 2022

0 120 240
Feet

WOOD RODGERS
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
1361 Corporate Boulevard
Reno, NV 89502
Tel: 775.823.4068
Fax: 775.823.4066

PORTIONS OF SECTIONS 3, 4, 9 & 10
T19N - R20E



Assessor's Map Number

037-01

STATE OF NEVADA

WASHOE COUNTY

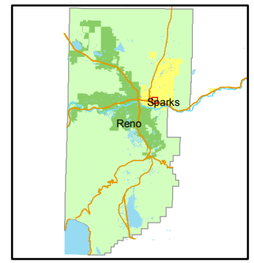
ASSESSOR'S OFFICE

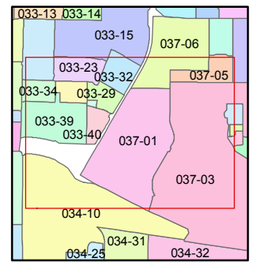
Joshua G. Wilson, Assessor

1001 East Ninth Street
Building D
Reno, Nevada 89512
(775) 328-2231

Feet
0 37.575 150 225 300

1 inch = 300 feet





created by: NLH 7/09/2010

last updated: _____

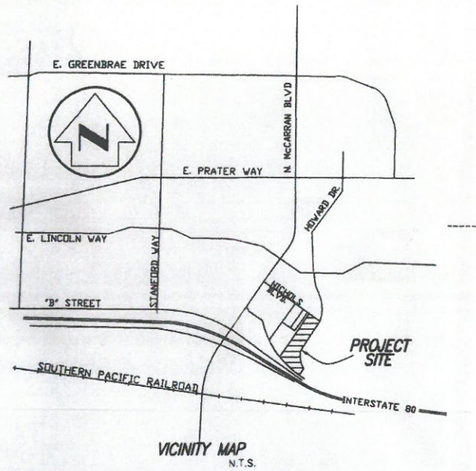
area previously shown on map(s)

_____

NOTE: This map was prepared for the use of the Washoe County Assessor for assessment and illustrative purposes only. It does not represent a survey of the premises. No liability is assumed as to the sufficiency or accuracy of the data delineated hereon.

LEGEND

S.S.M.H.	SANITARY SEWER MANHOLE	ELEC.	ELECTRIC BOX
S.D.M.H.	STORM DRAIN MANHOLE	CATV	CABLE TV BOX
D.I.	DROP INLET/CURB INLET	CP1	CONTROL POINT
G.V.	GAS VALVE	P.C.	PROPERTY CORNER (FOUND)
W.V.	WATER VALVE	T.S.	TRAFFIC SIGNAL BOX
F.H.	FIRE HYDRANT	I.V.	IRRIGATION VALVE
S.L.	STREET LIGHT	W.M.	WATER METER
S.S.CO.	SANITARY SEWER CLEAN-OUT	M.W.	MONITORING WELL
PP	POWER POLE		FLOW LINE
PP	POWER POLE W/ANCHOR		FENCE
	SIGN		EASEMENT
	HANDICAPPED PARKING		BUILDING OVERHANG
A.C.	ASPHAULTIC CONCRETE		
P.O.B.	POINT OF BEGINNING		



VICINITY MAP
N.T.S.

50 25 0 50 100

SCALE: 1" = 50'

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THIS SURVEY IS NEVADA STATE PLANE COORDINATE SYSTEM, WEST ZONE, NAD27.

HPT TA PROPERTIES TRUST
037-013-10

HPT TA PROPERTIES TRUST
037-013-11

N30°16'10"E 417.25'

P.O.B. PARCEL 5

PARCEL #5 (EASEMENT)
ACCESS EASEMENT PER
DOCUMENT #589420 (15)

S59°43'50"E 313.20'

S59°43'50"E 313.20'

NOTHING FOUND OR SET
POC PARCELS 1,2,4

S.S.CO. N 17°45'53" E 479.92' (RECORD TIE)

P.O.B. PARCEL 4

NICHOLS BLVD. (A.C.)
80' R/W

S30°16'10"W 40.00'

N59°43'50"W 30.00'

DELTA 01°19'30"
RADIUS 1328.00'
LENGTH 30.71'
TANGENT 15.36'
CHORD 30.71'

FND. 5/8" REBAR W/ CAP
CAP UNREADABLE

10' EASEMENT
DOC. #485796 (13)
DOC. #485805 (14)

P.O.B. PARCEL 1 AND 2

PARCEL #4 (EASEMENT)
30' EASEMENT PER DOC. #591176 (16)
AND 591177 (17)

S30°16'10"W 984.85'

N30°16'10"E 1031.40'

SIERRA 76 INC.
A.P.N. 037-013-09

FND. PK NAIL IN ASPHALT

CONC. PAD

LIGHTED SIGN FOR
WESTERN VILLAGE
CASINO

N30°16'10"E 217.29'

S30°16'10"W 205.11'

GAS METER

40 SPACES

UTILITY BOX

S06°44'54"E 140.0'

GATE

CONC. BLK. ENCLOSURE

22 SPACES

S.D.M.H.

10' SEWER EASEMENT
DOC. #3143711 (8)
SEE NOTE #5

22 SPACES

CROSSWALK

68.47'

SIGN

S59°43'50"E 185.90'

L=177.15'
R=1328.00'
Δ=07°38'35"
CHORD LENGTH=177.02'
CHORD BRG=N 51°54'02" W

7.5' P.U.E.
SEE PAGE 2
DOC #357608 (9)
DOC #408115 (10)

A.P.N. 037-013-05
PARCEL #3
87122 SQ. FEET
2.00 ACRES

A.P.N. 037-013-05
PARCEL #2
48788 SQ. FEET
(2 STORY HOTEL)

A.P.N. 037-013-04
PARCEL #1
122654 SQ. FEET
2.816 ACRES
(3 STORY HOTEL)

(3 STORY HOTEL)
BUILDING AREA = 23,070 S.F.

20 SPACES

71.80'

FND. 1/2" REBAR NO I.D.

N.34°17'32"E 50.00'

CONC. PATIO

POOL

(2 STORY HOTEL)
BUILDING = 28,900 S.F.

(1 STORY MAINT.)

8 SPACES

SECURITY SHACK

3 SPACES

10' EASEMENT
DOC. #485796 (13)
AND #485805 (14)

4 SPACES

10 SPACES

12 SPACES

533.20'

6' WOOD FENCE

56.82'

3 SPACES

FND. 5/8" REBAR W/ CAP
RLS 4789"

FND. 5/8" REBAR NO I.D.

N55°42'28"W 319.45'

INTERSTATE 80

BLDG AREA =1460 S.F.

50' EASEMENT
DOC. #1984440 (16)

S.S.CO. 82.46'

W.V.

W.M.

S.D.M.H.

WATER M.H.

HOWARD DRIVE (A.C.)
60' R/W

30.0FT

TANGENT BEARING
N00°04'34"E

N00°04'34"E 88.52'

FND. 5/8" REBAR W/ CAP
CAP UNREADABLE
BEARS N26°00'56"E 0.21'

DELTA 29°25'15"
RADIUS 430.00'
LENGTH 220.80'
TANGENT 112.89'
CHORD 218.38'

DELTA 00°46'21"
RADIUS 430.00'
LENGTH 5.80'
TANGENT 2.90'
CHORD 5.80'

DELTA 30°11'36"
RADIUS 430.00'
LENGTH 226.60'
TANGENT 116.00'
CHORD 223.99'

DELTA 90°00'00"
RADIUS 30.00'
LENGTH 47.12'
TANGENT 30.00'
CHORD 42.43'

6' CHAINLINK FENCE

N57°26'21"E 36.40'

ELECTRIC EASEMENT
DOC. #1276172 (22)

FND. 5/8" REBAR NO I.D.

N00°04'34"E 40.48'

DELTA 32°38'13"
RADIUS 380.00'
LENGTH 216.46'
TANGENT 111.25'
CHORD 213.54'

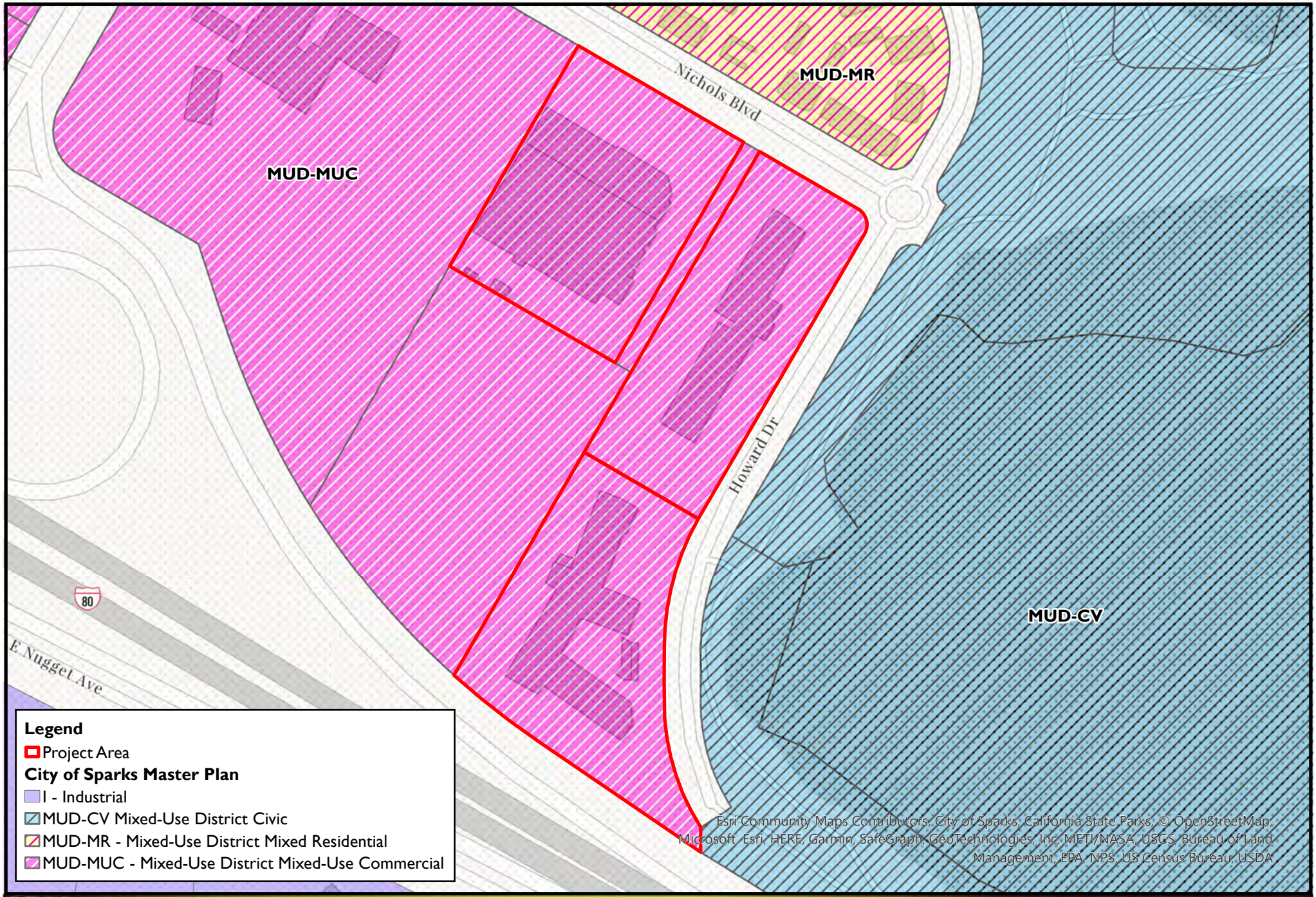
SCALE:	1"=50'
DRAWN BY:	WSH
DESIGN BY:	—
CHECKED BY:	CDC
DATE:	04-23-08
JOB NO:	2001103

REVISION NO.	DATE	REVISION DESCRIPTION	CHECKED	APPROVED

SIERRA SURVEYING, INC.
565 HOLCOMB AVENUE
RENO, NEVADA 89502
TELEPHONE: (775) 828-5004
FAX: (775) 337-0313

ALTA/ACSM LAND TITLE SURVEY
OF
MINI-PRICE MOTOR INN
A.P.N. 037-013-04 AND 037-013-05
55 HOWARD DRIVE

SHEET 2 of 2



Existing Master Plan

APNs 037-013-04, 037-013-05, 037-013-11

April 2022

WOOD RODGERS
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
1361 Corporate Boulevard
Reno, NV 89502
Tel: 775.823.4068
Fax: 775.823.4066

Existing Zoning

APNs 037-013-04, 037-013-05, 037-013-11

April 2022

0 140 280
Feet

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BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
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Reno, NV 89502
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UNLIMITED CARRIER

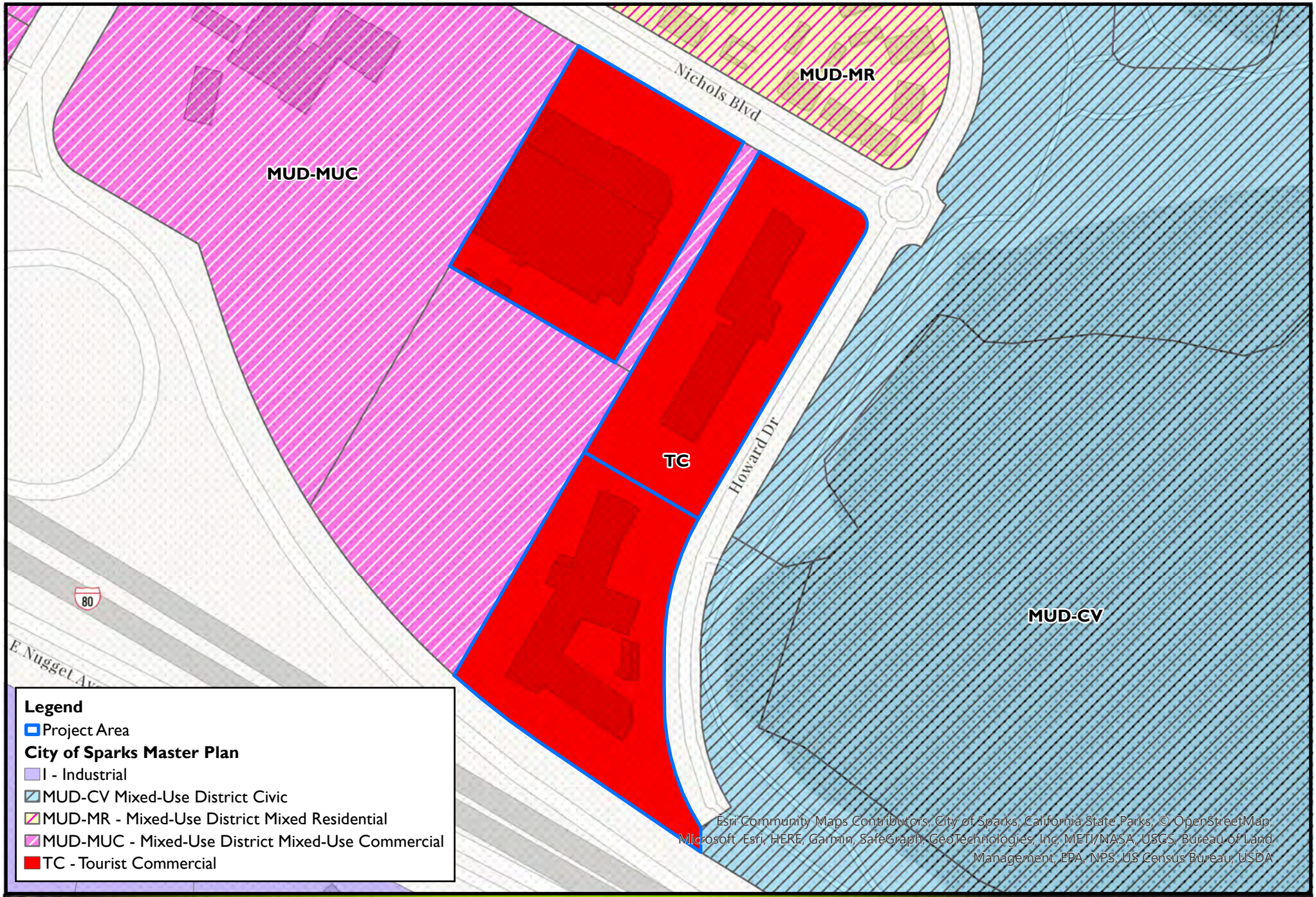
FIVE STAR
GMC

Worldwide Services
ups

REGISTRATION

CHEVROLET
HOTEL

Western Village
X COMPS EVERY FRIDAY
$10,000 LUCKY
CASH FIN LE
5X COMP
SAT 4-30 22



Proposed Master Plan

APNs 037-013-04, 037-013-05, 037-013-11

April 2022

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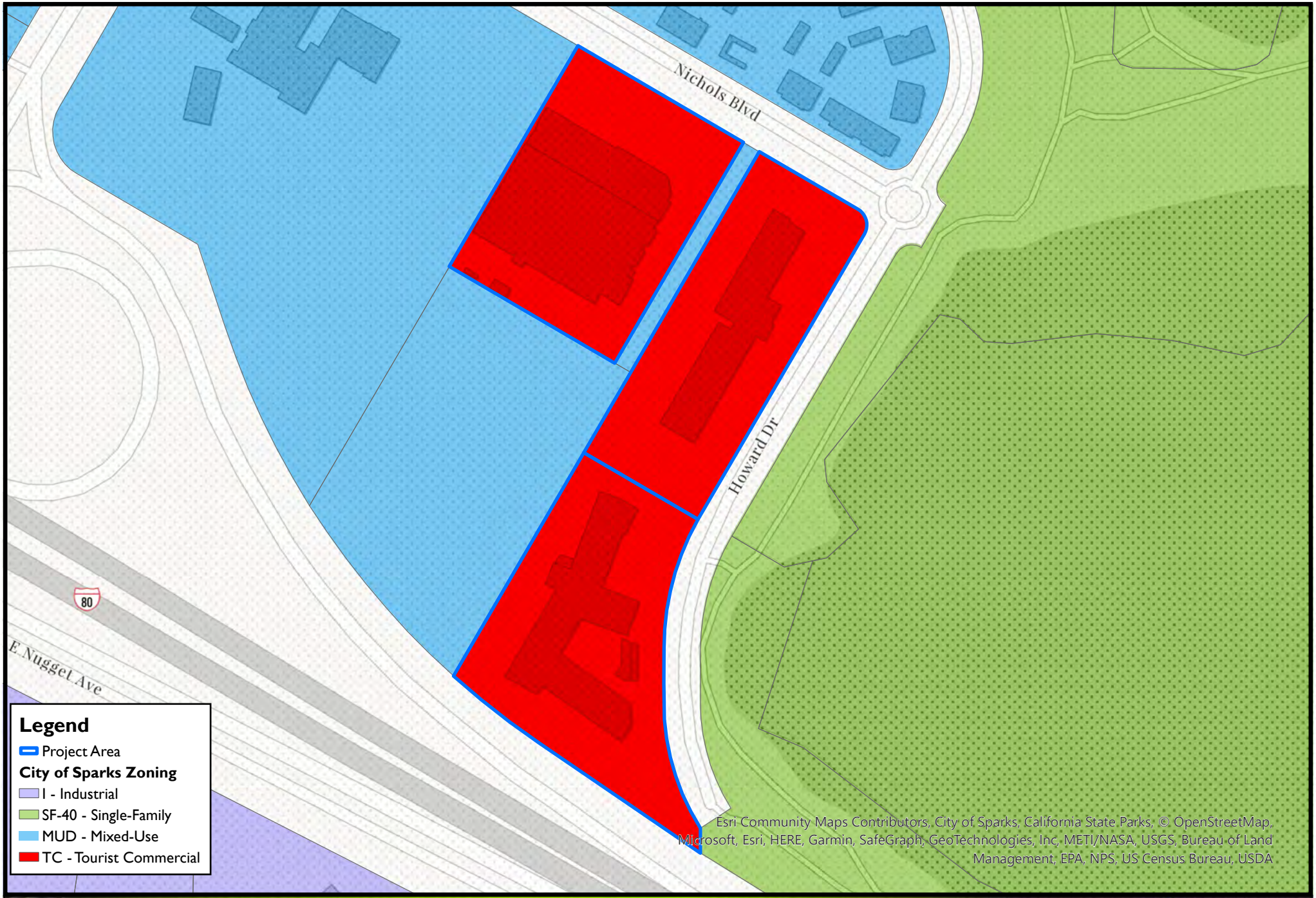

Proposed Zoning

APNs 037-013-04, 037-013-05, 037-013-11

April 2022

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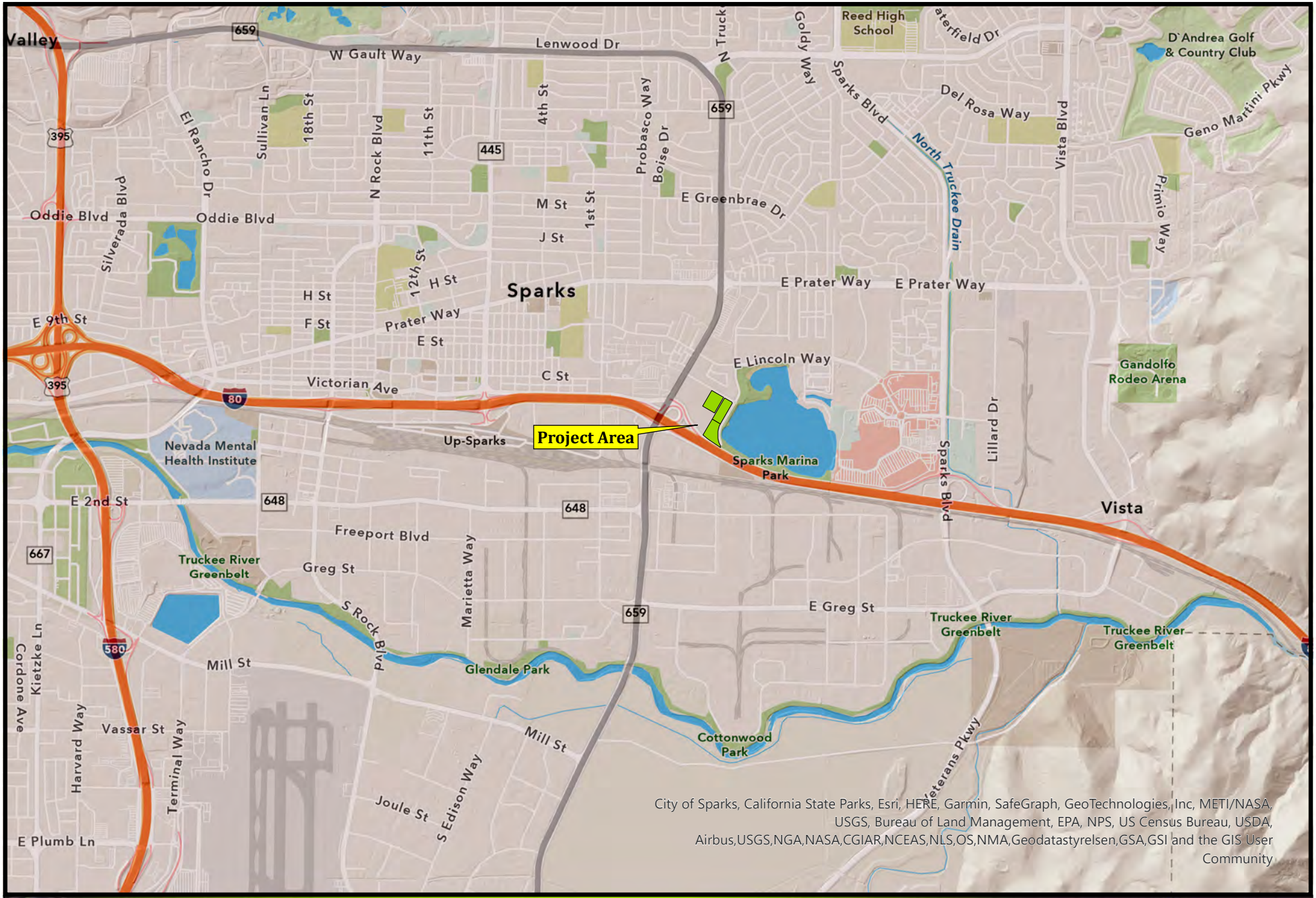

City of Sparks, California State Parks, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, Bureau of Land Management, EPA, NPS, US Census Bureau, USDA, Airbus,USGS,NGA,NASA,CGIAR,NCEAS,NLS,OS,NMA,Geodatastyrelsen,GSA,GSI and the GIS User Community

0 0.3 0.6 MILES

Vicinity Map

APNs 037-013-04, 037-013-05, 037-013-11

April 2022

WOOD RODGERS
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
1361 Corporate Boulevard
Reno, NV 89502
Tel: 775.823.4068
Fax: 775.823.4066

EXHIBIT A
LEGAL DESCRIPTION
FOR ZONING CHANGE

APN:037-013-11

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Note: The above legal description was taken from previous Document No. 1812721 Official Records Washoe County, State of Nevada.

APN:037-013-04

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COMMENCING at the section corner common to Sections 3, 4, 9 and 10, Township 19 North, Range 20 East, Mount Diablo Base and Meridian and proceeding thence South 17°45'53" West 479.92 feet to the true point of beginning thence North 30°16'10" East 569.00 feet to a point on the southerly right-of-way line of Nichols Boulevard: thence South 59°43'50" East along said southerly line, 185.90 fee to a point on a curve to the right; thence along the curve to the right having a central angel of 90°00'00", a radius of 30.00 feet through an arc length of 47.12 feet to a point on the westerly right-of-way line of Howard Drive, 533.20 feet to a point on a curve to the left; thence along the curve to the left having a central angle of 00°46'21", a radius of 430.00 feet through an arc length of 5.80 feet thence leaving the westerly line of Howard Drive, North 59°43'50" West 215.94 feet to the true point of beginning.

Note: The above legal description was taken from previous Document No. 3635130 Official Records Washoe County, State of Nevada.

Portion of APN:037-013-05

All that certain piece or parcel of land situated in the City of Sparks, County of Washoe, State of Nevada, being a portion of the Northwest quarter of Section 10 and the Northeast quarter of Section 9, Township 19 North, Range 20 East, Mount Diablo Base and Meridian, described as follows:

COMMENCING at the section corner common to Sections 3, 4, 9 and 10, Township 19 North, Range 20 East, Mount Diablo Base and Meridian and proceeding thence South 17°45'53" West 479.92 feet to the true point of beginning thence South 30°16'10" West 205.11 feet; thence South 58°36'47" East 274.29 feet to the beginning of a curve to the right whose tangent bears North 00°04'34" East, having a central angle of 29°25'15" and a radius of 430.00 feet, through an arc length of 220.80 feet; thence North 59°43'50" West 215.94 feet to the true point of beginning.

Reference is made to a Record of Survey for Robert Rusk filed in the office of the County Recorder of Washoe County, Nevada, April 26, 1977, File No. 461417, the above described parcel shown as Parcel B-2.

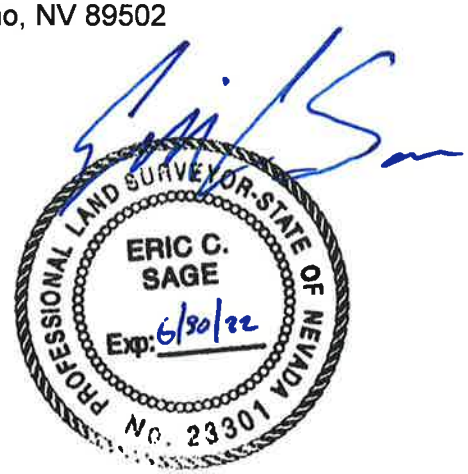
Portion of APN:037-013-05

All that certain piece or parcel of land situated in the City of Sparks, County of Washoe, State of Nevada, being a portion of the Northwest quarter of Section 10 and the Northeast quarter of Section 9, Township 19 North, Range 20 East, Mount Diablo Base and Meridian, described as follows:

Parcel A-2 as shown on the Parcel Map No. 263, Bill and Neta Cates, filed in the Office of the County Recorder on May 12, 1976, as Document No. 408115, Washoe County Records, State of Nevada

Note: The above legal descriptions was taken from previous Document No. 3635130 Official Records Washoe County, State of Nevada.

Prepared by:
Wood Rodgers, Inc.
1361 Corporate Blvd.
Reno, NV 89502



Eric C. Sage, P.L.S.
Nevada Certificate 23301

PLANNING CASE SUMMARY

CASE NUMBER(S):	PCN22-0012
REQUESTED ACTION(S):	Comprehensive Plan amendment changing the land use designation of 815 Nichols Boulevard from MUD-MUC (Mixed-Use Commercial) to TC (Tourist Commercial), and to rezone the site from MUD (Mixed-Use District) to TC.
PROPERTY OWNER:	Peppermill Casinos, Inc
DEVELOPER:	Peppermill Casinos, Inc
APPLICANT:	Peppermill Casinos, Inc
LOCATION (APNs):	037-031-11, 037-013-04, 037-013-05.
PARCEL SIZE:	8.94 ± acres
EXISTING ZONING:	MUD (Mixed-Use District)
PROPOSED ZONING:	TC (Tourist Commercial)
EXISTING LAND USE PLAN:	MUD-MUC (Mixed-Use Commercial)
PROPOSED LAND USE PLAN:	TC (Tourist Commercial)
WARD INFORMATION:	Ward 3 – Paul Anderson
APPLICABLE REGULATIONS:	Nevada Revised Statutes 116 and 278; SMC 20.05.006.

When Recorded Return to:
Sparks City Clerk
PO Box 857
Sparks, NV 89432

Introduced by City Council

BILL NO.

ORDINANCE NO. _____

PCN22-0012 – WESTERN VILLAGE, 8.94 ACRES GENERALLY LOCATED AT THE SOUTHWEST CORNER OF NICHOLS BOULEVARD AND HOWARD DRIVE.

A GENERAL ORDINANCE REZONING REAL PROPERTY APPROXIMATELY 8.94 ACRES IN SIZE GENERALLY LOCATED AT THE SOUTHWEST CORNER OF NICHOLS BOULEVARD AND HOWARD DRIVE FROM MUD (MIXED-USE DISTRICT) TO TC (TOURISM COMMERCIAL) AND PROVIDING OTHER MATTERS PROPERLY RELATING THERETO.

THE CITY COUNCIL OF THE CITY OF SPARKS DOES ORDAIN:

SECTION 1: The zoning of the property described in Exhibit "A" and depicted in Exhibit "B", which is attached hereto and incorporated herein by reference, situated in the City of Sparks, County of Washoe, State of Nevada, is hereby changed from MUD (Mixed-Use District) to TC (Tourism Commercial).

SECTION 2: The zoning map of the City of Sparks is hereby amended in accordance with the rezoning herein.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4: The City Clerk is instructed and authorized to publish the title to this ordinance as provided by law and to record the plan certified herein as provided by law.

SECTION 5: This ordinance shall become effective upon passage, approval, and publication.

SECTION 6: The provisions of this ordinance shall be liberally construed to effectively carry out its purposes in the interest of the public health, safety, welfare and convenience.

SECTION 7: If any subsection, phrase, sentence or portion of this section is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 8: The City Council finds that this ordinance is not likely to impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business, or is otherwise exempt from Nevada Revised Statutes Chapter 237.

PASSED AND ADOPTED this ____ day of October 2021 by the following vote of the City Council:

AYES:
NAYS:
ABSENT:
ABSTAIN:

APPROVED this _____day of September 2022.

_____
Ed Lawson, Mayor

ATTEST:

_____
Lisa Hunderman
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Wes Duncan
City Attorney

CITY OF SPARKS, NV
COMMUNITY
SERVICES
DEPARTMENT

To: SPARKS CITY COUNCIL

From: Juleen Ruiz, Administrative Secretary

Subject: Report of Sparks Planning Commission Action

Date: August 12, 2022

RE: **PCN22-0012/RZ22-0001** — Public Hearing, discussion, consideration, and possible action on a request to rezone a site approximately 8.94 acres in size, generally located on the southwest corner of Nichols Boulevard and Howard Drive, Sparks, Nevada (APNs 037-031-11, 037-013-04, and 037-013-05,) from MUD (Mixed-Use District) to TC (Tourist Commercial). (For Possible Action)

Please see the attached excerpt of the Planning Commission meeting transcript from the regularly scheduled Planning Commission meeting held on Thursday, June 16, 2022.

7. Public Hearing Items (For Possible Action)

7.3. RZ22-0001 - Public Hearing, discussion, consideration, and possible action on a request to rezone a site approximately 8.94 acres in size, generally located on the southwest corner of Nichols Boulevard and Howard Drive, Sparks, Nevada (APNs 037-031-11, 037-013-04, and 037-013-05,) from MUD (Mixed-Use District) to TC (Tourist Commercial). (For Possible Action)

Commissioner Read made a public disclosure and stated that she attended a neighborhood meeting and spoke with Michael Alonso, Peppermill's Legal Counsel and Stephen Ascuaga, Applicant. Commissioner Read stated she did not pre-conclude her vote or promise to vote a certain way but did want to disclose that they spoke. Commissioner Read stated that she does not believe that the independence of judgement of a reasonable person in her situation would be materially affected and because this is not a clear case of disqualifying conflict of interest, she does not believe it is necessary to abstain from this matter.

Commissioner West made a public disclosure that he spoke with Michael Alonso, Peppermill's Legal Counsel. Mr. Alonso made contact inquiring on the background of the project to get a better understanding of the proposed request. Commissioner West stated that he was not swayed in one way or the other by his comments. Commissioner West does not believe that the independence of judgement of a reasonable person in his situation

would be materially affected and because this is not a clear case of disqualifying conflict of interest, he does not believe it is necessary to abstain from this matter.

Jonathan Cummins, Planner II, reported this is a request to rezone 815 Nichols Boulevard (the Western Village casino-hotel) from MUD to TC.

Commissioner Carey asked with the proposed rezoning request will this create a hole within the City's Mixed-Use District and is there any concerns in spot zoning. Jonathan Cummins, Planner II, reported that it is the belief of staff that this is not identified as spot zoning and is an appropriate use for an existing location in order to remedy the effects of rezoning that was not as appropriate as it could have been.

Commissioner West invited the applicant, Stephen Ascuaga, up to speak or answer any further questions. There were no further questions for the applicant at this time.

Commissioner West opened public comment for this item but there were no further comments at this time.

Motion: I move to forward a recommendation of approval to City Council of RZ22-0001, a request to rezone the site located at 815 Nichols Boulevard from MUD to TC, based on Findings Z1 through Z3, and the facts supporting these findings as outlined in the staff report.

Moved by: Commissioner Carey
Seconded By: Commissioner Kramer
Yes: Commissioners Andriola, Carey, Pritsos, Rawson, Read, West, Kramer
No:
Abstain:
Vote: Motion passed unanimously 7-0.

Sparks City Council Meeting
9/12/2022 2:00 PM

9.5. First Reading of Bill No. 2801 to amend a Final Approved Plan (Pioneer Meadows Development Standards Handbook) for a site approximately 640 acres in size in the PD (Pioneer Meadows Planned Development) zoning district, generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard to: a) add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use category; b) reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use category; and c) remove cumulative density requirements associated with the MF15A (Multi-Family) land use designation; and d) providing for other matters related thereto. (For Possible Action)

Item Title: First Reading of Bill No. 2801 to amend a Final Approved Plan (Pioneer Meadows Development Standards Handbook) for a site approximately 640 acres in size in the PD (Pioneer Meadows Planned Development) zoning district, generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard to: a) add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use category; b) reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use category; and c) remove cumulative density requirements associated with the MF15A (Multi-Family) land use designation; and d) providing for other matters related thereto. (For Possible Action)
Petitioner/Presenter: Dustin Barker, DBJ Holdings LLC & BB Investment Holdings LLC, Applicant/Dani Wray, Planner II
Recommendation: This is a first reading of an ordinance, so no action is requested.
Financial Impact: $0.00 **Financial Explanation:** The fiscal impact analysis submitted by the applicant indicates the requested handbook changes are estimated to have a cumulative, combined positive impact on the City of Sparks' General and Road funds of $5.5 million over the 20-year analysis period.
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This agenda item requests City Council approval to modify the final approved plan for the Pioneer Meadows Planned Development to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce the cumulative Floor Area Ratio required from 0.5 to 0.3 within the BP (Business Park) land use category; remove cumulative density requirements associated with the MF15A (Multi-Family) land use category; and providing for other matters properly related thereto. Staff recommended to the Planning Commission that it recommend approval of the amendment to the City Council. However, on August 4, 2022, the Planning Commission recommended denial of the amendment to the City Council.

Background:

The Pioneer Meadows Planned Development is generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard, in Sparks, Nevada on a site approximately 640 acres in size in the PD (Planned Development – Pioneer Meadows) zoning district. (Exhibit 2 – Vicinity Map).

The Pioneer Meadows Final Approved Plan (Handbook) was originally adopted by the City Council in 2000. It has since been amended five times (2004, 2006, 2016, 2019, and 2021). The Pioneer Meadows Planned Development consists of a variety of land use designations, including Low Density Residential, Intermediate Density Residential, Multi-Family Residential, Community Facility, Commercial, Employment Center, and Open Space pursuant to the Sparks Comprehensive Plan Land Use Map.

This proposal requests to modify the Handbook in three primary ways:

1. Provides for the addition of Warehouse and Distribution uses to the list of permitted uses in the Handbook's BP (Business Park) land use category;
2. Reduces the cumulative Floor Area Ratio (FAR) from 0.5 to 0.3 required within the BP land use designation; and
3. Removes cumulative density requirements associated with the MF15A (Multi- Family) land use designation.

The proposal does not increase the maximum number of 2,756 residential units allowed under the Handbook and requests a reduction in overall residential density in Villages 10 and 11 (Exhibit 3 – Pioneer Meadows Master Plan). This amendment does not modify acreage designated for various land uses, maximum square footage, or residential neighborhood standards. The applicant has indicated they are requesting to expand the list of allowed uses within the Business Park land use category due to increased national demand for warehouse and distribution services. The Handbook with the proposed amendments is attached as 01c – Exh. B to Ordinance - Proposed Pioneer Meadows Development Standards Handbook.

Analysis:

The proposed amendment to the Handbook would add warehouse and distribution as permitted uses in the BP land use designation, as well as reduce the cumulative FAR required for the BP land use designation from 0.5 to 0.3.

There are two areas with the BP land use category within Pioneer Meadows: an approximately 15-acre area located just north of Vista Boulevard and an approximately 87-acre area located in the northwest section of the planned development (Exhibit 3 – Pioneer Meadows Master Plan).

The BP Handbook land use category permits many commercial uses, as is shown in Exhibit 5 – Permitted Uses in the BP. The areas with a BP land use category have a Comprehensive Plan land use designation of EC (Employment Center). The inclusion of warehouse and distribution uses in the list of allowed uses in the BP district would not require future uses to be warehouse or distribution uses

but would add these uses to the uses that are currently permitted. It is unknown at this time how much warehouse and/or distribution development may occur in the future should the proposed amendment be approved. However, warehouse and distribution uses may be limited by the Sparks Comprehensive Plan to 35 percent of total floor area of the site when located within the EC Comprehensive Plan land use designation.

The request to reduce the FAR for the BP category from 0.5 to 0.3 is driven by on-site design standards, specifically landscaping, parking, and/or on-site drive aisles that reduce the actual buildable area. The reduced buildable area makes reaching the higher FAR challenging, particularly with warehouse and distribution building, which are typically single story. Ultimately, the reduced FAR allows more flexibility in building design and development within the Business Park, while acknowledging the one-story nature of typical warehouse and distribution buildings and office development typical of suburban locations within Washoe County. The reduction in the FAR is necessary to facilitate the inclusion of the warehousing and distribution use given the additional site requirements and constraints.

In 2019, staff presented to a joint Sparks City Council and Planning Commission workshop on land use, fiscal impact analyses, and the City's fiscal health. The Long-Term Fiscal Health Analysis prepared by Economic & Planning Systems, Inc. included an analysis of the supply of land in Sparks zoned for various types of uses and forecasted demand for these same uses for the period from 2019 to 2038. As reflected in the table below, the forecasted demand for land for industrial uses, particularly warehousing and distribution, equaled 192 percent of supply, and far exceeded demand for land for other commercial uses such as office and retail. The analysis estimated demand for industrial space in Sparks at 7.1 million square feet, requiring 816 acres to accommodate. However, in 2019, there were only 426 acres of vacant land in Sparks zoned for industrial uses, sufficient to accommodate 4.8 million square feet of such development.

Type of Use	Demand (In Acres)	Capacity (In Acres)	Demand as % of Capacity
Office	31	540	6%
Industrial	816	426	192%
Retail	114	379	30%
Totals	961	1,345	71%

In contrast, projected demand for land for office uses was only 6 percent of available capacity in 2019. Land use demand was shifting to meet the market for larger warehouse and distribution centers, a trend that became even more pronounced during the COVID-19 pandemic. The Business Park parcel at the northwest of Pioneer meadows has been undeveloped for over 20 years and has been unable to attract an office park developer for the site. As identified in the Long-Term Fiscal Health Analysis, more land for industrial uses is needed to increase employment and promote the City's fiscal health. Amending the Pioneer Meadows Handbook to add warehousing and distribution as permitted uses on the Business Park parcel would increase the supply of land in Sparks available for industrial uses.

The Handbook amendment also proposes to remove the cumulative (i.e., average) minimum density of eight dwelling units per acre (du/ac) for the area designated MF15A (single family and multi-family housing). This designation applies to Pioneer Meadows Villages 10 and 11. The affected parcels represent 38.7 acres centrally located within Pioneer Meadows (Exhibit 3 – Pioneer Meadows Master Plan). To reach a cumulative density of 8 du/acre, based on the actual acreage of the areas designated MF15A (38.7 acres), approximately 309 lots would be required. Village 10 is already mapped and under construction and was approved for 140 single family detached lots on 23.37 acres.

Pursuant to the proposed revision to eliminate the "cumulative 8 du/ac" requirement, Village 11 may include 87 or more lots, which if developed at the lower end of the permitted density range of 6 du/ac would produce parcels similar in size and style to those already under construction and/or sold in Village 10. The recorded lots in Village 10, combined with the proposed lots in Village 11, would result in a total of 227 lots. The cumulative density of these areas (based on actual acreage) would be 6 du/ac, instead of the 8 du/ac currently required. While the total number of units could be approximately 82 units less than is currently required (Exhibit 6 – Fiscal Analysis), the proposed unit count would provide for a density consistent with other villages in the vicinity. It would also be consistent with the overall residential density of Pioneer Meadows as the Handbook allows a maximum overall gross density of approximately 4 du/ac. While staff is typically not supportive of reducing residential densities, staff is generally supportive of this request to remove the minimum density requirement from the MF15A land use, as it would continue to produce a positive fiscal impact to the City.

Village	Current number of units at 8 du/ac	Proposed number of units at 6 du/ac	Difference
10	140	140	0
11	169	87	82
Total	309	227	82

A traffic impact analysis or trip generation letter was not required for this request because the proposed amendment does not increase the acreage or square footage in the subject land use categories. Rather, it adds an additional use to an already approved list of uses within the Business Park land use category, as well as a reduction of FAR, also in the Business Park. Furthermore, the proposed amendment to effectively reduce the cumulative 8 du/ac acre requirement for the MF15A district represents a reduction in trips and traffic impacts. Based on calculations from a prior traffic analysis, meeting the existing cumulative 8 du/ac with a minimum of 309 units would generate approximately 2,914 average daily trips at 9.43 average daily trips per residential unit. Comparatively, if the existing cumulative 8 du/ac requirement were removed as proposed and the two areas were developed with 227 lots at the same trip generation rate, approximately 2,140 average daily trips would be generated, representing a reduction of approximately 774 average daily trips. The request to eliminate the currently required 8 du/ac density would result in fewer average daily trips.

Based on staff's analysis of the request and the ten Findings for approval of an amendment to a final approved plan for a planned development, staff recommended approval of this request to the Planning Commission. However, on August 4, 2022, the Planning Commission recommended denial of the amendment to the City Council. The Planning Commission cited an inability to meet required Findings PDa, PDb, PDc, PDd, PDf, and PDj (Exhibit 4 – Report of Action). The Commissioners' comments during their deliberations on this request indicated they could not find the proposed warehouse and distribution uses compatible with nearby residential uses. Also, the Commission expressed concern regarding the ability of Impact Fee Service Area #1 (IFSA #1) to continue to provide infrastructure with both a reduced FAR in the Business Park and a reduced number of residential units in the MF15A land use category.

The City updates the IFSA #1 analysis every three years and fees are adjusted based on updated development assumptions, infrastructure cost estimates, and inflation. Office and warehouse uses are considered equivalent for IFSA #1 purposes at 1 service unit per 1,000 square feet. The IFSA #1 model assumptions include a lot coverage ratio of 0.25 and this amendment proposes 0.3 FAR. While not a direct comparison, a single-story warehouse and distribution building at 0.3 FAR would exceed the IFSA #1 0.25 lot coverage ratio. Any multiple-story development could have a smaller footprint that is less than 0.25 lot coverage and still meet or exceed the minimum 0.3 FAR requirement.

Findings for Modification of Final Approved Plan

SMC 20.02.012(G)(6) includes ten findings that the Planning Commission and City Council must consider when reviewing a proposed modification of a final approved plan for a planned development. Those findings are discussed below.

PDa: The amendment is consistent with the City's Comprehensive Plan and Truckee Meadows Regional Plan and otherwise consistent with Nevada and federal law.

The Comprehensive Plan Goals and Policies relevant to the Handbook amendment are:

Goal MG1: Support economic vitality by providing a non-residential land use base.

Goal MG2: Foster diversity in the land use mix including residential, commercial, industrial, employment and recreational areas citywide.

Policy MG3: Maintain an adequate supply of land for employment-generating uses on a citywide basis to support the attraction and retention of higher-paying industries and a skilled workforce. Monitor the supply of land in relation to demand for employment-generating uses over time to inform requests for Comprehensive Plan Amendments.

Policy MG1: The Land Use Plan will provide for a diverse and integrated mix of residential and non-residential land uses which, in the aggregate, are fiscally positive.

Policy CF1: When reviewing new development, the City will not approve an application unless City services can be provided at acceptable service levels.

Supporting Goals MG1, MG2, and Policies MG1, MG3 and CF1, the addition of warehouse and distribution uses to the Handbook's Business Park land use category is responsive to national and regional trends of increased demand for such uses and complements other allowed uses within the Business Park land use category, as well as providing more opportunity for employment-generating uses. The primary Business Park area is east of the intersection of Pyramid Way and Wingfield Hills Road, a regional roadway, is adjacent to similar land uses located in Kiley Ranch North, and provides for additional diversity of uses within the Pioneer Meadows Planned Development. A smaller area designated as Business Park, already developed, is located at Vista Boulevard and Wingfield Hills Road and is adjacent to both General Commercial and Residential land use categories.

As discussed in the Analysis section above, the City falls short of providing enough land zoned for industrial uses. As identified in the Long-Term Fiscal Health Analysis prepared for the City in 2019, forecasted demand for industrial space in Sparks through 2038 is 7.1 million square feet, while the land zoned for industrial development can accommodate approximately 4.8 million square feet. In contrast, projected demand for land for office uses was only 6 percent of available capacity for the period through 2038. Amending the Pioneer Meadows Handbook to add warehousing and distribution as permitted uses on the Business Park parcel would thus increase the supply of land in Sparks for industrial uses.

Pursuant to the Regional Plan, the subject site has a Regional Plan Tier 2 land use designation and is located within the Truckee Meadows Service Area (TMSA). Properties in the Tier 2 land designation are characterized by suburban development and residential density is limited to a maximum density of 30 du/ac, with no minimum density required. Generally, Tier 2 land uses areas have less dense development with a variety of residential and non-residential uses. Typically, public facility and service provision is currently in place or is planned in this tier.

<u>PDb</u>: The amendment is consistent with the surrounding land uses.

The following table summarizes the surrounding land uses.

Direction	Land Use	Zoning
North	Low Density Residential (LDR); Intermediate Density Residential (IDR); Open Space (OS)	New Urban District (NUD)— Stonebrook
South	Open Space (OS); Commercial (C)	New Urban District (NUD)— Handbook abandoned (Kiley Ranch Northeast); New Urban District (NUD)— Wingfield Springs
East	Commercial (C); Open Space (OS)	New Urban District (NUD)— Wingfield Springs
West	Low Density Residential (LDR); Multi-Family Residential (MF24); Open Space (OS)	New Urban District (NUD)—Kiley Ranch North

The proposed Handbook amendments will not change the maximum allowable unit count or land use categories within Pioneer Meadows. Rather, they would add warehousing and distribution to the list of uses permitted in the areas with a BP (Business Park) designation. The changes also propose a reduction in overall density for the MF15A land use category, which continues to provide residential land uses that are similar to that of the surrounding neighborhoods. The Kiley Ranch North Planned Development is located west of Pioneer Meadows and warehouse and distribution uses are permitted in areas of Kiley Ranch North with a designation similar to BP.

<u>PDc</u>: Will be fiscally positive to the City for a period of at least 20 years if the site affected by the modification, removal or release is 20 or more acres and the modification, removal, or release involves permitted uses, residential density, or nonresidential density.

A fiscal impact analysis (FIA) to support the proposed modifications in the Pioneer Meadows planned development has been provided with the application (Exhibit 6 – Fiscal Impact Analysis). Based on this analysis, the modifications resulting from the proposed Handbook changes are estimated to have a cumulative, combined positive impact on the City of Sparks's General and Road Funds of $5.5 million.

This figure reflects forecasted project-generated revenue for the General Fund over the 20-year analysis period of $14.8 million, while project-related expenditures are expected to be $5.1 million, resulting in a $9.7 million surplus over the 20-year period.

The FIA projects project-related revenue for the Road Fund of $0.5 million while project-related expenditures are expected to total $4.5 million, resulting in a net deficit of $4.2 million over the 20-year analysis period.

The City's Chief Financial Officer has reviewed the submitted FIA and has found the applicant's assumptions and conclusions to be sound.

PDd: Furthers the mutual interest of the residents and owners upon the provisions of the plan.

The subject site has been categorized as Business Park since the adoption of the Handbook in the year 2000. The Handbook currently permits "Warehouse, Ancillary to Research and Development" as a use in the Business Park. The addition of Warehouse and Distribution uses as additional permitted uses would allow for a use (i.e., warehousing) that is already permitted on an ancillary basis. The mix of uses permitted in the BP category are listed in Exhibit 5.

Eliminating the cumulative density requirement does not change the underlying densities within the MF15A land use category because each housing type permitted within the MF15A land use category, such as SFR6 and multi-family residential, have their own minimum densities that will not change and remain in conformance with the Handbook.

PDe: Will not impair the reasonable reliance of the residents and owners upon the provisions of the plan.

As noted for Finding PDd, the Handbook amendment would add warehousing and distribution to the list of uses permitted in the areas with a BP designation. The BP site has been categorized as such since the adoption of the Handbook in the year 2000 and the Handbook currently permits "Warehouse, Ancillary to Research and Development" as a use in the Business Park. The addition of warehouse and distribution uses as additional permitted uses would allow for a use (i.e., warehousing) that is already permitted on an ancillary basis.

The proposed Handbook amendments potentially reduce gross residential density within the area of Pioneer Meadows designated as MF15A. The changes are not expected to vary the proposed ratio of residential to non-residential uses; do not reduce the common open space area; do not change building design or allowable building height; and do not change the underlying allowable densities for housing types permitted within the MF15A land use category, remaining in conformance with the Handbook.

PDf: Will not result in changes that would adversely affect the public interest.

The proposed amendment is intended, in part, to facilitate development of non-residential uses and housing on the remaining vacant lands within Pioneer Meadows. As discussed in the Analysis section above, Sparks does not have sufficient land zoned for industrial uses to accommodate forecasted demand for industrial space. The proposed amendment to the Handbook would add warehousing and distribution as permitted uses on the Business Park parcel, increasing the supply of land in Sparks for industrial uses and enhancing the fiscal health of the City and its ability to provide public services.

PDg: Is consistent with the efficient development and preservation of the entire planned development.

The proposed amendment is consistent with the efficient development and preservation of the overall planned development. The amendment does not change or modify the allowable unit count and allows for the addition of distribution and warehousing uses on the 87-acre portion of Pioneer Meadows designated as BP. Any future development application for a warehouse and distribution project will be required to meet standards for landscaping, buffering, building orientation, and other mitigations.

PDh: Does not adversely affect either the enjoyment of land abutting upon or across a street from the planned unit development or the public interest.

As discussed for Finding PDg above, the proposed Handbook amendments are limited in scope. No changes to the land use pattern or street network are proposed. Any future development application for a warehouse and distribution project will be required to meet standards for landscaping, buffering, building orientation, and other mitigations.

Any anticipated tractor-trailer traffic on Wingfield Hills Road, a regional roadway, will contribute to the wear and tear of the roadway. At time of application for Administrative Review, any proposed development of warehouse and distribution uses will require a street pavement analysis and a mitigation plan, as well as a roundabout and left turn pocket queuing analysis. This requirement has been included in the proposed Handbook amendment.

PDi: Is not granted solely to confer a private benefit upon any person.

The proposed Handbook amendment does not benefit any one person. The proposed changes will continue to allow any interested party to pursue development within Pioneer Meadows in accordance with and as permitted by the Handbook.

PDj: Public notice was given, and a public hearing held as required by the Sparks Municipal Code and Nevada Revised Statutes.

Public notice was given as required by the Sparks Municipal Code and Nevada Revised Statutes. The Planning Commission and City Council meetings function as the public hearings for this item. This request was noticed, at a minimum, to all owners of property within the Pioneer Meadows Planned Development and within 750 feet of the Pioneer Meadows Planned Development boundary. A total of 2,346 notices were mailed to property owners on July 21, 2022. Public notice was also published in the Reno Gazette-Journal on July 21, 2022.

Alternatives:

None. This is the first reading of the ordinance to amend the Handbook.

Recommended Motion:

None. This is the first reading of the ordinance to amend the Handbook.

When Recorded Return to:
Sparks City Clerk
PO Box 857
Sparks, NV 89432

Introduced by City Council

BILL NO. _____

ORDINANCE NO. _____

PCN21-0002 – AMENDMENT OF THE PIONEER MEADOWS PLANNED DEVELOPMENT HANDBOOK, FOR A SITE APPROXIMATELY 640 ACRES IN SIZE GENERALLY LOCATED EAST OF THE KILEY RANCH NORTH PLANNED DEVELOPMENT, WEST OF THE WINGFIELD SPRINGS PLANNED DEVELOPMENT, SOUTH OF THE STONEBROOK PLANNED DEVELOPMENT, AND NORTH OF VISTA BOULEVARD.

AN ORDINANCE MODIFYING A FINAL APPROVED PLAN (PIONEER MEADOWS DEVELOPMENT STANDARDS HANDBOOK) FOR A SITE APPROXIMATELY 640 ACRES IN SIZE IN THE PD (PIONEER MEADOWS PLANNED DEVELOPMENT) ZONING DISTRICT, GENERALLY LOCATED EAST OF THE KILEY RANCH NORTH PLANNED DEVELOPMENT, WEST OF THE WINGFIELD SPRINGS PLANNED DEVELOPMENT, SOUTH OF THE STONEBROOK PLANNED DEVELOPMENT, AND NORTH OF VISTA BOULEVARD TO: A) ADD WAREHOUSE AND DISTRIBUTION TO THE LIST OF PERMITTED USES IN THE BP (BUSINESS PARK) LAND USE CATEGORY; B) REDUCE CUMULATIVE FLOOR AREA RATIO FROM 0.5 TO 0.3 WITHIN THE BP (BUSINESS PARK) LAND USE CATEGORY; AND C) REMOVE CUMULATIVE DENSITY REQUIREMENTS ASSOCIATED WITH MF15A (MULTI-FAMILY) LAND USE DESIGNATION.

THE CITY COUNCIL OF THE CITY OF SPARKS DOES ORDAIN:

SECTION 1: The final approved plan (Pioneer Meadows

Development Standards Handbook) for the property described in Exhibit "A," situated in the City of Sparks, County of Washoe, State of Nevada, is hereby amended and adopted as provided for in Exhibit "B."

SECTION 2: The City Clerk is instructed and authorized to publish the title to this ordinance as provided by law and to record the plan certified herein as provided by law.

SECTION 3: The ordinance shall become effective upon passage, approval, and publication.

SECTION 4: The provisions of this ordinance shall be liberally construed to effectively carry out its purposes in the interest of the public health, safety, welfare, and convenience.

SECTION 5: If any subsection, phrase, sentence, or portion of this section is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 6: The City Council finds that this ordinance is not likely to impose a direct and significant economic burden upon a business or directly restrict the formation, operation, or expansion of a business, or is otherwise exempt from Nevada Revised Statutes Chapter 237.

PASSED AND ADOPTED this ____ day of September, 2022 by the following vote of the City Council:

AYES:
NAYS:
ABSENT:
ABSTAIN:

APPROVED this _____ day of September, 2021.

_____
Ed Lawson, Mayor

ATTEST:

_____
Lisa Hunderman
City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
Wes Duncan
City Attorney

EXHIBIT "A"
LEGAL DESCRIPTION

All that certain real property situate within portions of Section Eleven (11), Township 20 North, Range 20 East, Mount Diablo Meridian, City of Sparks, County of Washoe, Nevada, being more particularly described as follows:

BEGINNING at the Southeast corner of said Section 11;

THENCE departing said Southeast corner and along the South line of said Section 11, South 89°44'21" West a distance of 2643.31 feet to the South One-Quarter (S 1/4) corner of said Section 11:

THENCE departing said South One-Quarter corner and continuing along said South line of said Section 11, North 88°28'28" West a distance of 2640.66 feet to the Southwest corner of said Section 11;

THENCE departing said Southwest corner and along the West line of said Section 11, North 01°16'09" East a distance of 2634.97 feet to the West One-Quarter (W 1/4) corner of said Section 11;

THENCE departing said West One-Quarter corner and said West section line, North 01°16'24" East a distance of 1309.73 feet;

THENCE North 02°01'00" East a distance of 1309.78 feet to a point on the North line of said Section 11;

THENCE along said North section line, South 88°14'14" East a distance of 2638.33 feet to the North One-Quarter (N 1/4) corner of said Section 11;

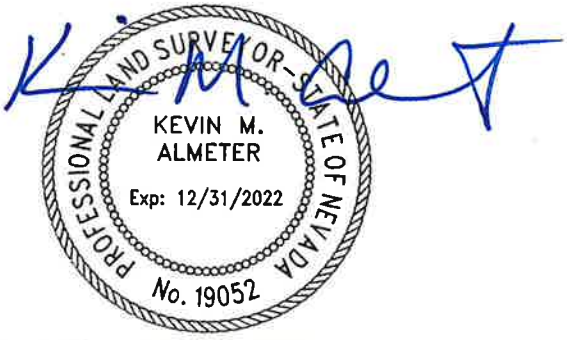
THENCE departing said North One-Quarter corner and continuing along the North line of said Section 11, North 88°51'15" East a distance of 2684.70 to the Northeast corner of said Section 11;

THENCE departing said Northeast corner and along the East line of said Section 11, South 01°51'45" West a distance of 2643.19 feet to the East One-Quarter (E 1/4) corner of said Section 11;

THENCE departing said East One-Quarter corner and continuing along said East section line, South 01°51'45" East a distance of 2643.10 feet to the aforementioned Southeast corner of said Section 11 and the **POINT OF BEGINNING**.

The basis of bearings for this description is identical to that as shown on Parcel Map No. 4080, recorded on September 5, 2003, as File No. 2916903, filed in the Official Records of Washoe County, Nevada.

Prepared by:
Wood Rodgers, Inc.
1361 Corporate Blvd.
Reno, NV 89502



8-17-22

Kevin M. Almeter, P.L.S
Nevada Certificate No. 19052

PIONEER MEADOWS

Development Standards Handbook

Sparks, Nevada

Prepared for:

Pioneer Meadows LLC

Final-2006
Handbook Amendment #6
September 2022

Prepared by:

Wood Rodgers, Inc.
1361 Corporate Blvd
Reno, NV 89502

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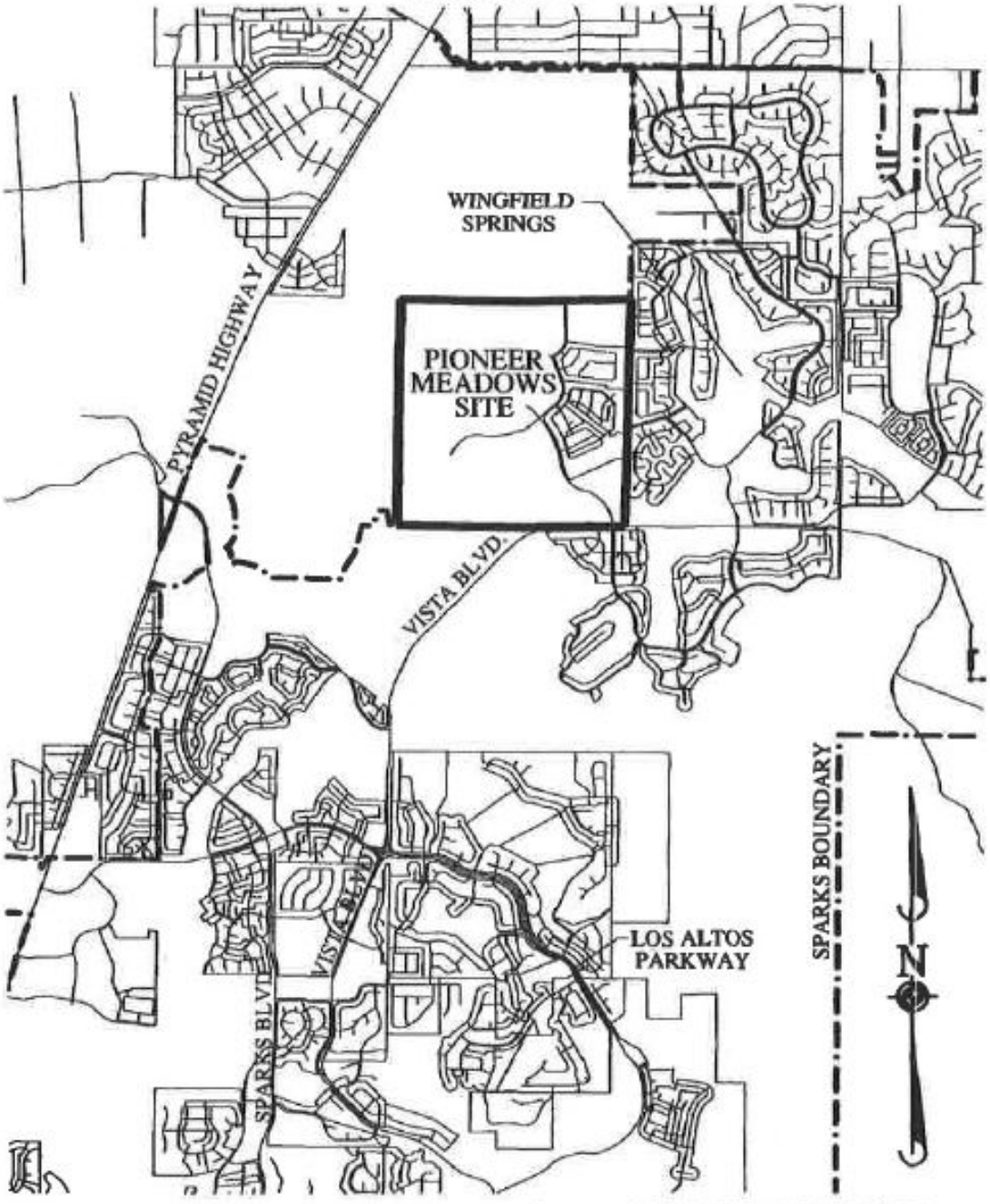
SECTION I

GENERAL

FIGURE I-1



PIONEER MEADOWS - VICINITY MAP

INTRODUCTION

The purpose of this document is to outline the policies, procedures, developmental standards, goals and objectives of the *Pioneer Meadows* development. This development will encourage flexibility and creativity of design and diversity of building types, common area arrangements and other aspects of land planning, while at the same time preserving public welfare, health and the general intent of the City of Sparks' Master Plan.

The 640 acres known as Pioneer Meadows was annexed into the City of Sparks (A-1-99) and rezoned (Z-1-99) from S (Study) to PD (Planned Development) in 1999. In addition, the Master Plan was amended (MP-1-99) to realign Pace Drive and Kiley ranch Road. This change allowed for a reduction in the General Commercial land use designation from 109 acres to forty-sever (47) acres and an increase the Business Park from forty-seven (47) acres to 109 acres. Also included were a nine (9) acre park site and a ten (10) acre school site as part of the overall 152 acres of Common Area. In 1999, the Pioneer Meadows Planned Development proposed approximately 2,588 new single-family and multiple-family residential units with a maximum overall gross density of 4.04 dwelling units per acre (du/ac).

OWNER

Pioneer Meadows Master Planned Community is owned by Pioneer Meadows Development, LLC. and Pioneer Meadows Investments, LLC.

APPLICANT/DEVELOPER

The Applicant/Developer for *Pioneer Meadows* is Pioneer Meadows Development, a Limited Liability Company, locally owned and operated. Lennar Reno, LLC is the managing entity for the partnership and all correspondence related to this application shall be addressed to Pioneer Meadows LLC, located at 10315 Professional Circle, Suite 110, Reno, NV 89521, attention Dustin Barker.

GOALS/POLICIES/PROCEDURES

Overall Project Goals

- To help meet the future projected housing needs while maintaining and managing natural resources and open space.

- To create a jobs/housing balance, while minimizing the impacts of development on air quality and the transportation network.

Objectives

- To provide compatibility between land use and transportation.

- To reduce vehicle miles traveled by providing employment and housing opportunities within proximity to one another.

- To provide a mix of housing types and sizes that reflect demands.
- To integrate the housing to compliment the site's natural environment.
- To retain and provide access to natural open space.
- To provide trails and bike paths within the Common Areas and right-of-ways in and around the site to the neighborhood parks, and connection of the trails to the regional park within Spanish Springs.

SECTION II

MASTER PLAN

PROJECT OVERVIEW

Pioneer Meadows is a 640 acre development that includes thirty (30) acres of General Commercial (a decrease of seventeen (17) acres from original Master Plan (MP-1-99), 107 acres of Business Park (a decrease of two (2) acres from MP-1-99), ninety-seven (97) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of thirteen acres from MP-1-99), sixty-two (62) acres of Ten (10) du/ac - Single Family (an increase of two acres from MP-1-99), 211 acres of Four (4) du/ac - Single Family (an increase of 29 acres from MP-1-99) and 133 acres of Common Area/Parks (a decrease increase of 6 acres from MP-1-99). Please reference to **Figures II-1 through II-3** for land use depictions. In order to keep prospective buyers aware of the surrounding land uses, Pioneer Meadows LLC will supply these individuals with the Project Master Plan (reference to **Figure II-3**).

LAND USE SUMMARY

Four (4) Dwelling Units per Acre (du/ac) - Single Family

The original *Pioneer Meadows* Master Plan (MP-1-99) designated 182 acres under this land use classification.

Pioneer Meadows development will concentrate this land use into one area located within the northeast portion of the site. The Four (4) du/ac land use related to this project will permit a land use classification of SFR4 and totals 211 acres. The SFR4 land use is discussed further in **Section III - Development Standards and Descriptions**.

Ten (10) Dwelling Units per Acre (du/ac) - Single Family

Both the 1999 (MP-1-99) and the 2006 (MP06005) Pioneer Meadows Master Plan designate sixty (60) acres under this land use classification.

The 1999 (MP-1-99) and the 2006 (MP06005) Pioneer Meadows Master Plans combined the two areas into one area, located in the southern middle sector of the site. The Ten (10) du/ac land use related to this project will permit a land use classification of RD10A and totals 62 acres. The RD10A land use is discussed further in **Section III - Development Standards and Descriptions**.

Fifteen (15) Dwelling Units per Acre (du/ac) - Multi-Family

The original *Pioneer Meadows* Master Plan (MP-1-99) also designated eighty-four (84) acres under this land use classification.

Pioneer Meadows includes this land use in two (2) locations: a thirty (30) acre parcel located along Vista Boulevard and a sixty-one (61) acre parcel located within the west central portion of the project area and is subdivided into three separate villages. The Fifteen (15) du/ac land use classification permits a land use classification of MF15 and totals 97 acres. The MF15A land use is discussed further in **Section III - Development Standards and Descriptions**.

General Commercial

The original Pioneer Meadows Master Plan (MP-1-99) designated forty-seven (47) acres as Commercial land use. The current Master Plan now designates thirty acres of Commercial land use along Vista Boulevard (split by Hills Drive). The Commercial land use related to this project will permit a land use classification of GC and is discussed further in **Section III - Development Standards and Descriptions**.

Business Park

The original *Pioneer Meadows* Master Plan (MP-1-99) designated 109 acres under this land use classification.

The acreage associated with the Business Park has been relocated within *Pioneer Meadows*. Moving the Business Park location provides an improved buffer between the residential and commercial land uses and provides better access between the Business Park(s) and the arterial roads. The land use for the Business Park now includes 107 acres separated as follows: a fifteen (15) acre parcel located north of Vista Boulevard (BP-A) and an ninety-two (92) acre parcel located in the northwest section (BP) of the project area. The Business Park land use classification is discussed further in **Section III - Development Standards and Descriptions**.

Common Area

A planned development requires 20% of the total acreage to be Common Area. *Pioneer Meadows* includes 144 acres (22.5%) of Common Area, of which 133 acres are designated Open Space.

Included in the 144 acres of Common Area, seven and one-half (7.5) acres of parks are incorporated into *Pioneer Meadows*. The parks are strategically located throughout *Pioneer Meadows* within walking distance from the various residential villages. The parks proposed include a two and one half (2.5) acre park located in the southeastern portion of the SFR4 area and a five (5) acre park centrally located along the western project boundary adjacent to the MF15 within the large Common Area south of Wingfield Hills Drive. All of the parks will be accessible by a trail system (refer to Parks and/or Common Area in **Section III - Development Standards and Descriptions**.)

Table II-1 describes the land use breakdown for *Pioneer Meadows* and compares it to Master Plan Amendment #1 prepared in 1999:

TABLE II-1
LAND USE BREAKDOWN
PIONEER MEADOWS LAND USE BREAKDOWN BETWEEN
MASTER PLAN AMENDMENT #1, #2, AND #4
DECEMBER 10, 2019

PIONEER MEADOWS MPA #1
PREPARED 7/99

PIONEER MEADOWS MPA #1	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	47	
BUSINESS PARK	109	
MF15	84	1260
RD10A	60	600
SFR4	182	728
COMMON AREA	139	
PARKS	9	
SCHOOL	10	
TOTALS	640	2588
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.04

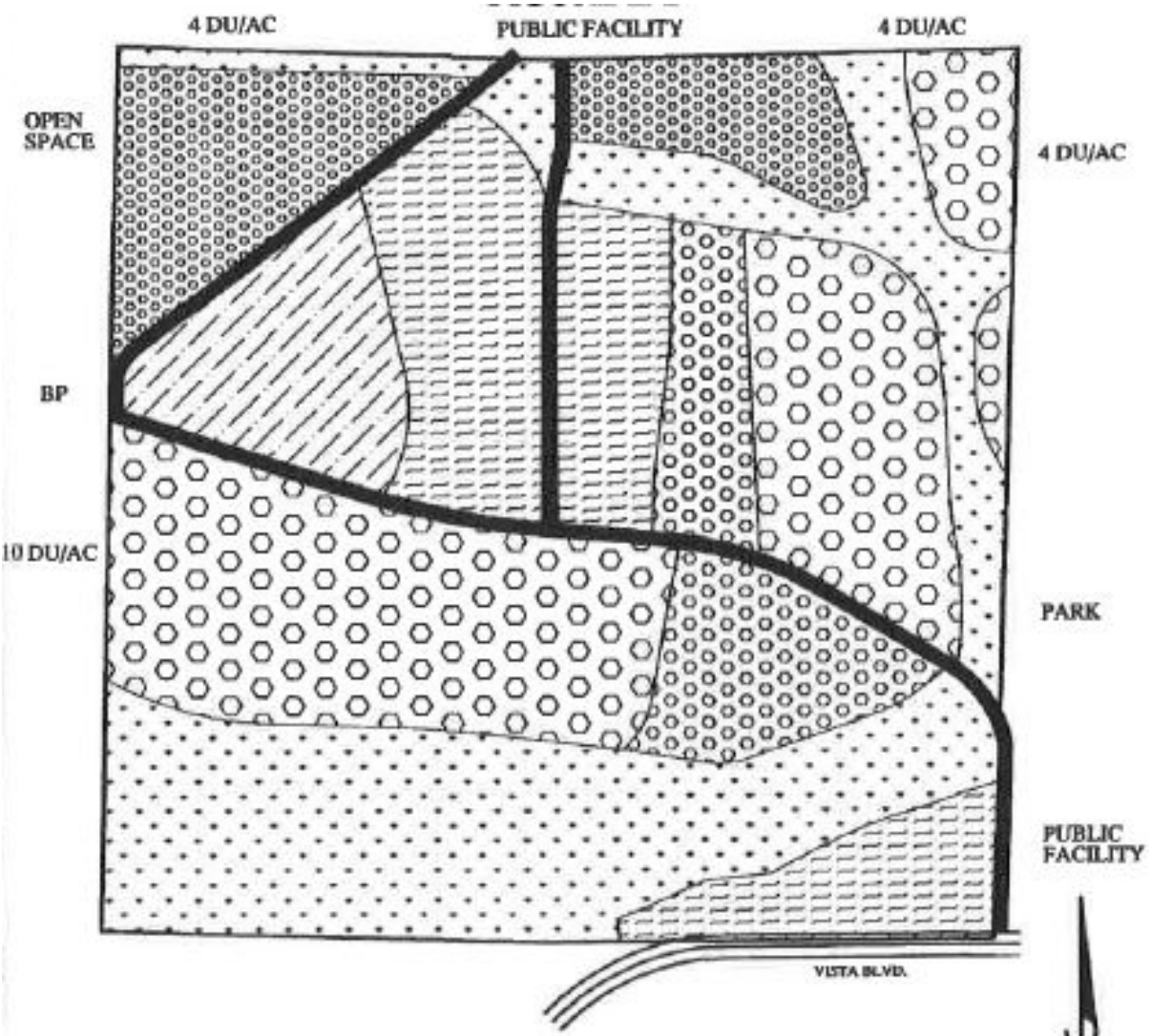
COMBINED MASTER PLAN
AMENDMENT #1 AND #2
PREPARED 2006

OVERALL AREA MASTER PLAN FOR 1 AND 2	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	25	
BUSINESS PARK	102	
MF15 & MF15A 15 DU/AC	91	1365
RD10A 10 DU/AC	60	600
SFR4	197.8	791
COMMON AREA	146.7	
PARKS	9	
SCHOOL	8.5	
TOTALS	640	2756
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31

COMBINED MASTER PLAN AMENDMENT
#1, #2, & #4
PREPARED 2018

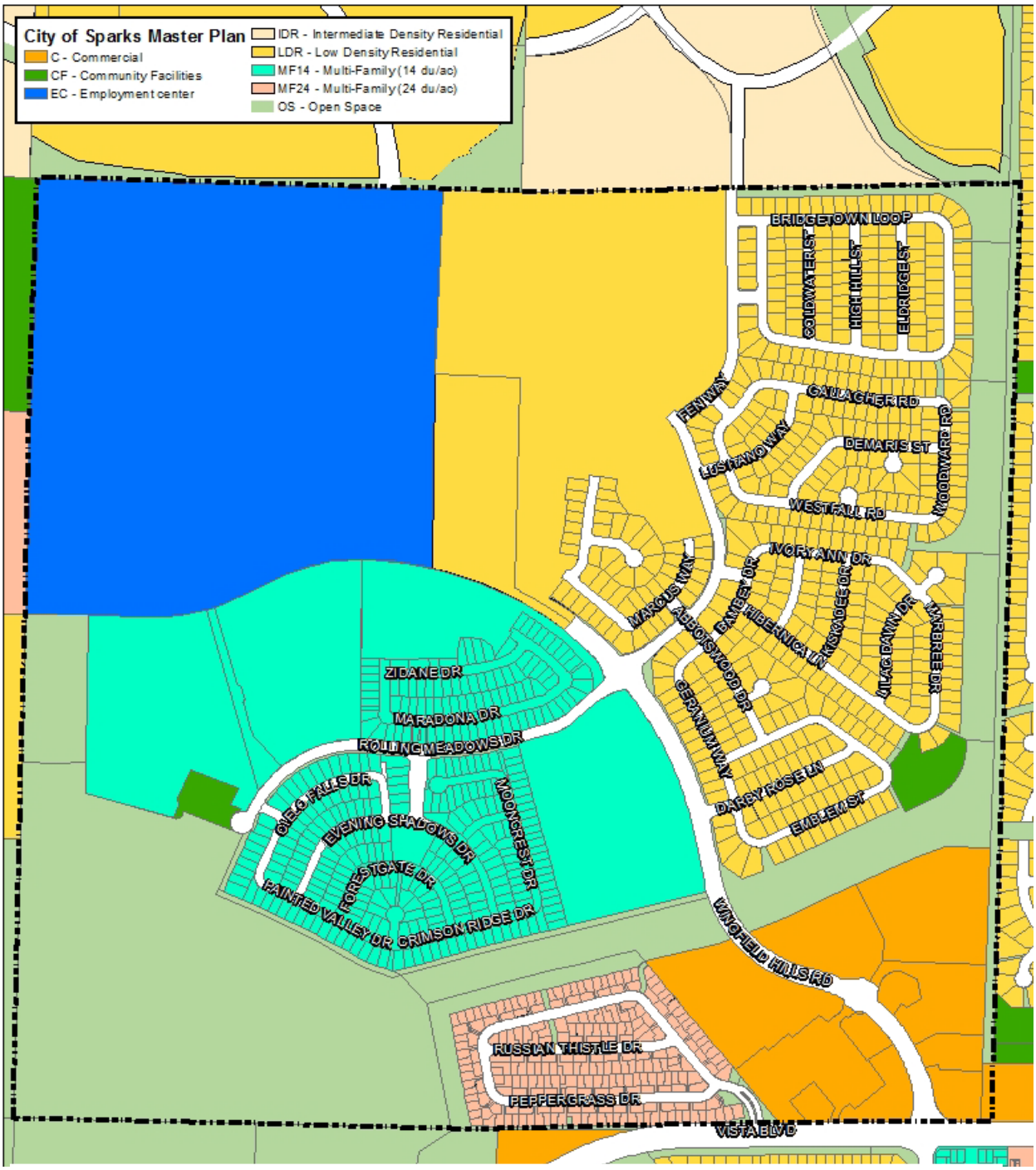
OVERALL AREA MASTER PLAN FOR 1, 2, & 3	AREA (AC)	MAX.UNIT COUNT (DU/AC)	ACTUAL UNIT COUT
GENERAL COMMERCIAL	30		
BUSINESS PARK	107		
MF15 & MF15A 15 DU/AC	97	1455	938
RD10A 10 DU/AC	62	620	536
SFR4	211	844	844
COMMON AREA (*includes 7.5 ac of Parks)	133		
TOTALS	640		2318
		Max Residential Units	2756
		Remaining Units	438
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31	

FIGURE II-1



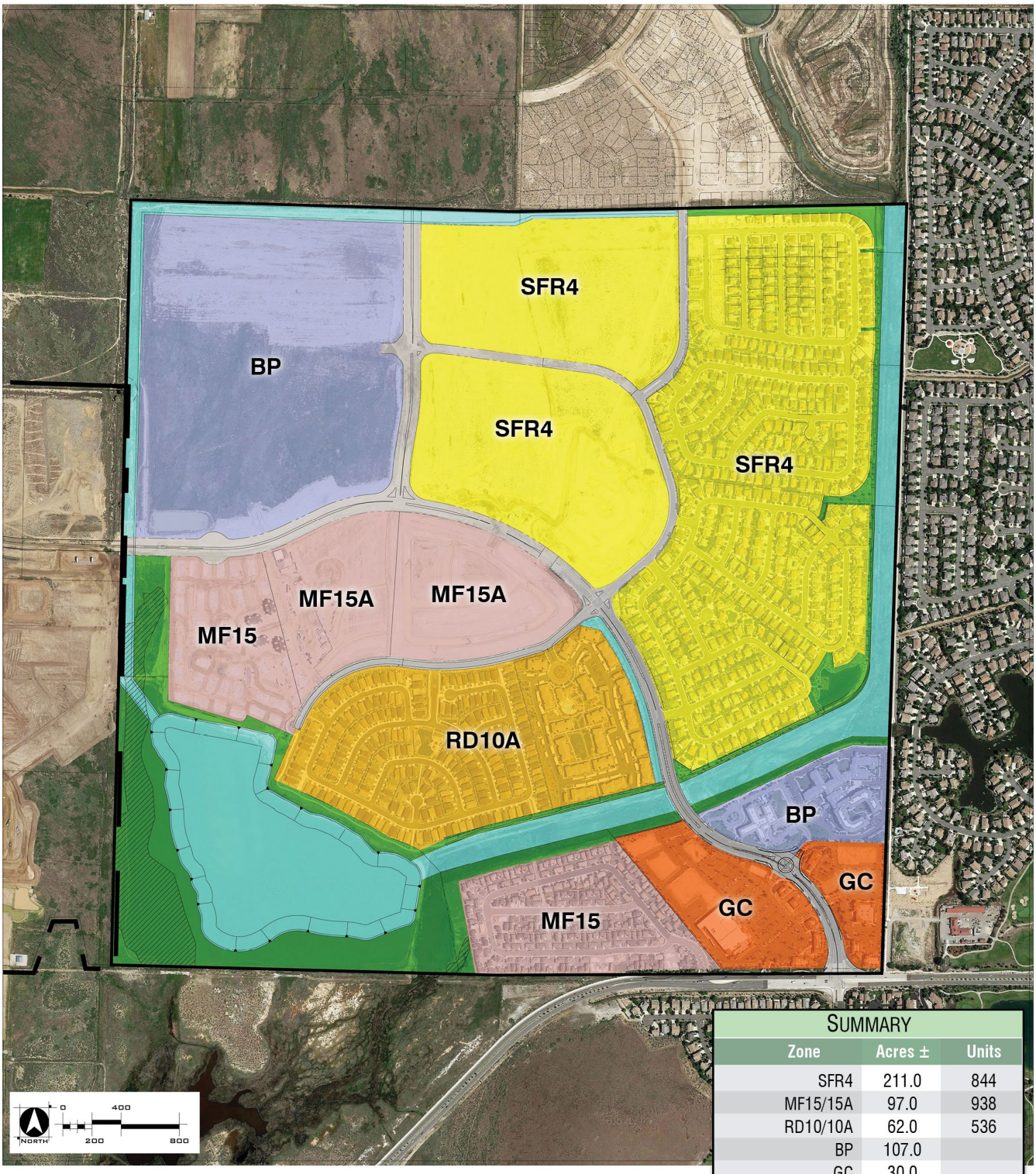
CITY OF SPARKS EXISTING MASTER PLAN
(PRIOR TO 7/99)

FIGURE II-2



CITY OF SPARKS CURRENT MASTER PLAN (10/2016)

FIGURE II-3



SUMMARY

Zone	Acres ±	Units
SFR4	211.0	844
MF15/15A	97.0	938
RD10/10A	62.0	536
BP	107.0	
GC	30.0	
Common/Parks	133.0	
TOTAL	**640.0**	

MASTER PLAN AMENDMENTS

The 1999 Pioneer Meadows Master Plan included an increase in Business Park from forty-seven (47) acres to 109 acres, a decrease in General Commercial from 109 acres to forty-seven (47) acres and realignment of the intersection of Hills Drive and Kiley Drive. The realignment of the intersection was completed in conjunction with the RTC, the City of Sparks' Public Works Department, the City of Sparks' Planning and Community Development Department, Pioneer Meadows LLC and a representative of the Kiley Ranch property.

The 2006 Pioneer Meadows Master Plan included twenty-five (25) acres of General Commercial (a decrease of twenty-two (22) acres from original Master Plan (MP-1-99), 102 acres of Business Park (a decrease of seven (7) acres form MP-1-99), ninety-one (91) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of seven acres from MP-1-99), sixty (60) acres of Ten (10) du/ac - Single Family, 197.8 acres of Four (4) du/ac - Single Family (an increase of 15.8 acres from MP-1-99) and 146.7 acres of Common Area (an increase of 7.7 acres from MP-1-99).

The 2018 Pioneer Meadows Master Plan includes thirty (30) acres of General Commercial (a decrease of seventeen (17) acres from original Master Plan (MP-1-99), 107 acres of Business Park (a decrease of two (2) acres from MP-1-99), ninety-seven (97) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of thirteen acres from MP-1-99), sixty-two (62) acres of Ten (10) du/ac - Single Family (an increase of two acres from MP-1-99), 211 acres of Four (4) du/ac - Single Family (an increase of 29 acres from MP-1-99) and 133 acres of Common Area/Parks (a decrease increase of 6 acres from MP-1-99).

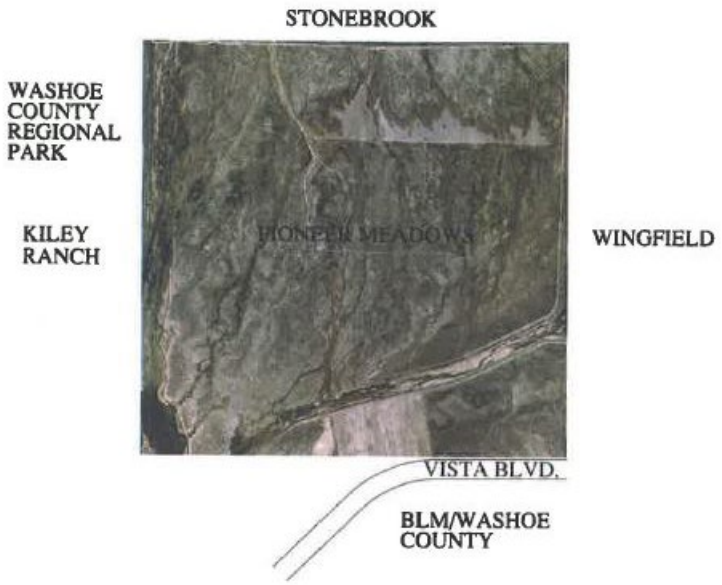
GENERAL SITE AND SURROUNDINGS

Pioneer Meadows is 640 acres located in the heart of the Spanish Springs Valley, Section 11 Range 20 East, Township 20 North, Mount Diablo Meridian (M.D.M.). The site is bordered on the east by Wingfield Springs, on the north by Stonebrook, on the west by Kiley Ranch and the Washoe County Regional Park and on the south by Vista Boulevard.

Pioneer Meadows and Wingfield Springs will be separated on the eastern border by a minimum of 140 feet due to a regional drainage facility (open channel) that services the Spanish Springs Valley. A trail system developed within *Pioneer Meadows* will connect Wingfield Springs to the Washoe County Regional Park.

Pioneer Meadows is a flat site with a gradient of not more the 0.003 feet per foot (ft/ft), which does not meet the threshold established in the City of Sparks' Hillside Ordinance for hillside development.

FIGURE II-4



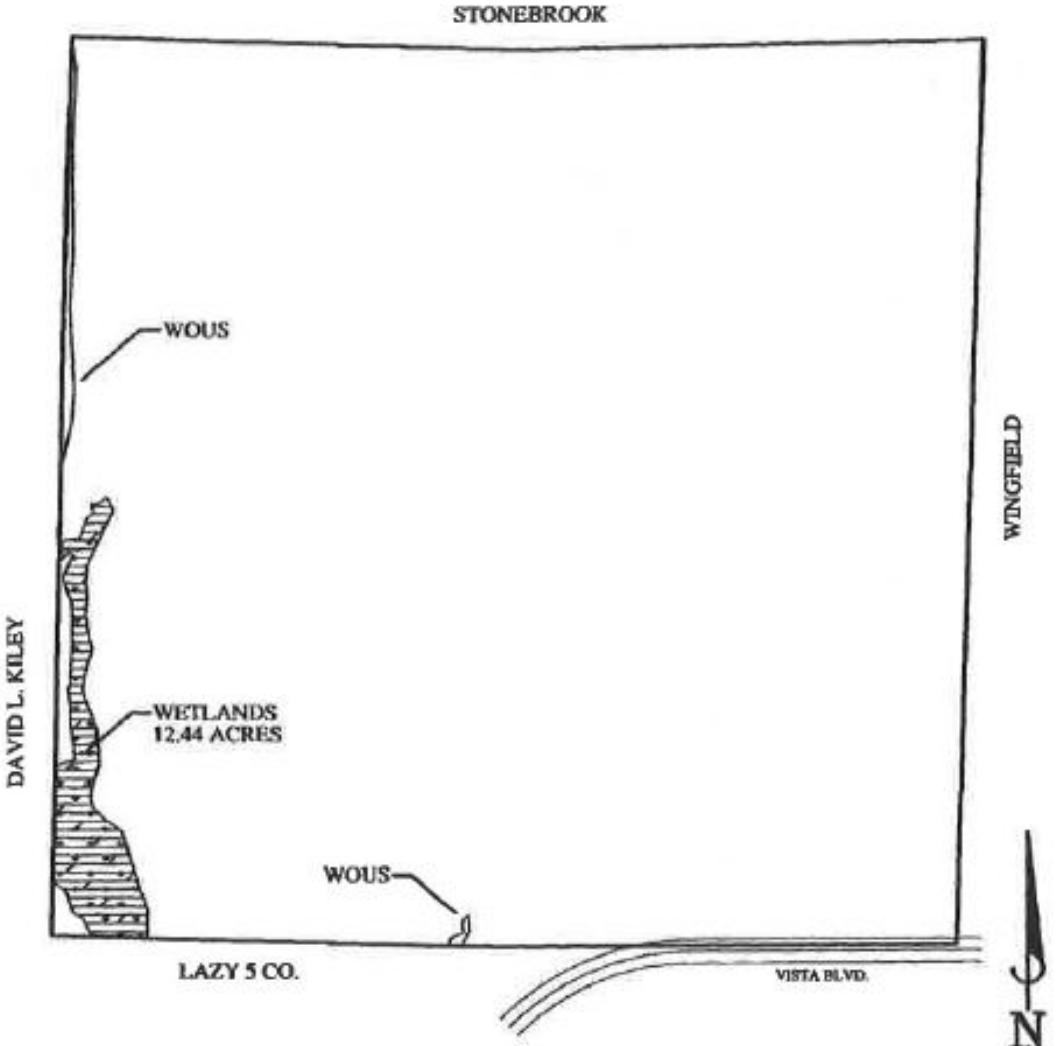
WETLANDS

Huffman and Associates were employed to perform a Wetlands Delineation on the *Pioneer Meadows* site. These reports were reviewed and verified by the Army Corps of Engineers. The findings reported in the delineation detail approximately 12.44 acres of wetlands and two locations where Waters of the United States (WOUS) are applicable (reference to **Figure II-5**). These wetland areas will be incorporated into the Common Area and trail system. These reports are included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*.

CULTURAL RESOURCES

Kautz Environmental Consultants, Inc. were employed to conduct an archaeological reconnaissance of the *Pioneer Meadows* site. This study was completed in conformance with Federal Standards (Bureau of Land Management, Nevada Guidelines) and will satisfy the local reviewing agencies (Washoe County and the Nevada State Historical Preservation Office [SHPO]). The results of the study revealed one regionally significant site, KEC-38-1. A treatment plan was prepared, accepted and executed in conjunction with the SHPO. These reports are included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*.

FIGURE II-5



WETLANDS AND WATERS OF THE US (WOUS)

PROCEDURES

Once the *Pioneer Meadows* application is approved, a Development Agreement will be entered into between Pioneer Meadows LLC and the City of Sparks that will incorporate this Handbook. The review and approval process for subsequent submissions will be subject to the following guidelines:

Definitions

- Administrators: The City of Sparks' Public Works Director and the City of Sparks' Community Development Director shall be the Administrators, hereinafter referred to individually or collectively as the "Administrator" of this process. The Administrator shall have the principal authority to interpret and make decisions based on the plans, standards and guidelines contained herein which are in accordance with the scope of the responsibilities granted to them in Titles 15, 17 and 20 of the City of Sparks' Municipal Code.
- Applicant/Developer: Pioneer Meadows LLC, or assignee, shall be the Applicant/Developer, and will be hereinafter referred to as "Applicant" or "Developer" during this process. All communication between the City of Sparks and the Applicant or Developer must be directed to Pioneer Meadows LLC.
- Builder: The person or entity which will construct final improvements with respect to a parcel of the property.

Design/Flexibility

The development standards and design guidelines contained herein are intended to depict the general nature and relative intensity of the residential and non-residential development at *Pioneer Meadows*. Sufficient flexibility shall be allowed to permit detailed planning and design at the time of actual development. The configuration and acreage of development parcels and phases may be altered from what is shown on the Master Land Use Plan to accommodate detailed site conditions. Land uses may also be transferred between development parcels, providing this transfer does not conflict with the standards described in this Handbook. The land use "*transfers*" reflect a market driven project that has the flexibility to adjust to the possible fluctuations that may occur in the future market conditions.

Omissions

When issues arise that are not covered in this Handbook, the provisions and definitions of the City of Sparks' Zoning Ordinance and Subdivision Regulations in effect at the time of application shall apply.

Minor Deviations

The Administrator shall have the authority at his/her discretion to administratively approve minor deviations in the plans, standards and guidelines as requested by the Developer prior to the submission of a final development plan for each phase. Minor deviations include such items as parcel configurations, parcel sizes, irregular lots and special setback conditions (up to 20% of the required setbacks).

Major Deviations

Major deviations will be defined as any deviation that changes the intent of the approved Handbook, such as zoning changes, deviations greater than twenty percent (20%) to the established development standards and/or movement of land use classifications which are not

in conformance with the development standards described within this Handbook. Major deviations will be handled as amendments to this Handbook (reference to ***Amendments***, this section).

Appeals
The Applicant may appeal any decision made by the Administrator to the City of Sparks' Planning Commission. The Planning Commission shall hear the appeal and either affirm, modify or reverse the determination of the Administrator. Any decision made by the Planning Commission may be appealed to the City of Sparks' City Council.

Amendments
Any amendments made to the approved Handbook will be processed through the City of Sparks' Planning Commission and City Council. Prior to Planning Commission action, the applicant shall hold a neighborhood meeting. Noticing of such a meeting shall conform to the Noticing requirements stated in **Section V** of this Handbook. Amendment noticing shall be from the perimeter of the area proposed for amendment. The City of Sparks may amend this Handbook subject to the provisions of the Development Agreement.

Site Plan Review and Special Use Permits
It is the intent of this Handbook to assure the Developer that the design requirements for *Pioneer Meadows* are understood and agreed upon between all parties involved, including the City of Sparks. This will give the Developer a high level of comfort, accurate costs of each of the developments and specific criteria for determining the cost of improvements related to the project. This Handbook describes specific criteria for the development of each land use. Defined in each land use are particular uses which will require a ***Site Plan Review*** or a ***Special Use Permit***. Within the criteria of these review processes, condition(s) may be added to specific project. These conditions will be limited to the necessary infrastructure to complete the individual project. All condition(s) related to these reviews will conform to the standards set forth in this Handbook.

The Developer shall begin the Tentative Map process by preparing the Tentative Map Application. Following application submittal, the Community Development Department will process, review and distribute materials in preparation for the Tentative Map review. This may be accomplished and is precedent to the Planning Commission Meeting. At this stage, the Tentative Map may be approved, approved subject to conditions, or denied. If approved or approved subject to conditions, a final map is to be submitted that meets the conditions of approval of the Tentative map and is in compliance with the tentative map. If denied, the Developer may choose to appeal to the district court.

All previously approved subdivisions, including but not limited to Villages 1-4, 5A, 6A, BP-A (the fourteen (14) acre Business Park), and the thirty (30) acre MF15 subdivision, are not subject to the conditions of the Tentative Map procedure. For further detail or information, please reference **Section V – Plan Processing and Submittals**.

SECTION III

DEVELOPMENT STANDARDS

AND

DESCRIPTIONS

INTRODUCTION

Pioneer Meadows identifies a series of residential and non-residential development parcels. The configuration of the parcels depicted on the Master Plan may vary in accordance with this Handbook. The following development standards are intended to direct the nature, intensity and quality of residential and non-residential development uses with *Pioneer Meadows*. These standards shall be used by the Administrator in determining the acceptability of the individual final development plans submitted for each phase of development. Each standard describes ***Permitted Uses***, Uses Requiring a ***Site Plan Review*** and Uses Requiring a ***Special Use Permit***. The procedure by which plans are processed and submitted for each of these uses is described in detail in **Section V-Plan Processing and Submittals**.

SFR4

Description

SFR4 encompasses 211 acres at four (4) dwelling units per acre (du/ac), yielding a total of 844 units. The 844 units have been separated into six individual Villages of approximately 120 units per Village. Some Villages, when evaluated on a stand-alone basis, may contain higher densities, but in no case will the aggregate total exceed 844 units on a total of 211 acres. SFR4 is serviced by unloaded (no driveways) residential collectors feeding into two arterials which service the entire project (reference to **Section VII - Infrastructure and Public Services**).

The minimum lot size associated with SFR4 is 6,000 square feet (SF). Minimum side yard setbacks are seven-and one-half feet (7.5') and exterior side yard setbacks are fifteen feet (15') with a combined total of twenty feet (20'). These setbacks give the option to move the structure from side to side to accommodate recreational vehicle parking on the garage side of the structure, if desired. Please reference to **Table III-1**.

TABLE III-1
SFR4 CLASSIFICATION STANDARDS

	SIDE YARD	FRONT YARD	REAR YARD	EXTERIOR SIDE YARD	INTERIOR LOTS	CORNER LOTS
PIONEER MEADOWS SFR4	7.5' MINIMUM 15' MINIMUM – EXTERIOR SIDE YARD	15' TO HOUSE OR SIDE LOADED GARAGE 10' TO PORCH 20' TO GARAGE	20' OR 15' WHEN ADJACENT TO OPEN SPACE (PUBLIC OR PRIVATE)	15'	6,000 SF	6,500 SF

The streets within SFR4 are standard City of Sparks' sections; fifty-five foot (55') right-of-way and forty-six (46') right-of-way for cul-de-sacs.

Gated Communities with Private Streets Are Permitted

A private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities will be granted the flexibility to reduce street right-of-ways to accommodate a twenty-nine foot (29') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced right-of-ways.

Permitted Uses

- Single family dwellings of a permanent nature and their accessory buildings and uses.
- Gated community with private streets
- In-home child care for the number of children one care giver may care for in accordance with Washoe County's Rules and Regulations for child care facilities.
- Home occupations.
- Accessory structures.
- Model home complex with sales office for the same Village.
- Sales office trailers for same Village.
- Temporary construction yards for the same Village.

Uses Requiring a Site Plan Review

- Recreational facilities (for the use of residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.

Lot Design Criteria

- Minimum corner lot size – 6.500 SF.
- Minimum lot size - 6,000 SF.
- Minimum lot frontage - Sixty feet (60') at building setback line.
- Side yard setback - Minimum seven and one-half feet (7.5').
- Front yard setback - Twenty feet (20') to garage.
  Fifteen feet (15') to house or side loaded garage.

Ten feet (10') to porch.

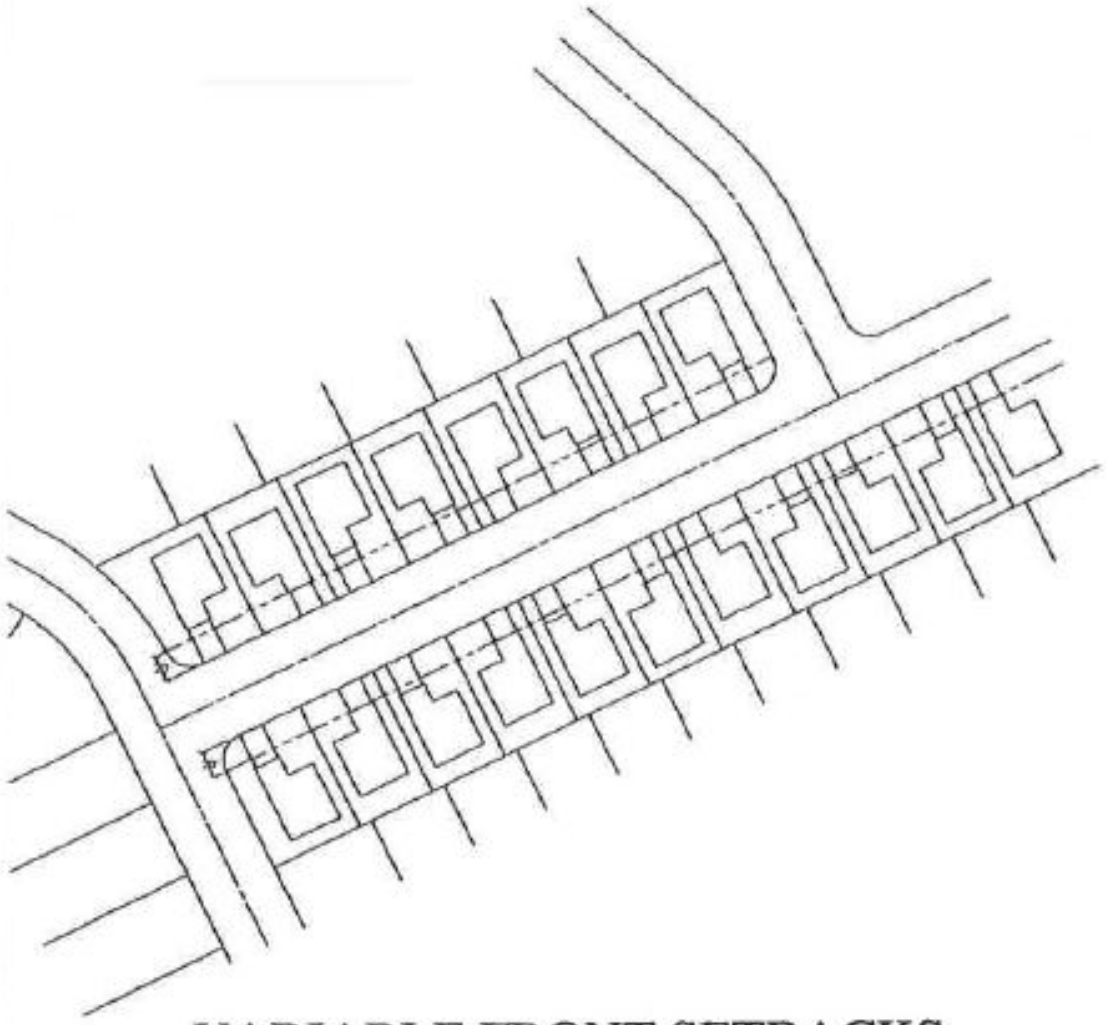
- Rear yard setback - Twenty feet (20') or fifteen feet (15') when adjacent to pen space (public or private).

- Maximum building height - Thirty feet (30').

Variable Setbacks

Variable setbacks will be applicable when four (4) or more contiguous structures are located on a linear street. When this criteria is met or exceeded, the homes shall be staggered such that the front setback of any two (2) dwellings shall vary by not less than three feet (3') (please reference to **Figure III-1**). The minimum front yard setbacks listed above shall be maintained.

FIGURE III-1



VARIABLE FRONT SETBACKS

WHERE THE CENTER LINE OF THE STREET DOES NOT VARY AND FOUR (4) OR MORE STRUCTURES LINE THE STREET, STRUCTURES SHALL BE STAGGERED SUCH THAT THE FRONT SETBACK OF ANY TWO (2) STRUCTURES SHALL VARY BY NOT LESS THAN THREE FEET (3'). THE INTENT IS TO AVOID THE APPEARANCE OF A SOLID WALL OF BUILDING FRONTS ALONG THE STREET FRONTAGE.

SFR6

SFR6 is an acceptable residential use within all residential zones. SFR6 is a small lot single family designation that allows for either public or private streets.

The minimum lot size associated with SFR6 is 3,500 square feet (SF). Minimum side yard setbacks are three and one-half feet (3.5'). Please reference to **Table III-2**.

TABLE III-2
SFR6 CLASSIFICATION STANDARDS

	SIDE YARD	FRONT YARD	REAR YARD	EXTERIOR SIDE YARD	INTERIOR LOTS	CORNER LOTS
PIONEER MEADOWS SFR6	3.5' MINIMUM 7' BETWEEN STRUCTURES **NO ENCROACHMENT WITHIN THIS SERBACK IS ALLOWED INCLUDING, BUT NOT LIMITED TO EAVES, CHIMNEYS, AND WINDOWS**	10' TO STRUCTURE, 5' TO COVERED OR UNCOVERED PORCHES 20' TO GARAGE	15' TO STRUCTURE 10' TO PORCHES (COVERED OR UNCOVERD)	8.5' TO STRUCTURE 5' TO PORCHES (COVERED OR UNCOVERED	3,500 SF	4,000 SF

Gated Communities with Private Streets

SFR6 is conducive to a private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities. Such a community will be granted the flexibility to reduce street rights-of-way to accommodate a twenty-six foot (26') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced rights-of-way.

Permitted Uses

- Single family residential.
- Gated community with private streets
- Temporary and permanent model home complexes and sales offices.
- Sales trailers for the same Village.
- Temporary construction yards.

Uses Requiring a Site Plan Review

- Structures over thirty feet (30') in height.
- Recreational facilities (for the use of residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.

Lot Design Criteria

- Minimum lot size – 3,500 SF.
- Minimum lot frontage – Forty feet (40') on linear streets, twenty feet (20') on non-linear streets.
- Side yard setback - Minimum three and one-half feet (3.5').
- Exterior and corner side yard setback – Minimum eight and one-half feet (8.5') to structure and five (5') to covered or uncovered porch.

Note: No Encroachment within this side setback is allowed including, but not limited to eaves, chimneys, and windows.

- Front yard setback - Twenty feet (20') to garage.
  Ten feet (10') to structure.
  Five feet (5') to covered or uncovered porch.
- Rear yard setback - Fifteen feet (15') to structure.
  Ten feet (10') to covered or uncovered porch.
- Maximum building height - Thirty feet (30').

Variable Setbacks

Variable setbacks will be applicable when four (4) or more contiguous structures are located on a linear street. When this criteria is met or exceeded, the homes shall be staggered such that the front setback of any two (2) dwellings shall vary by not less than three feet (3') (please reference to **Figure III-1**). The minimum front yard setbacks listed above shall be maintained.

RD10A

Description

RD10A encompasses sixty-two (62) acres at ten (10) dwelling units per acre (du/ac), yielding 620 total units. This area is serviced by an unloaded (no driveways) residential collector which feeds into the arterial that services the entire development. The site is bounded on the north and east by an arterial and a residential collector with common area to the south and west. Access to the exterior trails that border the southern portion of the site will be provided within each development.

RD10A will be developed with multi-family or single family uses, but in no case will the overall densities on this sixty- two (62) acres exceed a unit count of 620 units (ten (10) du/ac).

With the submittal of the first development defining the first uses, the developer will determine the remaining parcel configurations (subject to change) and preliminary uses (if necessary), illustrating traffic circulation patterns, points of connections and conformance with this Handbook within the sixty (60) acres designated as RD10A.

Permitted Uses

- Single family residential.
- Multi-family residential (not in excess of 15 du/ac).
- Gated communities with private streets.
- Cluster housing (reference SFR10 section).
- Neo traditional residential (reference NT section).
- Temporary and permanent model home complexes and sales offices.
- Sales trailers for the same village.
- Temporary construction yards.

Uses Requiring a Special Use Permit

- Above ground public utility structures.
- Multi-family residential and apartment developments not requiring a tentative map.

Development Criteria

- Minimum development size - Ten (10) acres
- Minimum lot frontage - Reference individual classifications.
- Side yard setback - Reference individual classifications.
- Front yard setback - Reference individual classifications.
- Rear yard setback - Reference individual classifications.
- Maximum building height - Reference individual classifications.
- Rear yard abutting main arterial - Reference individual classifications.
- Rear yard abutting residential collectors - Reference individual classifications.

Fencing

The fencing around the perimeter of each development (if more than one) will be consistent throughout the development of the RD10A. Please reference each individual classification and **Section IV - Design Standards**.

SFR10

Description

SFR10 is an acceptable residential use within RD10A. SFR10 is cluster type housing units with a maximum of six (6) units per cluster or a minimum of two (2) units per cluster serviced by one (1) private driveway (reference to **Figure III-2**) serviced by either the City of Sparks' standard street sections or a private street (reference to **Section VII-Infrastructure and Public Services-Figures VII-11 through VII-14**).

The average lot size is 3000 square feet (SF) determined by calculating the area of the individual cluster and dividing by the number of units associated with the block. Minimum distance between structures is seven feet (7') and each unit will have a minimum of 680 SF of exterior area, not including the driveway (reference to **Figures III-2 through III-5**).

General Criteria

All of the following items will be addressed in detail in the Covenants, Conditions and Restriction's (CC&R's) for this development:

- All front yards within the clusters and exterior side yards located along the right-of-way shall be landscaped by the builder (reference to **Figure III-2**).
- The above mentioned landscaped areas shall be maintained by the Homeowners' Association (reference to **Figure III-2**).
- All access and maintenance easements associated with the clusters will be addressed on the individual Tract Maps.
- Parking on the driveways within the individual clusters will be prohibited (reference to **Figure III-5**).

Gated Communities with Private Streets

SFR10 is conducive to a private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities. Such a community will be granted the flexibility to reduce street right-of-ways to accommodate a twenty-nine foot (29') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced right-of-ways.

Permitted Uses

- Single family dwellings of a permanent nature and their accessory uses.
- Gated community with private streets.
- Model home complexes with sales office for the same Village.

- Sales office trailers for the same village.
- Temporary construction yards for the same Village.
- Accessory uses.
- Home occupations.

Uses Requiring a Site Plan Review

- Structures over thirty feet (30') in height.
- Any new multi-family residential and apartment development under 110 units not requiring a tentative map.
- Recreational facilities (for the use of the residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.
- Any new multi-family residential and apartment development of 110 units or more not requiring a tentative map.

Lot Design Criteria (reference to Figure III-3)

- Minimum lot size - 2770 SF.
- Minimum average lot size per cluster - 3000 SF.
- Minimum usable area - 680 SF (per unit).
    - Usable area adjacent to or access from - Family room, living room or kitchen.
- Maximum units (lots) per cluster shall be six (6) serviced by one private driveway.

Cluster Setbacks (reference to Figure III-4)

- Rear - Zero feet (0').
- Front - Zero feet (0').
- Side - Zero feet (0').
- Exterior side yard - Ten feet (10').
- Rear property line abutting main arterials - Thirteen feet (13').

(reference to **Figure III-4**)

- Rear property line abutting residential collectors - seven feet (7').

(reference to **Figure III-4**)

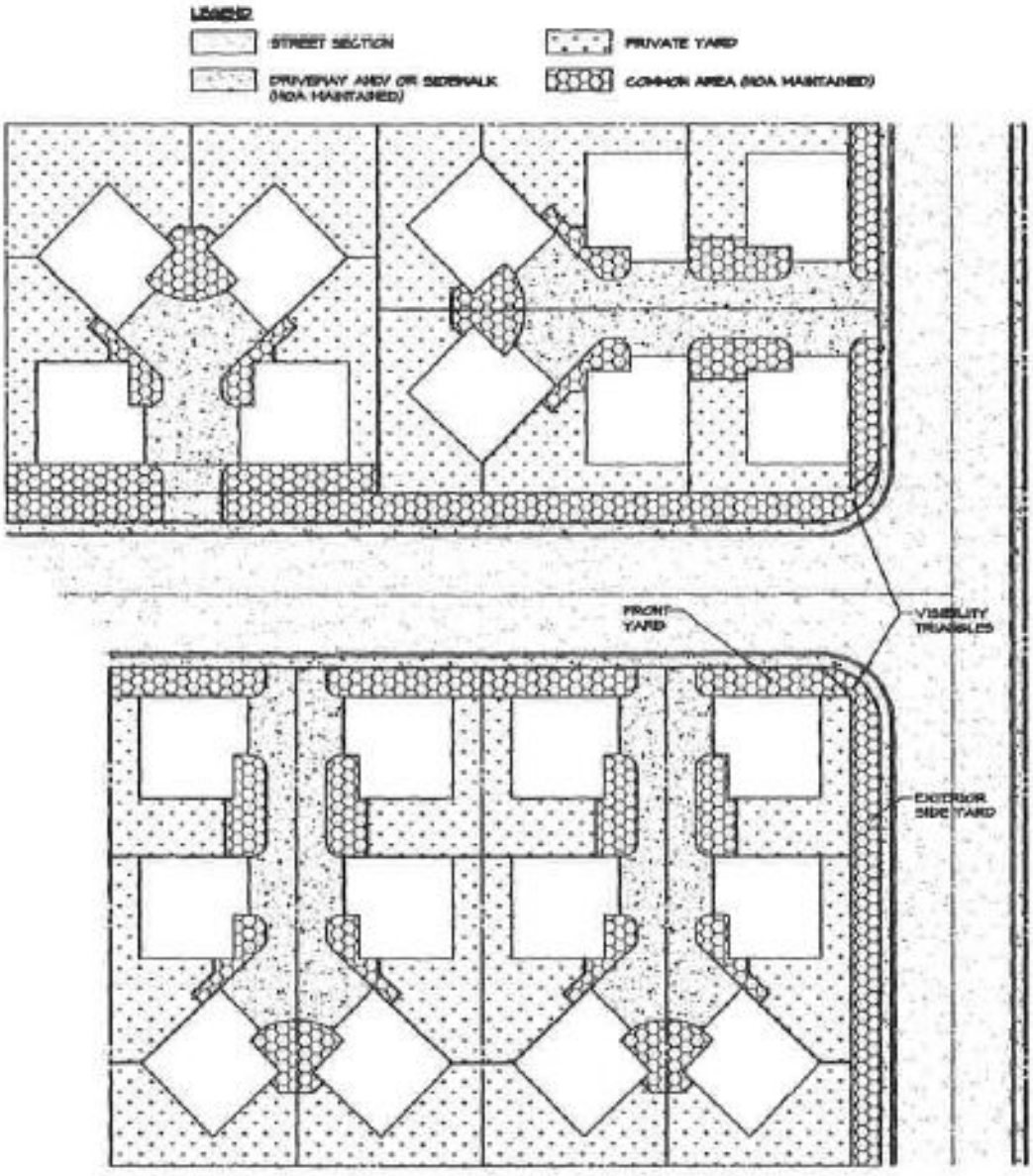
Interior Cluster Design Criteria (reference to Figure III-3)

- Minimum distance between buildings - Seven feet (7').
- Minimum rear yard setbacks - Ten feet (10').
- Minimum driveway width - Sixteen feet (16').
- Minimum Shared driveway width – Twenty feet (20')
  (reference to **Figure III-3**)
- Minimum side yard setbacks - Zero feet (0').
- Minimum setbacks from driveway shall be less than or equal to six feet (6') or greater than or equal to twenty feet (20').
- Maximum building height - Thirty feet (30').
- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

Parking Standards

- Private streets twenty-nine feet (29') in width will provide off street parking. All units will provide for two (2) parking spaces within an individual garage. Additional guest parking will be required at a count of one (1) per every two (2) units. Parking within the right-of-way will not be included. Tandem parking is allowed on lots with a minimum eighteen foot (18') drive.
- All vehicles will exit the clusters forward. Turning radii will be supplied with the submittal of each development to demonstrate this movement (exception; when a cluster is one (1) unit).

FIGURE III-2



TYPICAL LAYOUT - SFR10
CLUSTER HOUSING

FIGURE III-2A

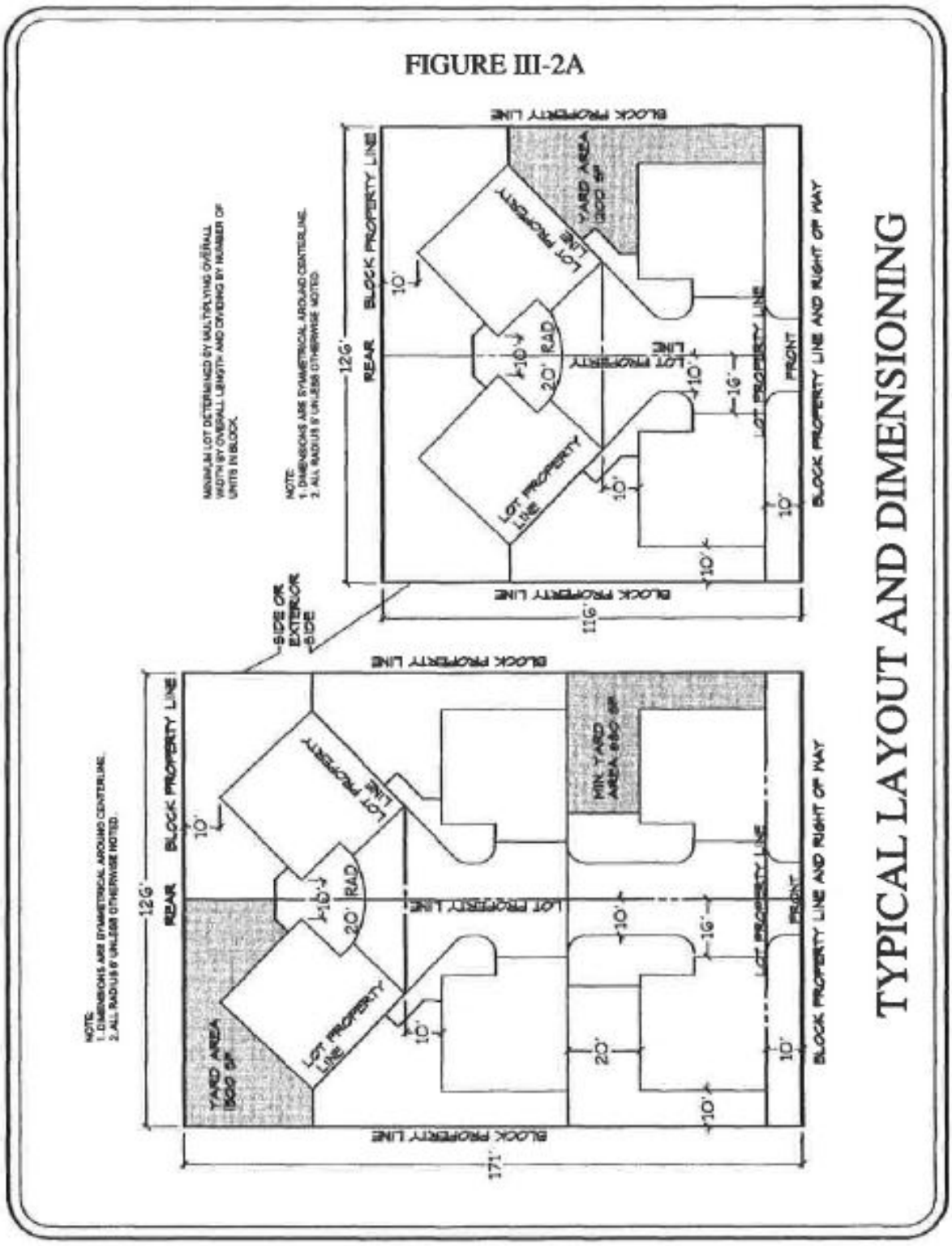
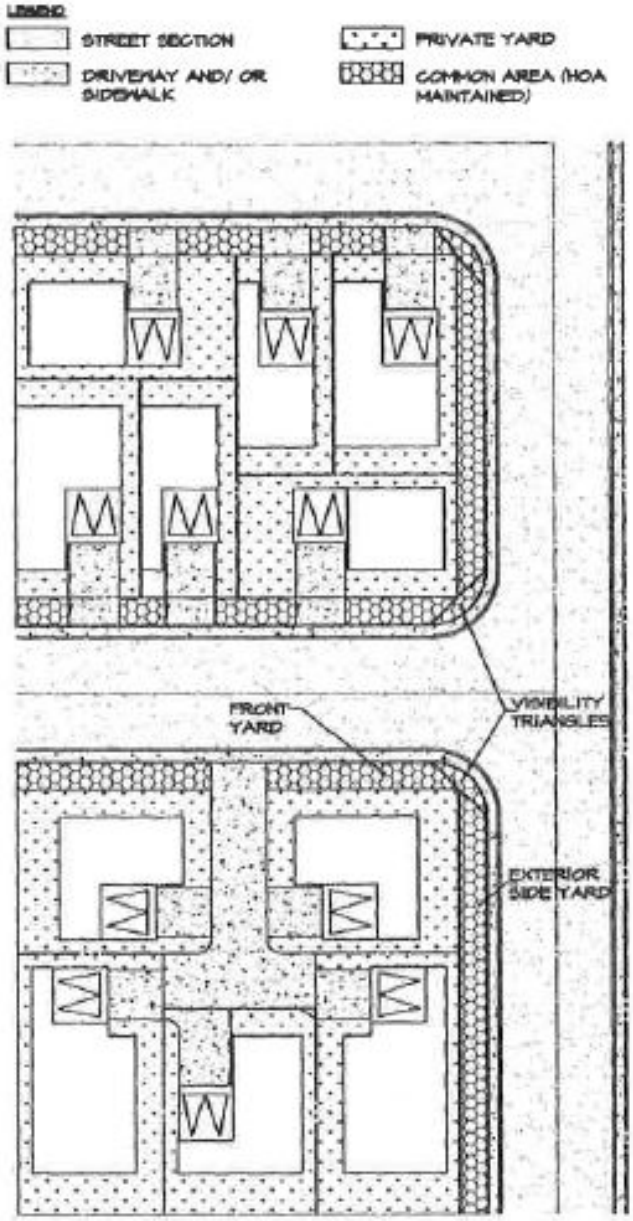


FIGURE III-3



TYPICAL LAYOUT - 3-PAK & 5-PAK CLUSTER HOUSING

FIGURE III-3A

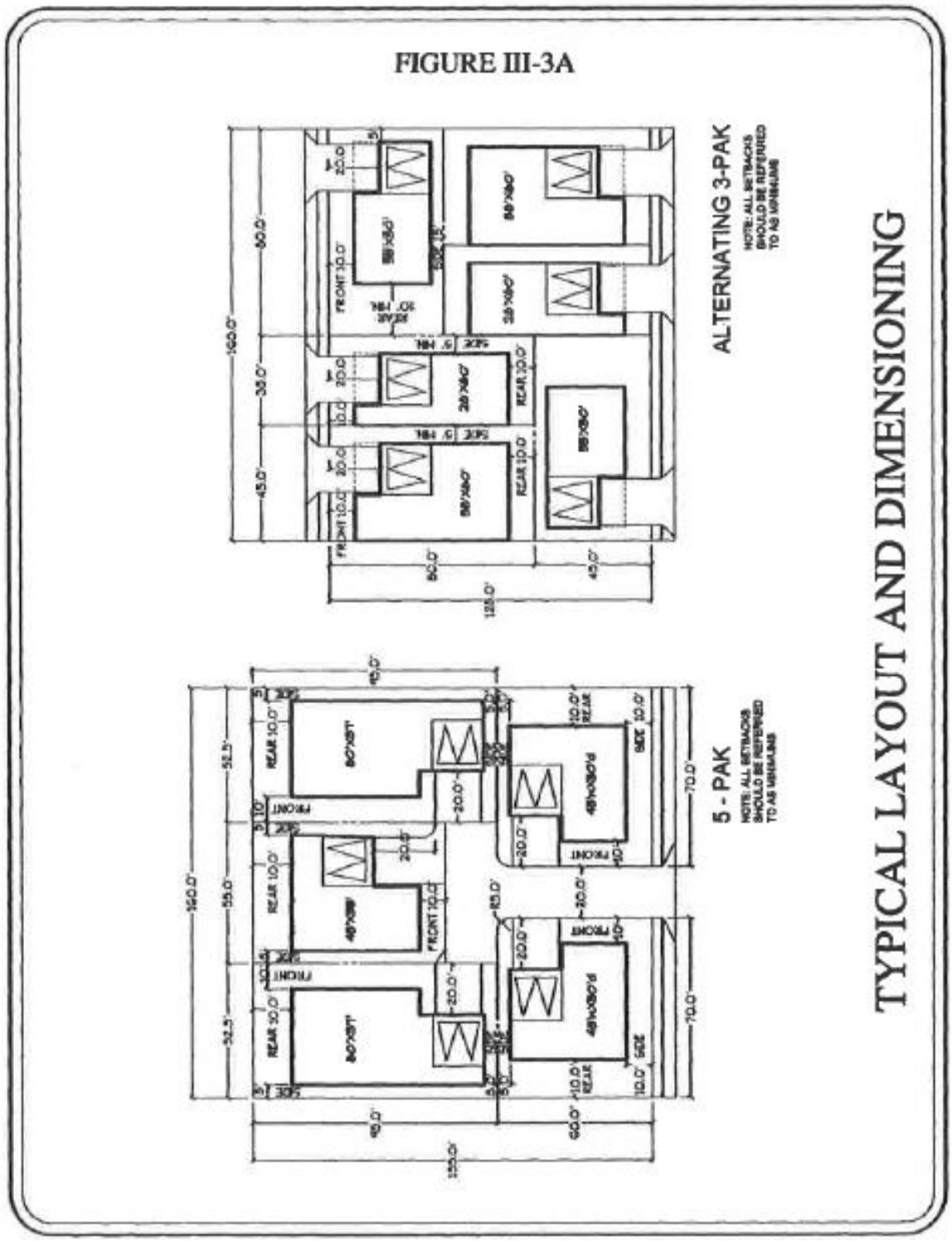
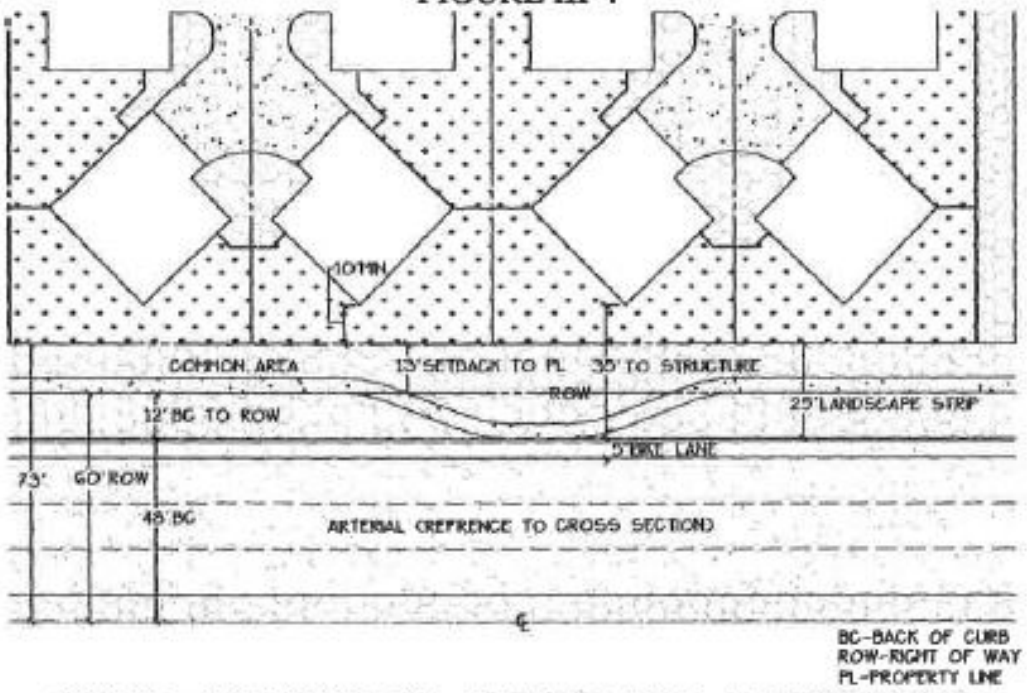
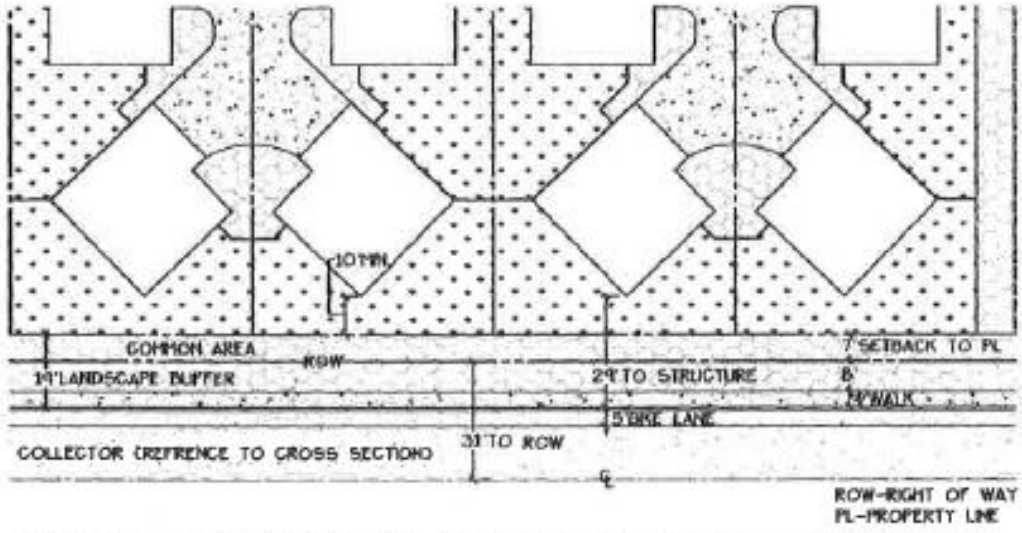


FIGURE III-4



SETBACKS RELATIVE TO ARTERIAL

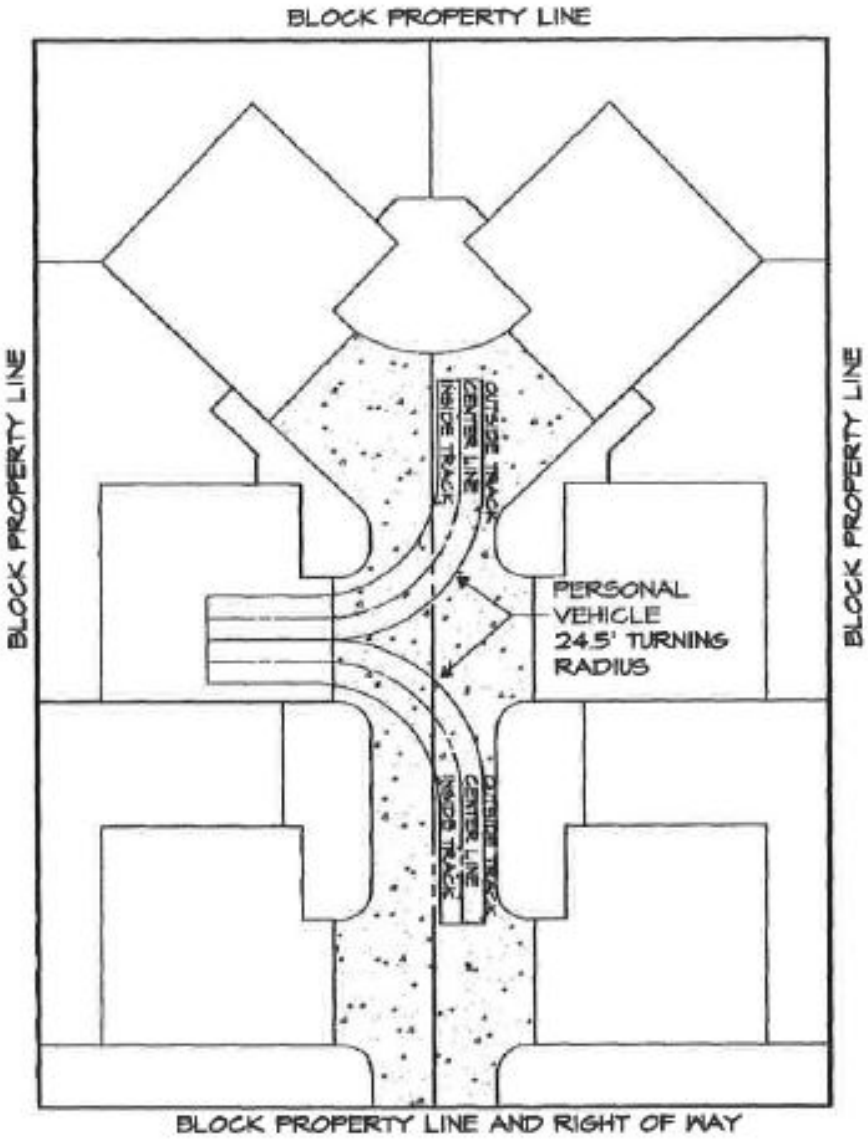
35' TO STRUCTURE WITH A 25' LANDSCAPE BUFFER FROM BC TO PL



SETBACKS RELATIVE TO COLLECTOR

29' TO STRUCTURE WITH A 19' LANDSCAPE BUFFER FROM BC TO PL

FIGURE III-5



TURNING MOVEMENTS

MF15

Description

MF15 (multi-family) for *Pioneer Meadows* is located in two (2) areas: a thirty (30) acre parcel located along Vista Boulevard and a twenty-three (23) acre parcel located in the southwest portion of the site.

The thirty (30) acre parcel located along Vista Boulevard contains densities of fifteen (15) dwelling units per acre (du/ac), yielding a maximum of 450 units. The main access into this parcel is common with the commercial site to the east. No primary access will be permitted on to Vista Boulevard. This site is bordered by Common Area on the west and north, Vista Boulevard on the south and Hills Drive on the east. The southern boundary, which is common to Vista Boulevard, will require a six foot (6') decorative masonry wall to reduce the noise generated from traffic along Vista Boulevard. All fencing standards shall comply with **Section IV - Page IV-14**.

The twenty-three (23) acre site is located in the southwest portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding 350 units. The primary access serving this parcel will be located on the arterials running along the northern and eastern boundaries (Hills Drive). This parcel is bordered by an arterial on the northern and eastern sides, Common Area on the southern and western sides and a residential collector on the southeastern side (Rolling Meadows Drive). All fencing standards shall comply with **Section IV - Page IV-14**.

Each parcel or unit will provide recreational facilities for resident's use. These facilities will provide a minimum of three (3) activities including, but not limited to, club houses, swimming pools, multi-purpose courts for basketball, volleyball or tennis, common barbecue areas and tot-lot facilities. These facilities will be integrated throughout the multi-family area. If this multi-family area is developed in phases, each phase will be reviewed for sufficient recreational amenities during the entitlement process.

The cumulative density of all the MF15 areas must equal 10 du/acre or greater.

Parking

- One (1) per efficiency, studio, or one (1) bedroom.
- Two (2) per unit for two (2) bedroom or larger units.
- One (1) per twenty-five (25) spaces or a fraction thereof will be accessible spaces (refer to current City of Sparks' Standards or the Americans with Disabilities Act requirements, whichever is more restrictive).

Characteristics

- Maximum density - Fifteen (15) du/ac.
- Maximum impervious coverage - Eighty percent (80%).

- Minimum landscaped area - Twenty percent (20%).

Lot Setbacks

- Front – Contiguous to Parking or Private Drive – 10 feet (10');
  Contiguous to Local Street – Twenty feet (20');
  Contiguous to Arterials - Thirty feet (30').

- Interior Side Yard – Ten feet (10')

- Rear - Ten feet (10').

- Exterior side yards - Twenty feet (20').

- Minimum building separation – Twenty feet (20')

Building Standards

- Ten feet (10') from back face of curb, parking or access roads.

- Any one-story building, a minimum of fifteen feet (15') between adjacent buildings; any two-story building, a minimum of twenty feet (20') between adjacent buildings; any three-story building, a minimum of twenty-five feet (25') between adjacent buildings. If a combination of building heights occurs, the taller building setback shall prevail.

- Maximum building height: Forty-five feet (45').

- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

Parcel Size

- Minimum lot size - 15,000 square feet (SF).

Permitted Uses

- Sales office.

- Sales Trailer

- Condominiums and associated maps

- Accessory Buildings.

- Temporary construction yards.

Uses Requiring a Site Plan Review

- Multi-family residential and apartment development under 110 units not requiring a tentative map.

- One single family dwelling of a permanent nature for a Caretaker or Manager.

Uses Requiring a Special Use Permit

- Buildings in excess of forty-five feet (45') in height.

- Multi- family residential and apartment development of 110 units or more not requiring a tentative map.

- Childcare facilities.

- Above ground public utility structures

MF15A

Description

MF15A (multi-family) for *Pioneer Meadows* is located in two (2) areas: a seventeen (17) acre parcel and a twenty-six (26) acre parcel located in the central portion of the site.

The seventeen (17) acre site is located in the central portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding a maximum of 255 units. The primary access is off the residential collectors that surround the site. Alternative access servicing this parcel could be located at the east boundary. All fencing standards shall comply with **Section IV - Page IV-14**.

The twenty-six (26) acre site is located in the central portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding 390 units. The primary access is off the residential collectors that surround the site. All fencing standards shall comply with **Section IV - Page IV-14**.

Permitted Uses

- Single family residential (reference SFR6 sections).
- Sales office from a trailer.
- Multi-family residential.
- Single family residential – cluster housing (reference SFR10 section)
- Neo traditional residential (reference NT section)
- Gated communities with private streets.

Uses Requiring a Site Plan Review

- Multi-family residential and apartment developments under 110 units not requiring a tentative map.

Uses Requiring a Special Use Permit

- Multi-family residential and apartment developments of 110 units or more not requiring a tentative map.
- Above ground public facility structures.

Development Criteria

- Minimum development size – Ten (10) acres.
- Minimum lot frontage – Reference individual classifications.
- Side yard setback – Reference individual classifications
- Front yard setback – Reference individual classifications
- Rear yard setback – Reference individual classifications
- Maximum building height – Reference individual classifications
- Rear yard abutting main arterial – Reference individual classifications
- Rear yard abutting residential collectors - Reference individual classifications
- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

NEO-TRADITIONAL (NT)

Description

NT (Neo-Traditional) is an acceptable use within the residential classifications of *Pioneer Meadows*, as defined within this Handbook. NT is an alternative to typical residential developments. The NT classification can incorporate the following criteria into the development standards:

- Reduction of public street sections.
- Alleyways.
- Reduction of setbacks.
- Relocation of driveways to the rear of the unit, accessible via the alleyways.
- Gated communities with private streets.
- Common area features such as village greens, paseo walkways and parkway landscaping.

Permitted Uses

- Single family residential.
- Multi-family residential.
- Temporary and permanent model home complexes and sales offices.
- Temporary construction yards.
- Gated communities with private streets. *See Figure III-6 "Alternative Private Street section".*

Special Use Permit

- Above ground public utility structures.

General Criteria

Overall densities for NT developments shall not exceed densities set forth in this handbook.

- All front yards and corner side yards shall be landscaped by the builders and maintained by a Homeowner's or Landscape Maintenance Association.

- Where provided, sidewalks and pathways within the development shall be Portland Cement Concrete a minimum of four (4) feet in width.

- Where provided, common area paseos shall include pathways and landscaping.

Lot Design Criteria

- Minimum lot size – 2,500 SF.

- Minimum lot frontage – 25' feet.

- Minimum Front yard setback – 10 feet to structure; 20 feet to garage; 5 feet to covered or uncovered porch.

- Minimum Side yard setback – 3.5 feet (interior lots); 3.5 feet (corner lots).

- Minimum building-to-building separation – 7 feet (even to eve separation 6 feet).

- Minimum Rear yard setback – 10 feet (standard lots); 3.5 feet (Z lots). *See Figure III-7 – 'Z-Lot'*.

- Minimum usable rear yard – 300 sq. ft.

- Maximum building height – 30 feet.

Development Criteria

- Minimum street sections – 26 feet flowline-to-flowline (*See Figure #1 'Alternative Private street section')*.

- Minimum sidewalk requirements – 4 feet on both sides of the street.

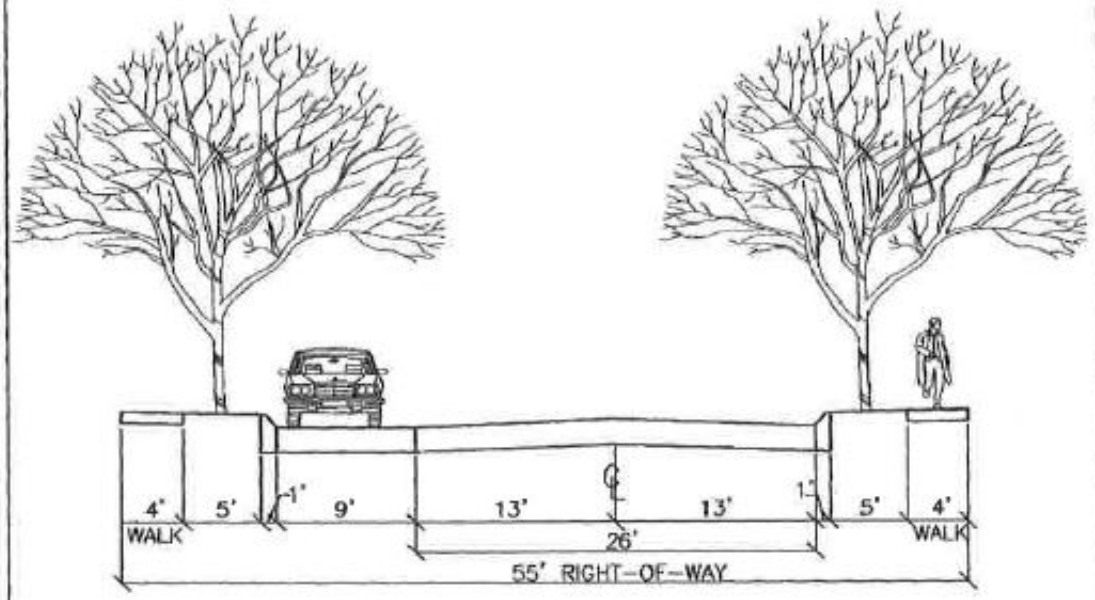
- Minimum parkway area, if provided – 5 feet.

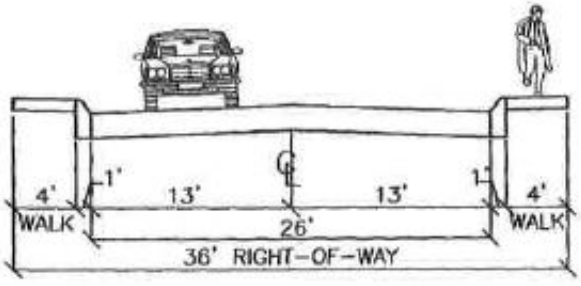
- Minimum on street parking requirement – one side of the street (9 feet wide) or equivalent provided in parking bays.

- Minimum on site parking requirement – one space per bedroom (tandem garages or driveway spaces permitted).

- Minimum width of paseo connections – 10 feet (paseo's are not required).

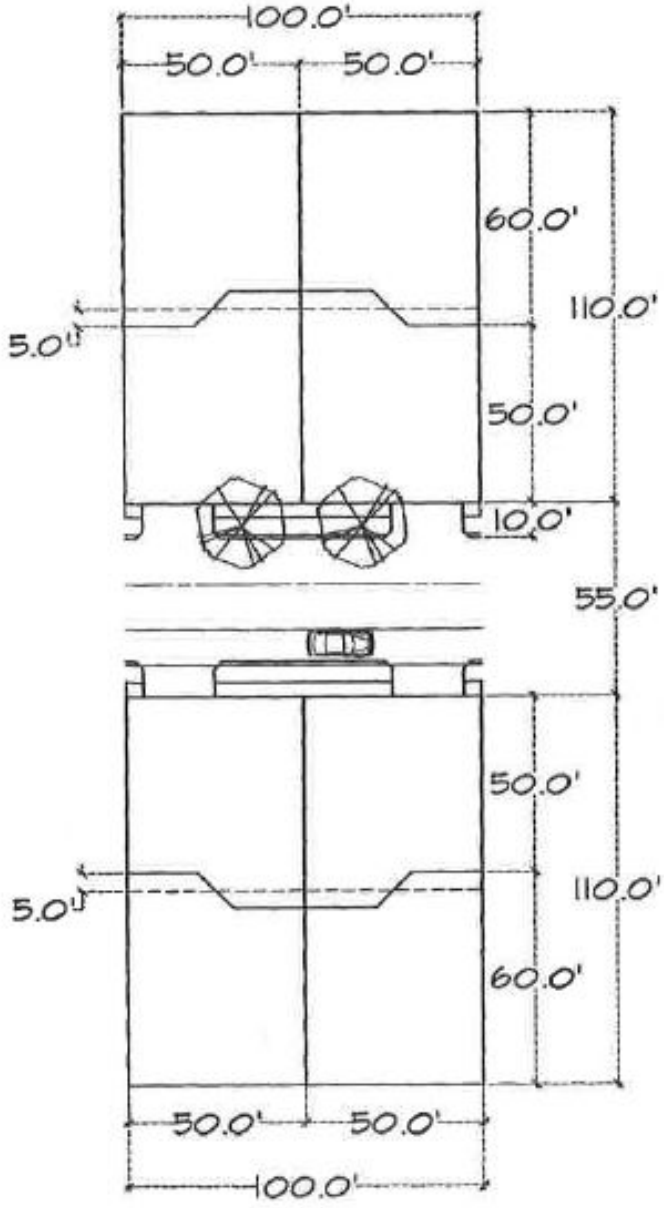
FIGURE III-6





ALTERNATIVE PRIVATE STREET EXAMPLES

FIGURE III-7



Z-LOT

GENERAL COMMERCIAL (GC)

Description

Pioneer Meadows includes two parcels set aside as General Commercial (GC), totaling thirty (30) acres.

The parcels are located in the southeast corner of *Pioneer Meadows* where they abut Vista Boulevard and are split between Wingfield Hills Drive. The primary access for the western parcel is common to the 30 acre MF15 parcel to the west. The access for the eastern parcel is common to the 14 acre BP-A parcel to the north via a roundabout. Ingress right and egress right turning movements and uncontrolled left turning movement into the site (reference to the traffic report included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*) will be the sole turning movements allowed on to and off of Vista Boulevard and Wingfield Hills Drive. A twenty-five foot (25') landscape buffer will be required along both of the arterials that border the site (reference to **Section VII-Infrastructure and Public Services-Figure VII-10**).

Permitted Uses

Once the building has been constructed, the uses listed below as ***Uses Requiring a Site Plan Review*** shall be permitted without additional review. If the site plan and/or exterior of the building changes in any way, then it shall no longer be considered a permitted use and shall require additional ***Site Plan Review***.

Uses Requiring a Site Plan Review

- Retail stores and personal service shops conducted wholly within a building.
- Shopping facilities.
- Comparison goods.
- Retail and wholesale stores.
- Business Park (not to exceed ten (10) acres in any one (1) designation area).
- Recreation facilities and fitness centers.
- Permanent sales offices and association headquarters.
- Temporary sales offices and association headquarters.
- Public facilities.
- Clinics and Medical Offices.
- Temporary construction yards for site construction.

- Offices (business, professional, real estate, banking, etc.)
- Restaurants.
- Child care facilities requiring more than one caregiver.
- Assisted living care facilities.
- Convenience stores.
- Mini-warehouse/self-storage (including outdoor vehicle storage) with or without caretaker (*subject to Design Standards*)

Uses Requiring a Special Use Permit

- Amusement and entertainment centers.
- Bars, brew-pubs and taverns.
- Churches, clubs, lodges or social halls.
- Drive through facilities.
- Outdoor sales and service operations.
- Automotive service stations.
- Gas stations.
- Outdoor storage of material related to nursery, garden and building materials. This outdoor storage shall be accessory to retail stores.
- Structures over forty feet (40') in height.

Characteristics

- Maximum impervious coverage - Eighty-five percent (85%).
- Minimum landscape area - Fifteen percent (15%).

Lot Setbacks

- Front and exterior side - Twenty feet (20').
- Side or rear yard abutting any residentially zoned property - One foot (1') for each one foot (1') of building height.

- Side - Zero feet (0').
- Rear - Ten feet (10').
- Maximum building height - Forty feet (40').

Parking Standards

Commercial centers with mixed uses will be encouraged to use shared parking. Shared parking will reduce the "seas" of asphalt that remain unused much of the time, reduce runoff and maintenance costs and increase the aesthetic value of the center.

- Parking to comply with the City of Sparks' Municipal Code.
- Commercial centers greater than ten (10) acres in size with mixed uses will be encouraged to use shared parking as outlined in the City of Sparks' Municipal Code.

Lot Design Criteria

- Minimum lot size - 6,000 SF (interior), 7,000 SF (exterior).
- Minimum corner lot size - 7,000 SF.
- Minimum lot width - Sixty feet (60') (interior), seventy feet (70') (corner).
- Maximum coverage of lot by structure - Fifty percent (50%).

Self-Storage developments (including outdoor vehicle storage) shall comply with the following Design Standards

The following standards apply to self-storage projects (including outdoor vehicle parking) and are intended to ensure compatibility between other permitted uses in the Pioneer Meadows project area.

Lot coverage, Setbacks, and Height:

- Total building coverage shall not exceed 93,000 square feet.
- Front and exterior side – Twenty Feet (20); abutting any residentially zoned property – one foot (1') for each one foot (1') of building height; interior side – Zero feet (0'); Rear – Ten feet (10'); abutting any residentially zoned property – one foot (1') for each one foot (1') of building height
- Maximum building height – Forty feet (40'). Self-storage buildings may include a mix of one and two story structures.

Architecture

- Architectural design shall comply with *Section IV-Design Standards Non-Residential* as referenced in this handbook and be subject to approval by the Design Review Committee.

- Primary building entrances shall be clearly identified. They may be recessed or framed by a sheltering element such as an awning or eave(s).

- Lighting treatment on the storage units shall consist of light fixtures that are attached to the storage structure with downward lighting. A photometric plan demonstrating zero-foot candle light values at an adjacent residential property line is required with building permit applications.

- The building exterior elevations, including second story facades, and landscaping treatment shall be constructed and installed in substantial compliance with Section IV of the Pioneer Meadows Development Standard Handbook as approved, and adopted, by the Sparks City Council.

- Screening:

  - All exterior mechanical and electrical equipment, service areas, and trash enclosures shall be screened in accordance with Chapter IV – Design Standards of this handbook and as approved by the DRC.

  - Any storage roll-up doors shall face the inside of the facility.

- Access and Parking:

  - Parking shall be provided at a rate of 1/500 square feet of office for customers plus 2 additional spaces (marked private) for the caretaker facility. Additionally, for the storage facility, parking shall be provided at a rate of 1/2,000 square feet and may be provided in front of units if access and circulation drive aisles can remain unimpeded.

  - Parallel parking is allowed in front of roll-up doors as long as 25 foot drive aisles widths are provided.

- No more than one caretaker residence shall be provided. No other residence is allowed. The office/caretaker residence building may be two story structure with a maximum height of 50 feet.

- No business shall be conducted from or within a mini-warehouse unit. Retail or auction sale of stored items is prohibited. This prohibition does not apply to auction sale of abandoned items by the owner of the mini-warehouse business, as allowed by Nevada state law.

- Vehicle repair is prohibited within mini-warehouse units and on the premises.

- Production, fabrication or assembly of products is prohibited.

- Painting, the use of power tools and the use of welding equipment or similar is prohibited within mini-warehouse units, except for repair or maintenance to the unit by an employee of the mini-warehouse business.

- Storage units shall not be used as a musical practice or recording space.

- Mini-warehouses may include outdoor storage of vehicles including trailers and recreational vehicles as an accessory use to the indoor self-storage use, not to exceed 25% of the overall site. Parking areas must be within the mini-warehouse facility and behind screening walls.

BUSINESS PARK (BP)

Description

In contrast to other Commercial District options, which establish suitable locations for a wide range of activity, it is also desirable to provide some locations for individual corporate facilities. These types of facilities offer a high level of environmental standards in a campus like setting and can bear a symbiotic relationship with nearby residential districts. Benefits from such an association may include: an interrelation of support services and activities, a broader available pool of employment opportunities for nearby residents and minimization of travel for employees within nearby residential areas.

BP must bear a special burden of compatibility with adjacent uses. As such, use and site standards must be designed to allow this district to function in areas adjacent to residential areas and areas of other uses. BP permits research and development, accessory assembly, corporate facilities, offices, financial and medical facilities, warehouse and distribution, along with retail services selected to support these broader activities.

Two sites exist within the Pioneer Meadows with the Business Park (BP) designations. A ninety-two (92) acre site in the northwest corner (BP), and a fifteen (15) acre site in the southeast corner adjacent to Wingfield Hills Drive (BP-A).

Permitted Uses

Any new buildings, or building additional shall require a site plan review.

Uses Requiring a Site Plan Review

Within the BP areas, no building, structure or use shall be made of land for any purpose other than any one of the following, provided that such use shall meet the standards as set forth in this section:

- Warehouse and Distribution Use (no building in excess of 200,000 sqft permitted).
- Medical offices and clinics.
- General offices.
- Research and development, for corporate or regional headquarters.
- Medical and dental laboratories.
- Warehousing, ancillary to research and development up to fifteen percent (15%) of the total floor area.
- Assembly of finished products or sub-assemblies, so long as the primary use of the property is not the basic processing and compounding of raw material or food products.

- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP area (92-acre site in the northwest corner) including individual Units with or without kitchens, duplex residential units, and others uses commonly associated with a Assisted Living/Skilled Nursing Facility and only when accessory to a medical hospital.

- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP-A (15-acres southeast site) including Individual Units with or without kitchens, duplex residential units, and others uses commonly associated with a Assisted Living/Skilled Nursing Facility.

- Conference/Convention Center

- Pharmaceutical Manufacturing

- Software Development

- Broadcast Studios

- Governmental Institutions, including but not limited to, Public Safety Facilities and other City offices

- Hospitals

- Veterinary offices; No outdoor kenneling allowed.

- Hotels specifically oriented to business travel.

- Building and loan associations, brokerage houses, saving and loan associations, finance companies, title insurance and trust companies.

- Facilities for the furnishing of meals and sales of refreshments and personal convenience items solely to the employees of such establishments provided that such facilities be within a building or enclose such that there are no external signs or other evidence of such use. There shall be no external access to such a use.

- Parking structures.

Ancillary uses at a maximum of 15% of the cumulative business park area that has received Site Plan Review approval

- Public facilities.

- Restaurants, subject to the following conditions:

    1. All alcoholic beverages shall be sold only for consumption on the premises.

    2. Outdoor dining permitted as an accessory use.

3. No restaurant shall be located closer than forty feet (40') from a residential district.

- Recreational facilities and/or health spas.

- Pharmacy, provided that such facility be within a building or enclosure such that that there are no external signs or other evidence of such use. There shall be no external access to such a use.

- Support services, including but not limited to: Banks, Fitness Centers, Convenient Stores, Daycare Centers, Copying Services, Barber Shops, Beauty Salons, and Restaurants.

Characteristics

- Minimum lot frontage - Fifty feet (50').

- Maximum impervious area - Eighty percent (80%).

- Minimum landscaped area – Twenty percent (20%).

- Minimum lot width - One hundred feet (100').

- Minimum lot size - 20,000 square feet (SF).

- Minimum distance between buildings - Thirty feet (30').

- Cumulative Minimum Floor Area Ratio (F.A.R.) – 0.30
  Cumulative means the Business Park (BP designation only, not included BP-A) as a whole – 88 acres.

Lot Setbacks

- Front and exterior side – Fifteen feet (15') to structure*, twenty (20') to parking areas. Encourage parking on sides and rear.

- Side and rear - Twenty feet (20') to structure*, five feet (5') to parking.

- Minimum Building Separation – Twenty feet (20')

- Minimum Parking Setback Along Residential – Ten feet (10')

*Minimum setbacks along a residential district to increase when building height exceeds thirty feet (30') in height - one foot (1') increase for every one foot (1') in height.

Parking

Business Parks with mixed uses will be encouraged to use shared parking. Shared parking will reduce the "seas" of asphalt that remain unused much of the time, reduce runoff and maintenance costs and increase the aesthetic value of the center.

- Parking to comply with the City of Sparks' Municipal Code.

- Business Parks greater than ten (10) acres in size with mixed uses will be encouraged to use shared parking as outlined in the City of Sparks' Municipal Code.

- Other than required access drives, no parking or loading shall be located in the required setback adjacent to public streets or to residential districts.

Fencing

- A six foot (6') decorative masonry wall shall be provided on any lot line which abuts a residential district, unless that lot line abuts a street. All walls to be treated with an anti-graffiti coating.

- Any loading space or dock shall be screened by an eight foot (8') high or higher solid, decorative wall when located adjacent to a public street or residential district as determined under the ***Site Plan Review***. All walls to be treated with an anti-graffiti coating.

Warehouse/Distribution Facilities
The following shall apply to warehouse/distribution projects proposed on the Business Park parcel(s):

- With any application for warehouse distribution, the applicant shall provide, with their entitlement application, a structural pavement analysis showing that the existing primary access roadways (i.e. Wingfield Hills Drive) are structurally able to support anticipated truck loading.

- With any application for warehouse distribution, the applicant shall provide, with their entitlement application, a queue analysis for left turn pockets from Wingfield Hills to Pyramid Highway to the satisfaction of the Administrator.

PARK

Description

Pioneer Meadows has several parks located throughout the site. The parks generally are accessible by a trail system that surrounds the development. The two and one half (2.5) acre park located in the eastern portion of the site is also encompassed by SFR4, and accessible by both the trail system and residential collectors associated with the contiguous Villages. A second park, approximately 5 acres in size, is located along the western project boundary adjacent to the MF-15 within the large Common Area south of Wingfield Hills Drive. It is accessible by bike lanes along with trails and walkways associated with the residential collectors and the trail system.

The parks described within this development are designed for pedestrian use by the property owners within the surrounding neighborhoods. All park designs within this development will be reviewed and approved by the City of Sparks' Parks and Recreation Director and maintained by the City of Sparks. The area and location of the park sites within Pioneer Meadows may be revised with the administrative approval of both the Parks and Recreation Director and the Administrator of the Community Development Department. A Master Plan Amendment will not be required to relocate the park sites, however the sum total acreage of the parks within Pioneer Meadows must equal 7.5. A relocated park site may only be replaced with a residential land use designation and a park site may only be relocated to an area with a residential land use designation or Common Area. If a change in land use acreage results in an increase of residential density from the approved Maser Plan, then a Master Plan Amendment may be required as determined by the administrator.

Parcel Characteristics

- Setbacks for structure/fields/play equipment - Ten feet (10')
- Maximum structure height - Twenty-five feet (25').

Special Considerations

The park may include:

- Half court basketball courts.
- Soccer fields
- Playground area
- Parking

COMMON AREA

Description

Pioneer Meadows contains 144 acres of Common Area, of which 133 acres are designated open space. The City of Sparks requires a minimum of twenty percent (20%), or 128 acres. The majority of Common Area associated with *Pioneer Meadows* is located around the perimeter of the site, with three (3) plus miles of trails connecting all residential areas, the parks and the regional park located at the northwest border of the site.

A regional drainage facility is located within the Common Area of this development. This facility is to be maintained in part by the Homeowners' Association and the City of Sparks. This drainage facility is to be redesigned with a twenty foot (20') cut off channel on each side of the bottom width to channelize nuisance flows and reduce sediment deposition throughout the channel. The bottom width and banks of the channel will be seeded with native vegetation (no trees) to the approval of the Administrator. The areas which are associated with the trail system will be planted with trees, intermittently spaced in groups, and singles to the approval of the Administrator. (reference to **Section VII-Infrastructure and Public Services-Figure VII-8**).

The Homeowners' Association (HOA) will maintain the following areas: all areas depicted as Common Area on all plat maps (excluding private common areas within the Multi-Family, Commercial and Business Park boundaries); all landscaped areas along and within the dedicated right-of-ways, as described within this Handbook; all private drainage facilities located within the designated Common Areas (excluding onsite drainage facilities within the Multi-Family, Commercial and Business Park boundaries); all infrastructure and associated areas relating to the trail systems designated within this Handbook. Each developed parcel will clearly indicate all privately (HOA) or publicly maintained facilities to the satisfaction of the Administrator and the Development Review Committee (DRC) (reference to **Section IV-Design Standards** for definition of DRC-**Page IV-2**).

The regional drainage facility will be maintained both by the City of Sparks and the HOA as previously stated. The nuisance channels within the drainage facility will be maintained by the City of Sparks. The remaining portions of the facility will be maintained by the HOA at the direction of the Public Works Director (reference **Figure VII-8**).

Additional improvements within the Common Area will be allowed. If the HOA decides to add additional improvements into the Common Area not described within this Handbook, the appropriate permits and approvals from the City of Sparks will need to be obtained. Approval by the Development Review Committee will also be required.

If the City of Sparks wishes to add additional recreational facilities in the designated Common Areas not described within this Handbook, the appropriate permits and approvals will need to be obtained. All additional recreational improvements requested by the City of Sparks within the designated Common Area will be maintained and operated by the City of Sparks. Concurrently with the first development, the appropriate

easements for improvements will be given to the City of Sparks at the direction of the Public Works Director.

If the Homeowners' Association, Developer or the City of Sparks constructs multi-purpose fields, such as baseball or soccer fields, within the Common Area, field lighting will be acceptable within these areas, with the approval of the Administrator. This language will be included in the Covenants, Conditions and Restrictions (CC&R's) and the Development Agreement.

SECTION IV

DESIGN STANDARDS

ARCHITECTURAL STANDARDS

Residential

All residential developments within *Pioneer Meadows* will comply with the following criteria:

- Each single family Village developed by a home builder shall have a minimum of four (4) models each having a minimum of three (3) elevations.

- Front yard setbacks shall vary (reference to **Figure III-1**).

- Flat or rock covered roofs will not be acceptable. All roofing material will be a minimum of thirty (30) year architectural class A grade composition asphalt shingles or concrete tile. Air conditioning units, heating units, etc. shall not be mounted upon or attached to any roof structure.

- Exterior wall surfaces shall be wood siding, stucco, brick, stone or a combination subject to the approval of the Administrator.

- Detailing and articulation shall be required on all elevations to the approval of the Administrator (front, side and rear) as well as on any accessory structure(s).

- The architectural review process for residential developments is as follows: All building elevations will be submitted to the Design Review Committee (DRC) (described below under Non-Residential). The DRC will review building elevations and material for conformance with the **Architectural Standards** set forth within this Handbook.

Non-Residential

All non-residential (including multi-family) developments within *Pioneer Meadows* will comply with following criteria:

- A Design Review Committee (DRC) will be set up to review plans for the development of all non-residential areas within *Pioneer Meadows*. The DRC will have the option to include one staff member from the City of Sparks and or one member of the City Council or Planning Commission. DRC responsibilities will include the review of site plans, building plans, elevations, materials, colors, fencing, signage, lighting, landscaping and parking arrangements for compliance with the architectural and design standards set forth within this Handbook.

- After approval from the DRC, all new non-residential (including multi-family) buildings and building additions shall require site plan review when a special use permit is not required.

The non-residential areas offer an opportunity to ensure a positive impact and reinforce the community character of *Pioneer Meadows* as well as the City of Sparks. The intent of these standards is to avoid long linear, square or rectangular buildings without architectural relief detail on the exterior facade. Pioneer Meadows should set standards

for highly amenitized design and architecture. All non-residential areas within *Pioneer Meadows* will be subject to the following criteria:

- Long facades within public view shall be articulated by varying building mass, form and texture.

- Columns, posts, projections or exterior detailing shall be used to architecturally enhance the structures.

- Entry ways shall be delineated with architectural elements.

- Signage shall be incorporated into the overall design.

- A minimum of 3 building materials shall be required.

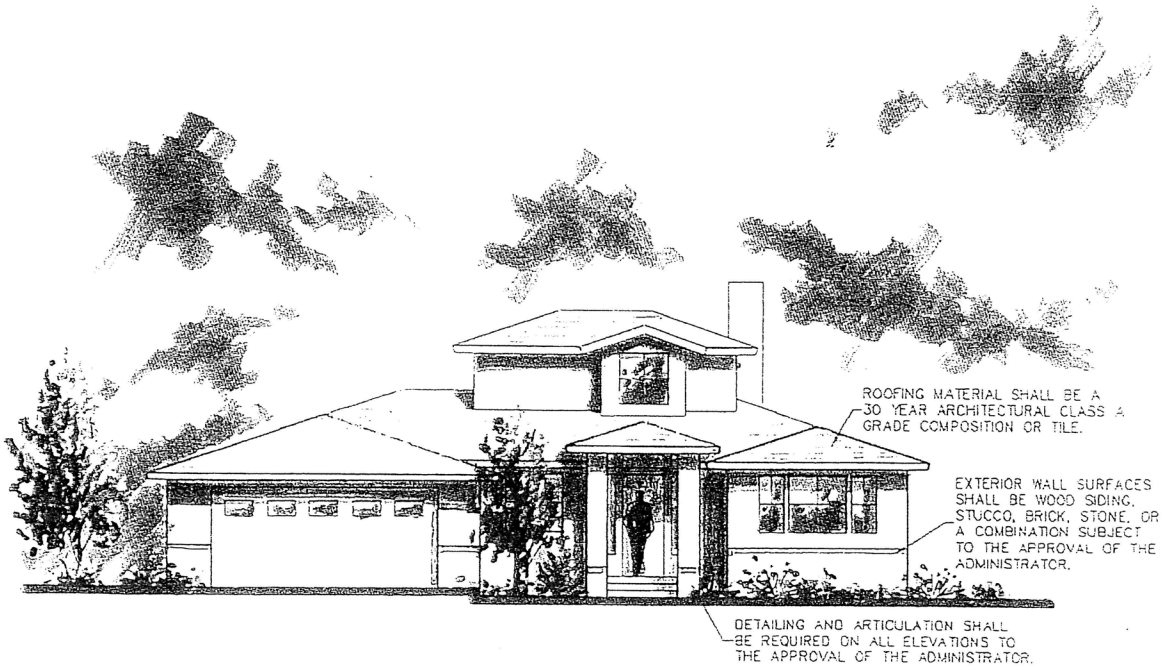
- Commercial service areas and loading facilities shall be located in the rear or side of the structure screened from the view of the public right-of-way and shall be located away from any property line. Specific mitigation shall be provided when adjacent to residential uses.

- Roofs visible from the adjacent property or the right-of-way shall not appear flat. This shall be accomplished by the use of parapets or other architectural features incorporated into the structure.

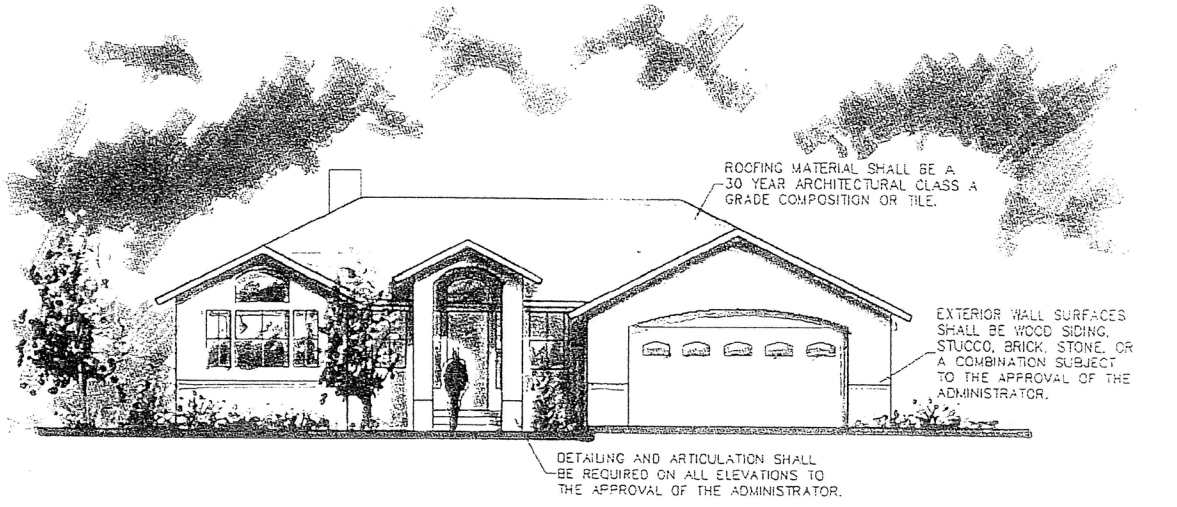
- Air conditioning units, heating units and mechanical equipment mounted on the roof tops shall be screened from the view of the public.

- Any metal roof shall have a non-glare matte of flat finish.

FIGURE IV-1

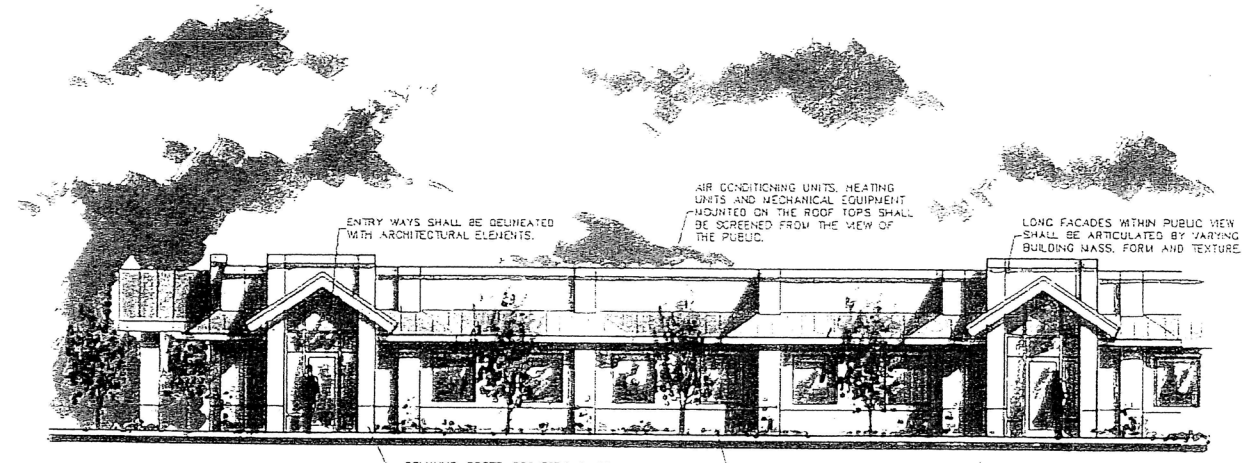


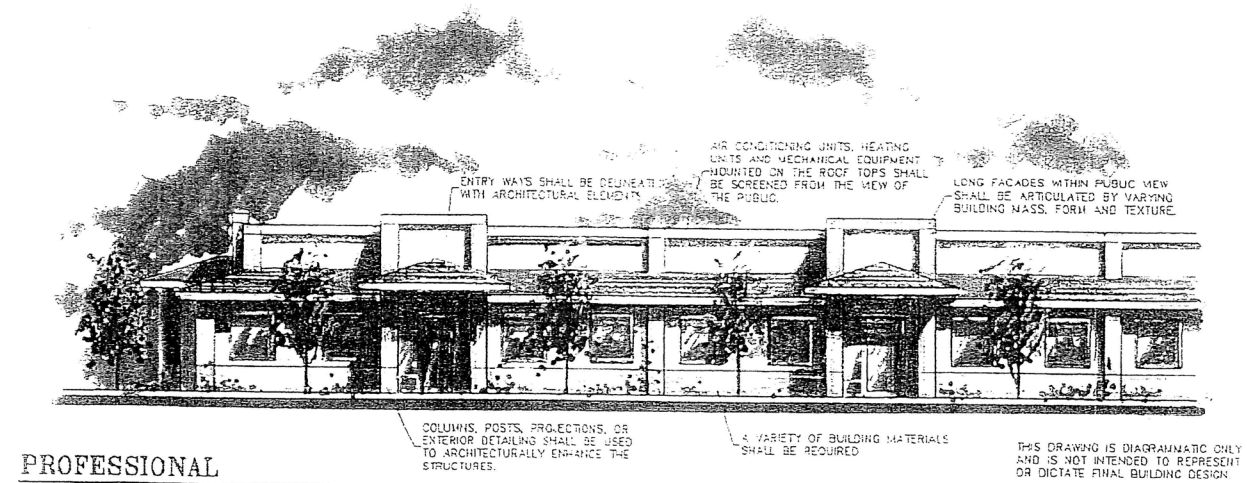
RESIDENTIAL



RESIDENTIAL

FIGURE IV-2


ENTRY WAYS SHALL BE DELINEATED WITH ARCHITECTURAL ELEMENTS.
AIR CONDITIONING UNITS, HEATING UNITS AND MECHANICAL EQUIPMENT MOUNTED ON THE ROOF TOPS SHALL BE SCREENED FROM THE VIEW OF THE PUBLIC.
LONG FACADES WITHIN PUBLIC VIEW SHALL BE ARTICULATED BY VARYING BUILDING MASS, FORM AND TEXTURE.
COLUMNS, POSTS, PROJECTIONS, OR EXTERIOR DETAILING SHALL BE USED TO ARCHITECTURALLY ENHANCE THE STRUCTURES.
A VARIETY OF BUILDING MATERIALS SHALL BE REQUIRED.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
PROFESSIONAL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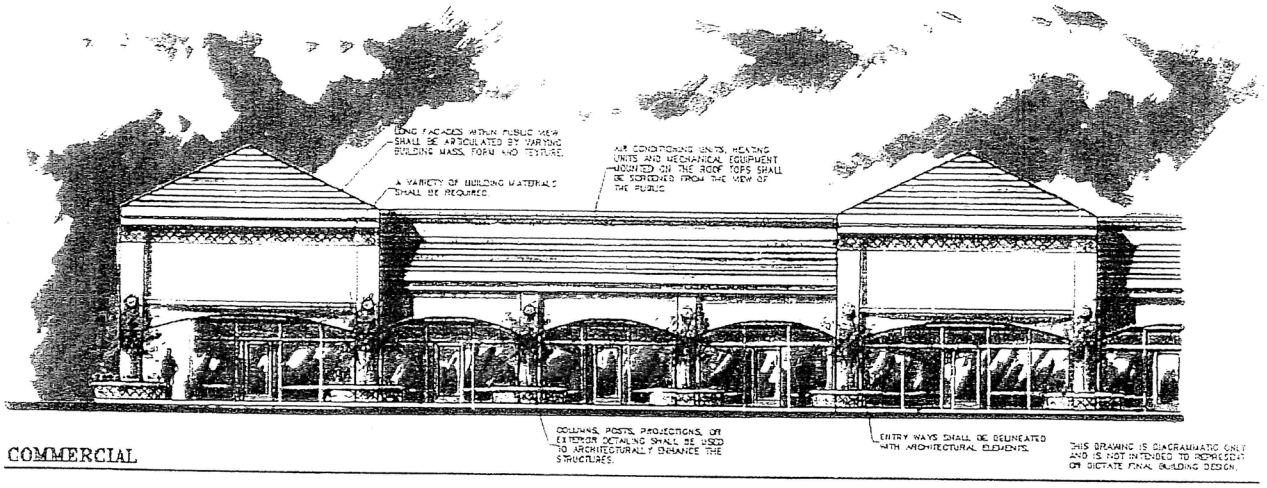
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN
PROFESSIONAL

FIGURE IV-3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ENTRY WAYS SHALL BE DELINEATED WITH ARCHITECTURAL ELEMENTS.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
COMMERCIAL

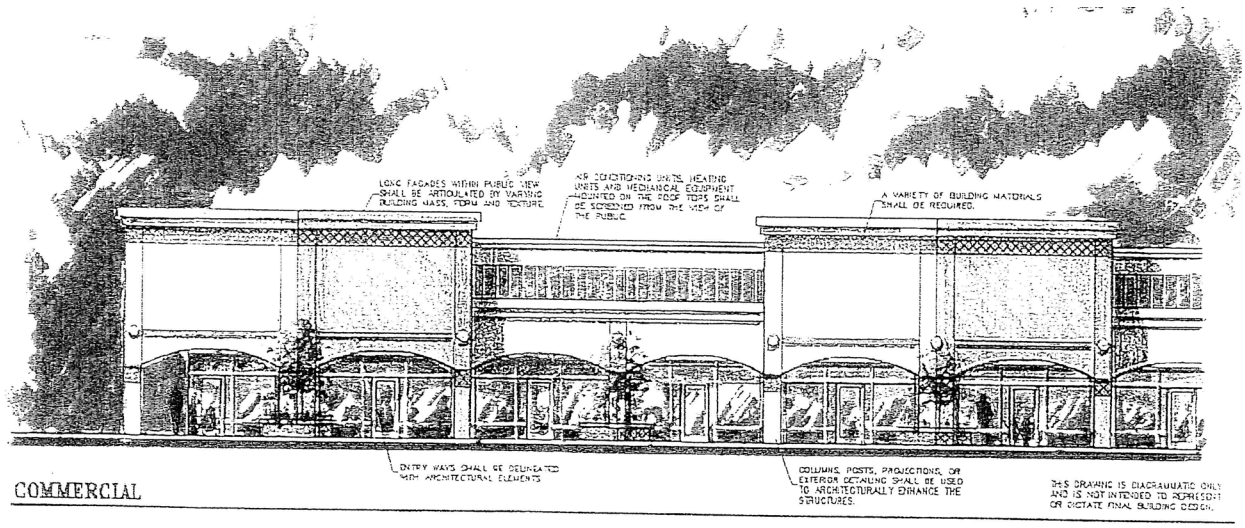

LONG FACADES WITHIN PUBLIC VIEW SHALL BE ARTICULATED BY VARYING BUILDING MASS, FORM AND TEXTURE.
AIR CONDITIONING UNITS, HEATING UNITS AND MECHANICAL EQUIPMENT MOUNTED ON THE ROOF TOPS SHALL BE SCREENED FROM THE VIEW OF THE PUBLIC
A VARIETY OF BUILDING MATERIALS SHALL BE REQUIRED.
ENTRY WAYS SHALL BE DELINEATED WITH ARCHITECTURAL ELEMENTS
COLUMNS, POSTS, PROJECTIONS, OR EXTERIOR DETAILING SHALL BE USED TO ARCHITECTURALLY ENHANCE THE STRUCTURES.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
COMMERCIAL

FIGURE IV-4

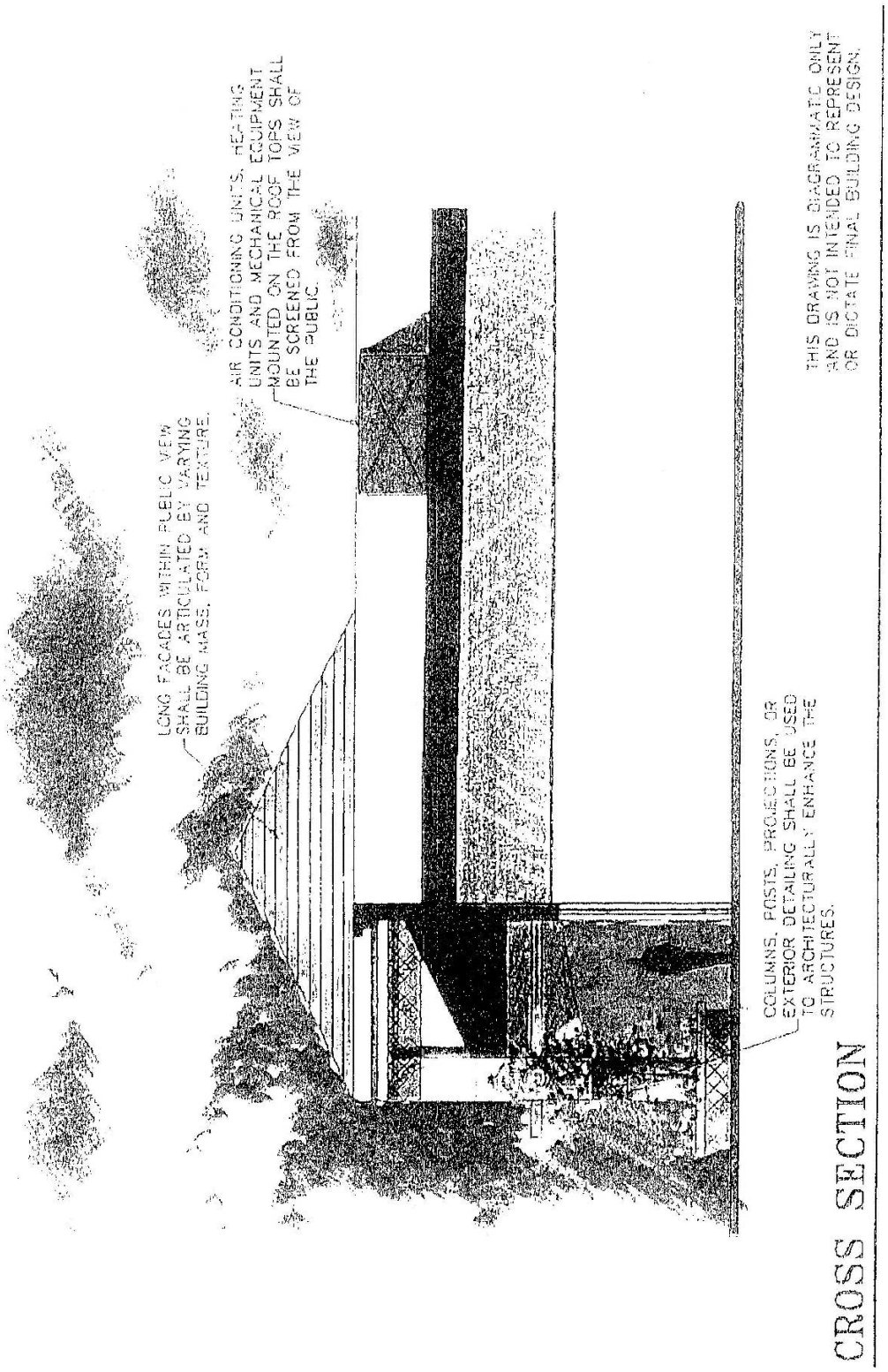
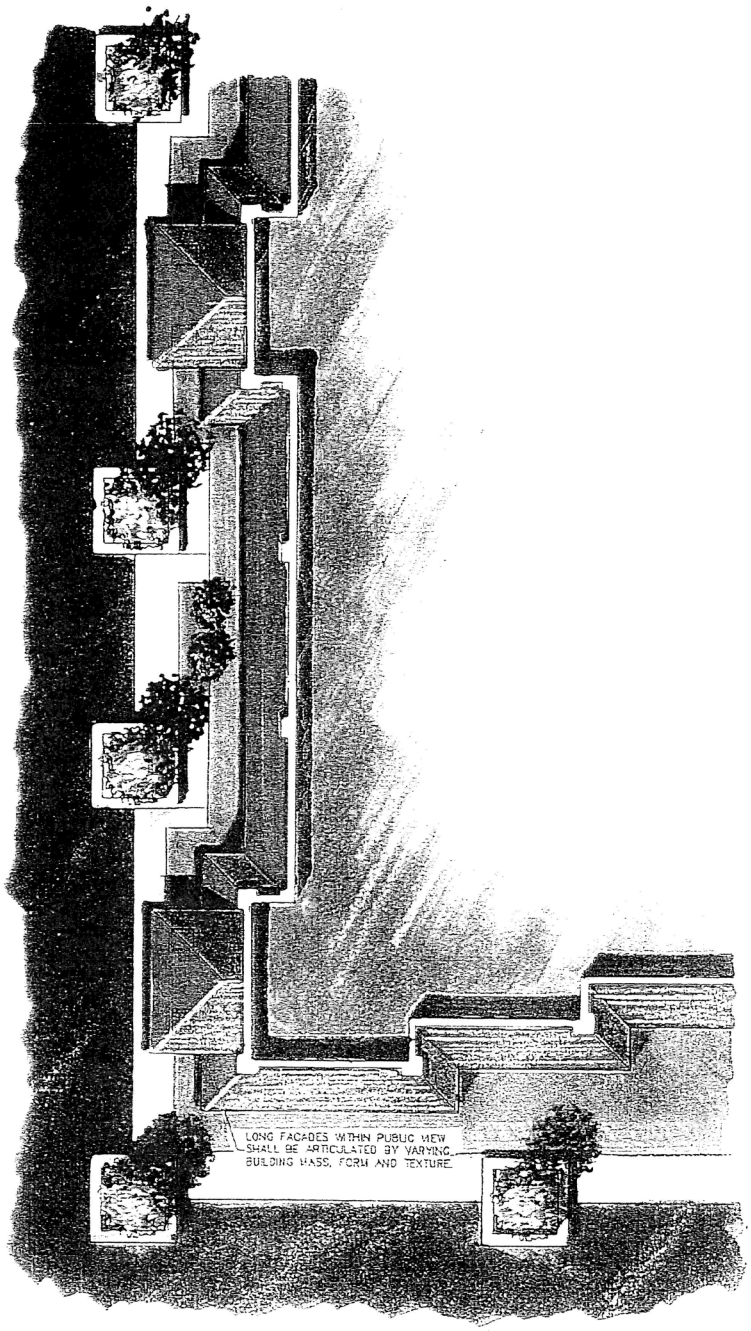

LONG FACADES WITHIN PUBLIC VIEW SHALL BE ARTICULATED BY VARYING BUILDING MASS, FORM AND TEXTURE.
AIR CONDITIONING UNITS, HEATING UNITS AND MECHANICAL EQUIPMENT MOUNTED ON THE ROOF TOPS SHALL BE SCREENED FROM THE VIEW OF THE PUBLIC.
COLUMNS, POSTS, PROJECTIONS, OR EXTERIOR DETAILING SHALL BE USED TO ARCHITECTURALLY ENHANCE THE STRUCTURES.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
CROSS SECTION

FIGURE IV-5

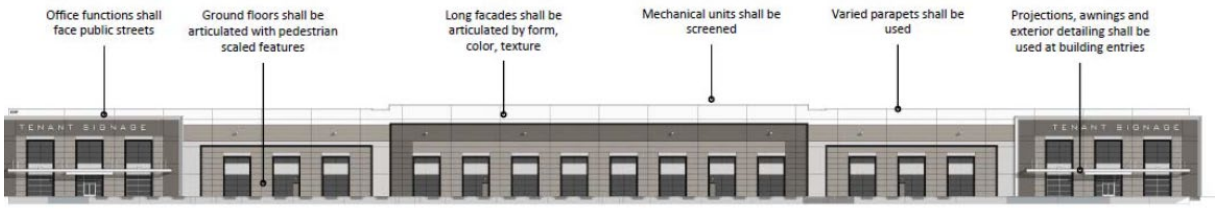


PARTIAL PLAN

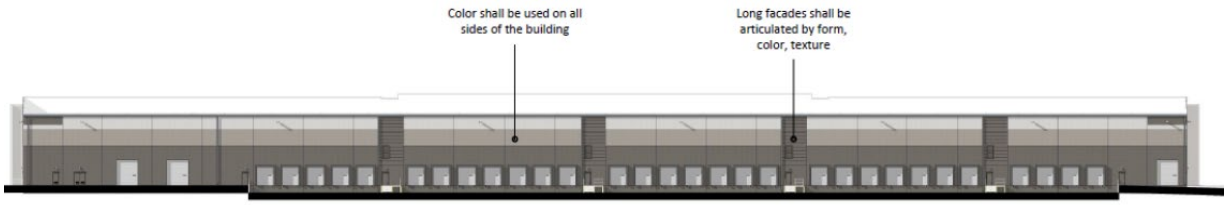
THIS DRAWING IS DIAGRAMMATIC ONLY
AND IS NOT INTENDED TO REPRESENT
OR DICTATE FINAL BUILDING DESIGN.

IV-6

Industrial/Warehouse/Light Industrial



Front Elevation



Rear Elevation

LANDSCAPING

All classifications within *Pioneer Meadows* will be consistent with the City of Sparks' Municipal Code, Landscape Ordinance (except for area requirements, which are set forth within this Handbook).

Residential

All residential developments within *Pioneer Meadows* shall comply with the following criteria:

Single Family

The Builder of the individual units shall landscape the front yards in accordance with the following criteria:

- All front yards and exterior side yards shall require a fully automatic sprinkler system and drip irrigation system. The sprinkler system will be stubbed to the rear yard for future improvements to be completed by the individual homeowner.

- The Builder will landscape the front yards with exterior side yards with sod and incorporate one (1) tree with a 2" caliper for deciduous or 6' height for evergreen and three (3) shrubs (five (5) gallon size minimum) into this area.

- Landscape plans will be required at the time of submittal for all Common Areas and areas landscaped within the right-of-way for review and approval by the Administrator and the DRC. A typical front yard landscape plan shall also be reviewed and approved by the Administrator as part of the Final Map.

Multi-Family

- Landscape plans will be required at the time of Final Map or Special Use Permit submittal for all Common Areas (private and public) and areas landscaped within the right-of-way for review and approval by the Administrator and the DRC, prior to or at the time of adjacent development.

Non-Residential

All non-residential developments within *Pioneer Meadows* shall comply with the following additional standards:

- Where a lot line not on a street abuts a residential district, there shall be a landscape strip containing evergreens at least eight feet (8') in height planted twenty feet (20') on center along the property line.

- All non-residential developments will be required to submit landscape plans for each development to the DRC for review prior to submittal of the Site Plan Review or Special Use Permit.

- Landscape plans will be required for all Common Areas (private and public) and areas landscaped within the right-of-way at the time of Site Plan Review or Special Use Permit.

Median Landscaping (Islands Within the Right-of-Way)

- Medians less than five feet (5') in width shall be concrete.

- Medians five feet (5') or greater in width and less than ten feet (10') in width shall be limited to low growth shrubs and ground cover (twenty-four inch (24") maximum height).

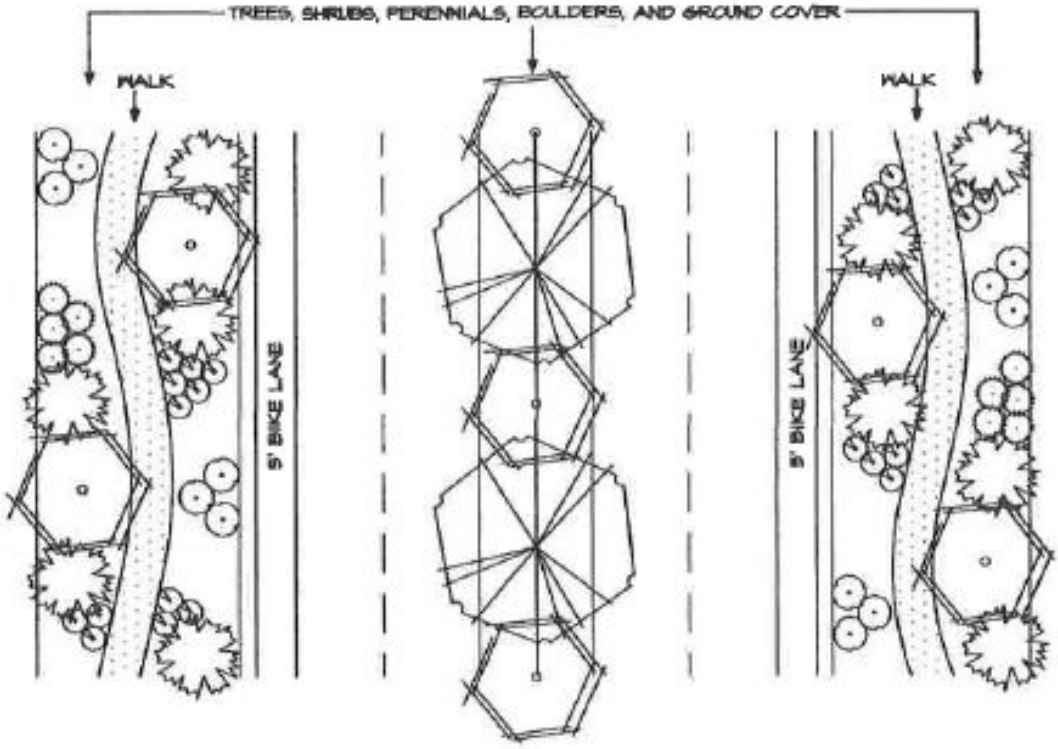
- Medians ten feet (10') or greater in width shall have a minimum two (2) to three (3) foot buffer (no grass) against the back face of curb.

- All landscaping within the medians and returns will be designed as to not impede or encroach into the visibility triangles.

FIGURE IV - 6

ARTERIAL STREET STANDARDS

SECTION
NOT TO SCALE

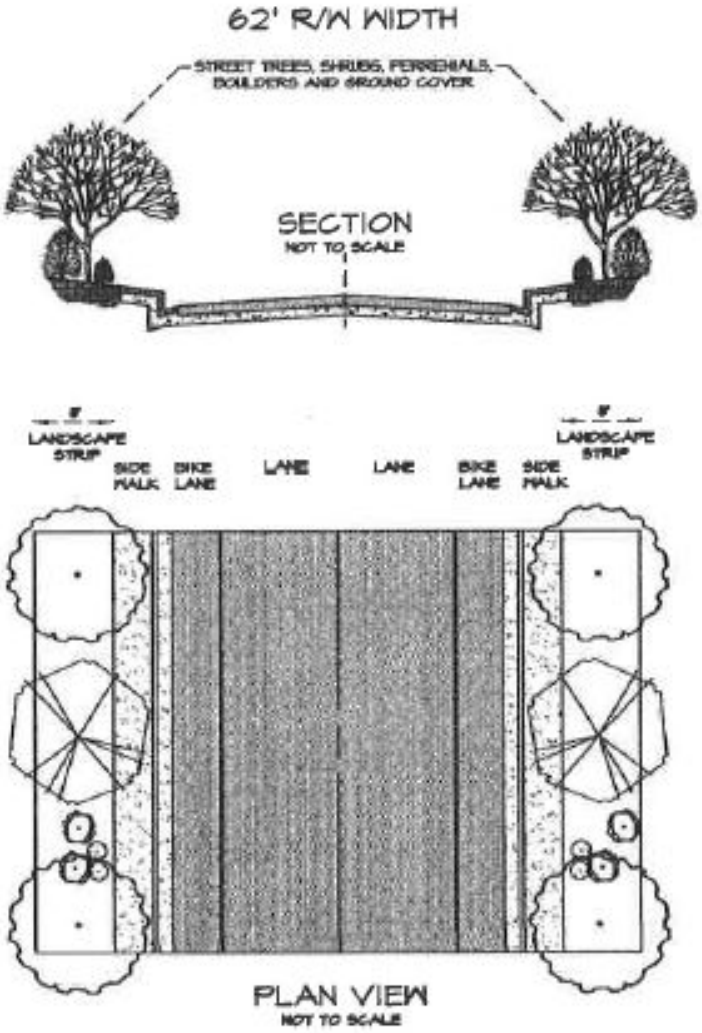


PLAN VIEW
NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

FIGURE IV - 7

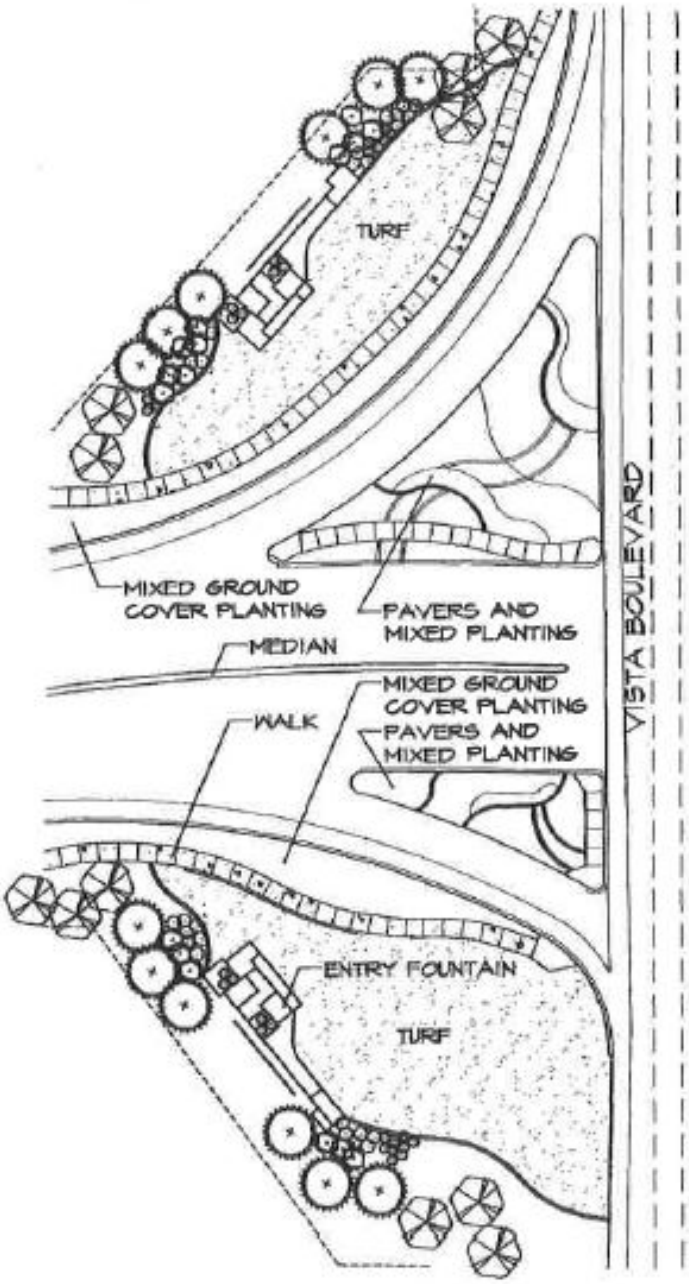
COLLECTOR STREET STANDARDS



** NOTE:
PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

** NOTE:
SIDEWALK ALONG NON-RESIDENTIAL ZONING CLASSIFICATIONS TO 5' IN WIDTH

FIGURE IV-8



ARTERIAL / VISTA BOULEVARD INTERSECTION

FENCING

Definitions

- Development Property Line - The property lines that describe future interior parcels located within the interior of *Pioneer Meadows*.

- Boundary Line - The property lines that make up the exterior boundary of *Pioneer Meadows*.

General

All developments within *Pioneer Meadows* will comply with the following criteria:

- Decorative perimeter fencing will be consistent throughout *Pioneer Meadows*.

- Decorative masonry block walls will be located between contiguous residential and non-residential areas (including multi-family). All walls shall be treated with an anti-graffiti coating.

- Decorative masonry block walls will be located on the southeastern boundary of the non-residential areas (except in areas where non-residential abuts non-residential). All walls shall be treated with an anti-graffiti coating.

- Decorative masonry block walls will be located on the southern boundary line in the residential areas (MF15). All walls shall be treated with an anti-graffiti coating.

- Decorative perimeter fencing will be located on the perimeter of all residential areas. All walls shall be treated with an anti-graffiti coating.

- All decorative perimeter fencing will be stained or painted a like color throughout *Pioneer Meadows*. No homeowner will be allowed to alter the original stain or color of the decorative perimeter fencing. This criteria will be placed within the Covenants, Conditions and Restrictions (CC&R's).

- All trash enclosures will be constructed according to the standards set forth by the City of Sparks Design Standards Manual. The location of the trash enclosures shall be located to the approval of Sparks Sanitation and the Administrator.

- All rear and side yards located within residential areas (excluding MF15) will be fenced by the builder with a six-foot (6') fence. This fencing will be consistent throughout each "Village", and consistent with the fencing standards.

- MF15 fencing will have several options:

    1. If fencing is placed abutting Common Areas, it shall be six foot (6') ornamental iron.

    2. If fencing is place along the right-of-way, it shall be integrated into the landscaping and may be either decorative masonry or ornamental iron.

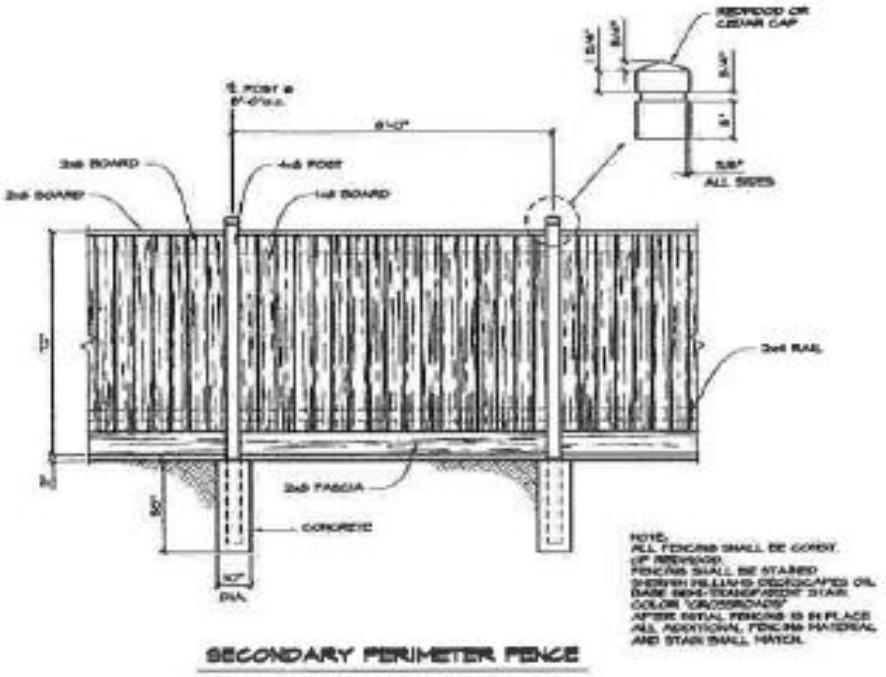
3. Within the MF15 designation, a six foot (6') decorative masonry wall shall be required between multiple complexes and different land uses. All walls shall be treated with an anti-graffiti coating.

4. All fencing will be subject to the review and approval of the DRC and the Administrator.

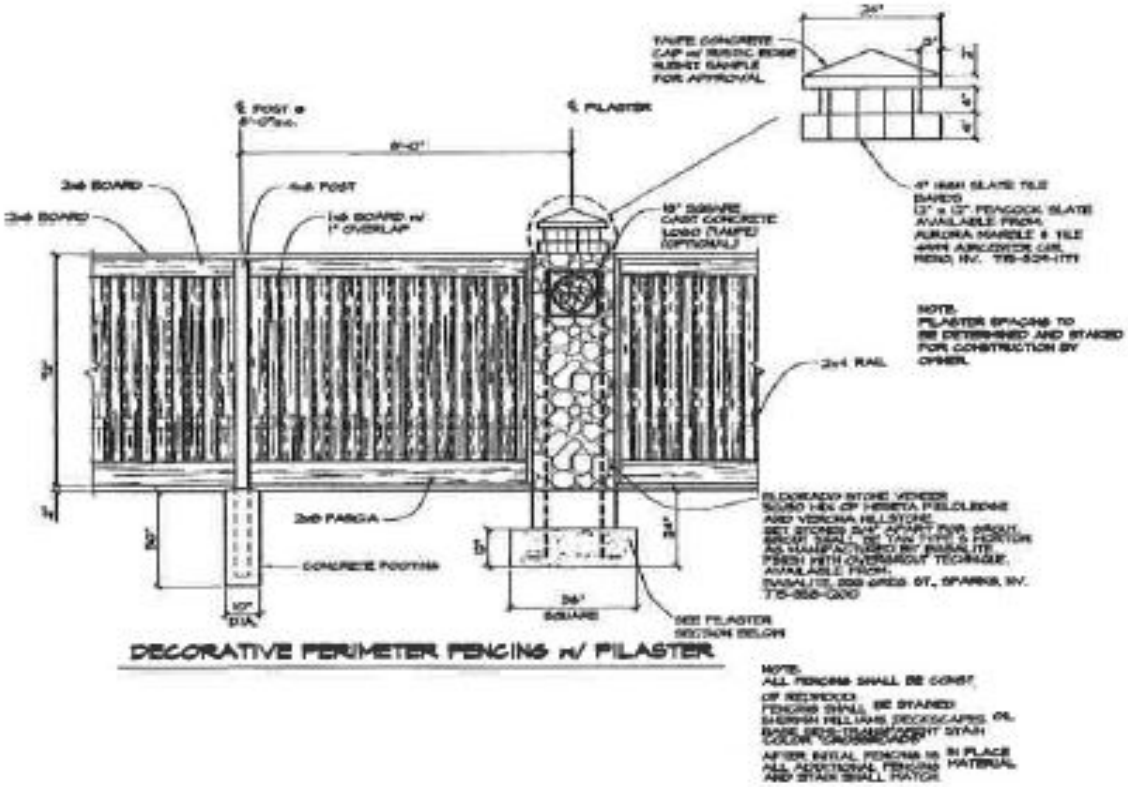
- The fencing around the park sites located within this development will be determined by the City of Sparks' Park Director at the time of submittal of the park site(s).

- Reference to **Figures IV-9 through IV-11** for architectural depictions of fencing options.

FIGURE IV-9

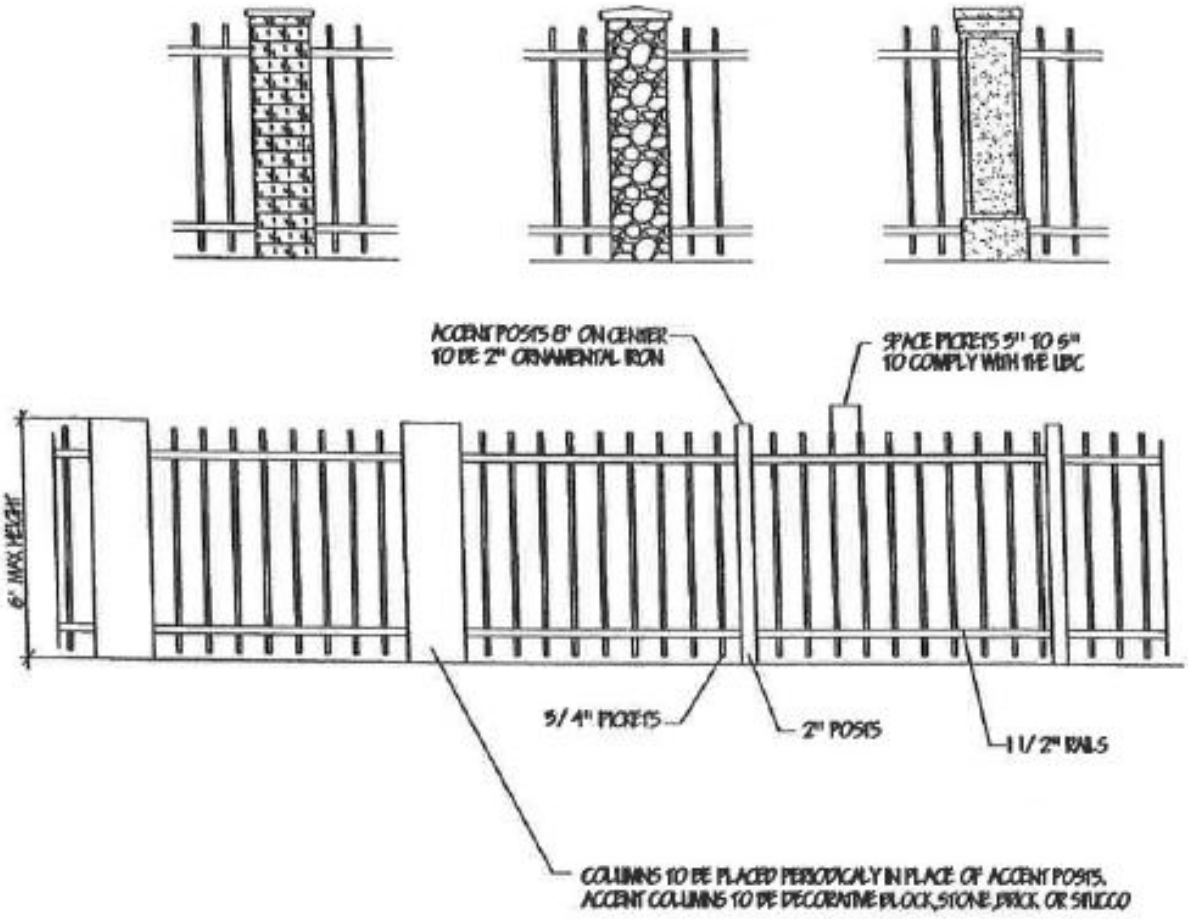


SECONDARY PERIMETER FENCE



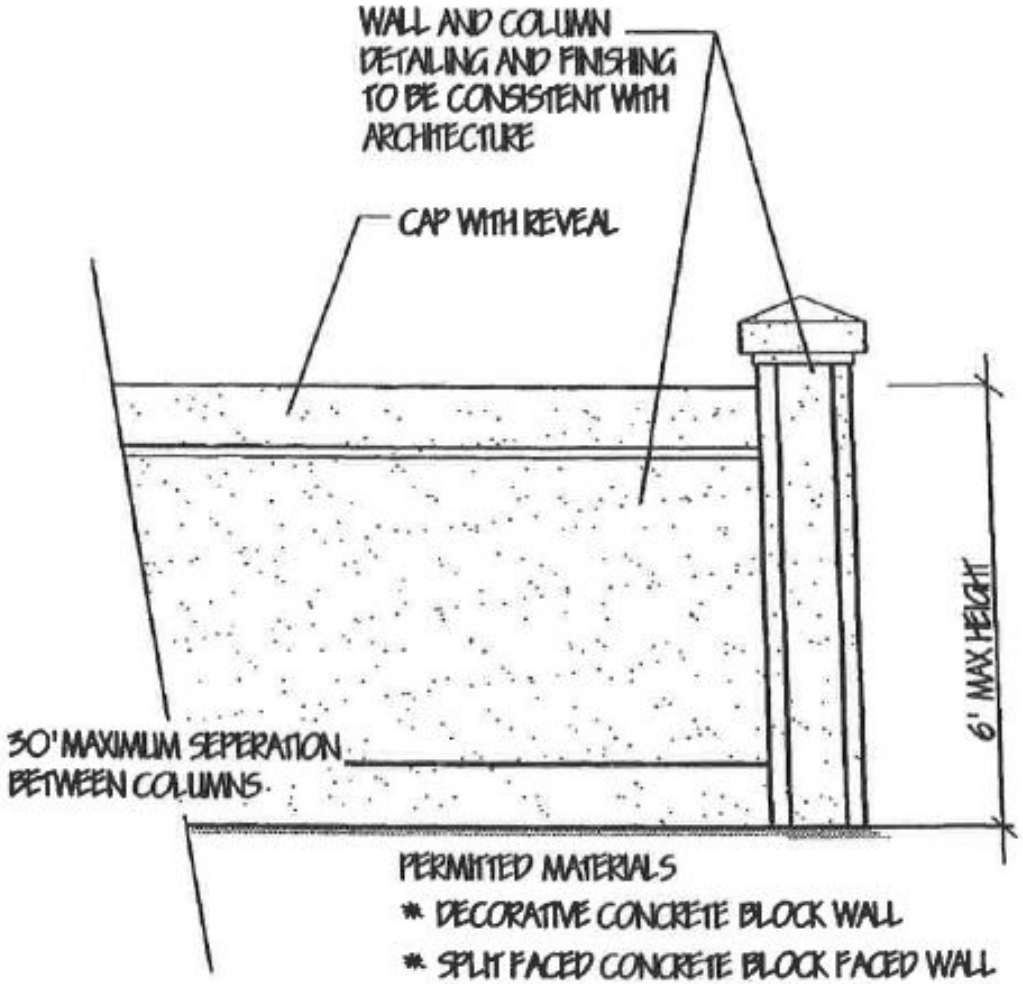
DECORATIVE PERIMETER FENCING w/ PILASTER

FIGURE IV-10



ORNAMENTAL IRON FENCING

FIGURE IV-11



MASONRY WALL

SIGNS

General

Pioneer Meadows will incorporate directional signs and monument signs into the development. All signs within *Pioneer Meadows* will conform to the City of Sparks' Municipal Code with the following additions:

- General Commercial districts within *Pioneer Meadows* will comply with the current City of Sparks' Sign Ordinance set forth in the C2 - General Commercial District (ON-PREMISES SIGNS).

- Business Park districts within *Pioneer Meadows* will comply with the current City of Sparks' Sign Ordinance set forth in the PO - Professional Office District (ON-PREMISES SIGNS) with the following addition: all signs placed on the side of the building shall be visually integrated with the building architecture.

- All signs within this development will be approved by the DRC.

- A Signage Master Plan will be submitted with each non-residential development, detailing size, type, location, material and square footage and design style of the sign(s).

- No pole signs or canned plastic signs shall be permitted. Any free-standing sign shall be decorative and integrate the area's architecture (pylon sign). Each site is limited to one (1) pylon sign.

- Engineered plans will be required for all pylon signs and monument signs, indicating that adequate sight distances are maintained. These plans shall be submitted with the application for a building permit for the sign.

Directional Signs

Directional signs will be located throughout *Pioneer Meadows* to direct the public to certain locations. The directional sign will be free standing and a maximum of seven feet (7') in height with individual panels designating the direction to certain developments within *Pioneer Meadows* (reference **Figure IV-13** for architectural depiction of directional signs).

Information placed on the directional signs will be limited to Commercial and Business Park Complexes (not individual businesses), residential villages, multi-family developments, schools and parks. Signs shall receive DRC approval before sign permit application to the City of Sparks. Signs may deviate from the attached diagram Figure 4-12 but must be approved by the DRC.

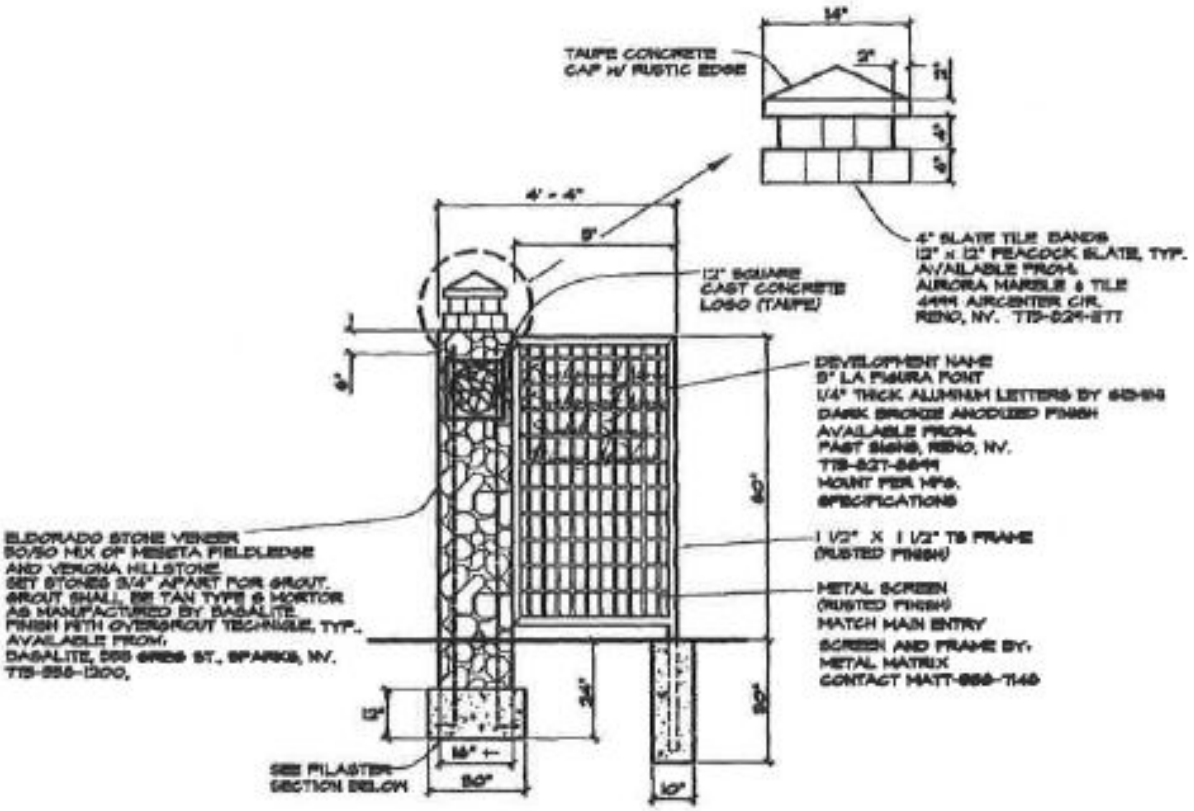
Monument Signs

Monument signs are to be constructed at the main entrance to each individual development, both residential and non-residential uses (excluding some larger commercial developments). The monuments shall be low profile brick or stone encompassing a wood inscription, designating the name of that particular development or business. Signs shall receive DRC approval before sign permit application to the City of Sparks.

Main Entry Signs

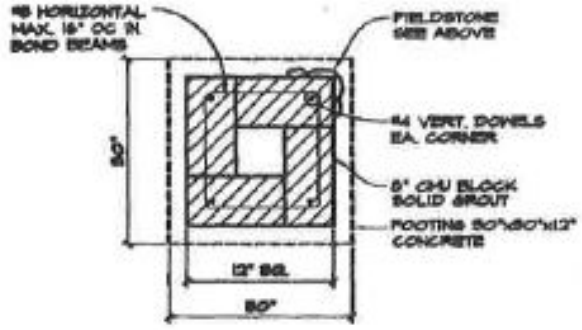
Pioneer Meadows will allow Main Entry signs at the three (3) primary access points, Vista Boulevard and Hills Drive, and the western and northern boundaries of Kiley Drive. These signs shall be a low profile, monument type. The Entry sign shall go through the review process identified for non-residential architecture.

FIGURE IV-12



LADDER DIRECTIONAL SIGN

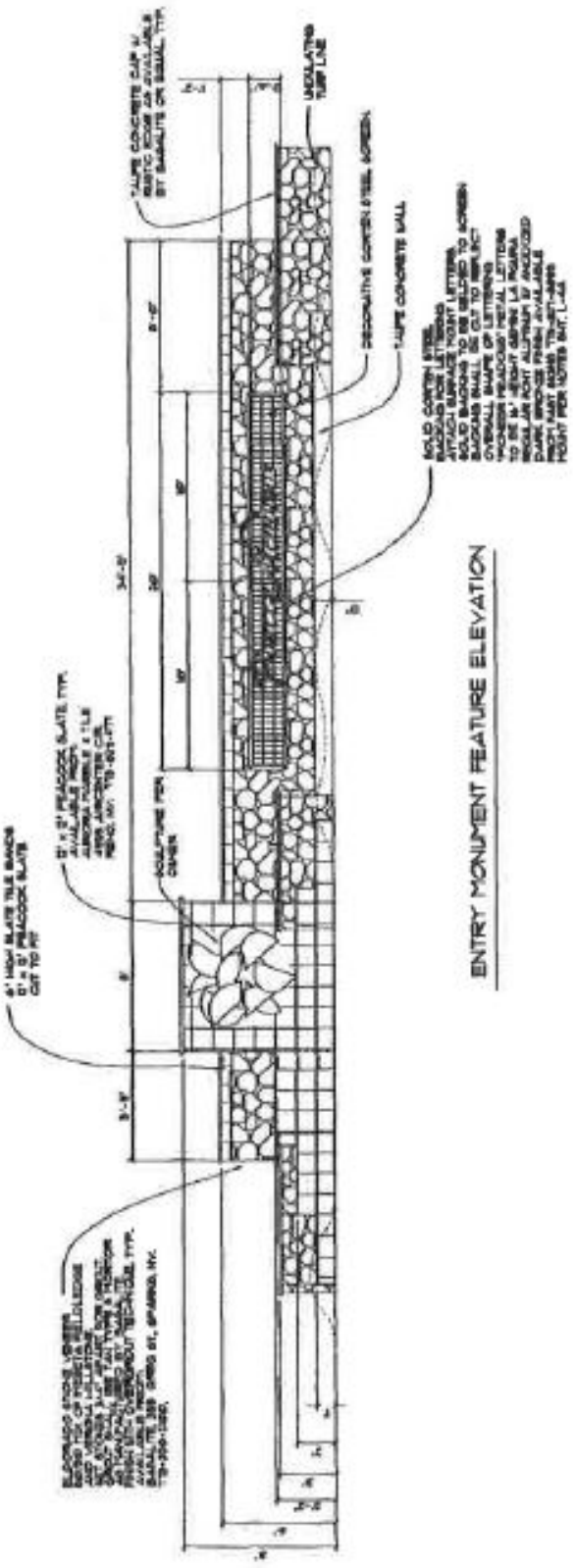
N.T.S.



PILASTER SECTION

N.T.S.

FIGURE IV-13



TEMPORARY SALES OFFICE WITHIN A MODEL HOME AND MODEL HOME COMPLEX

Within *Pioneer Meadows*, the Builders will construct Model Home Complexes within their respective development(s). The following requirements will apply to all residential developments within *Pioneer Meadows*:

- The model homes, sales office and associated parking lot shall be landscaped to the approval of the Community Development Director.

- A building permit shall be obtained for the temporary sales office trailer. A landscaping and irrigation plan as well as a parking plan that meets the standards set forth in; **TEMPORARY SALES OFFICE WITHIN A MODEL HOME AND MODEL HOME COMPLEX,** shall be submitted for approval with the temporary sales office trailer. All landscaping, irrigation, and parking shall be installed prior to the issuance of a certificate of occupancy for the sales trailer.

- A permit for a temporary sales office trailer may be applied for once a final map has been approved for the subject village.

- A temporary sales office trailer may only be placed within the village its purpose serves.

- Once the construction of the model homes has been completed, the sales trailer shall be removed from the site and the area previously occupied by the sales trailer shall be landscaped or used for additional parking.

- The landscaping and irrigation shall be installed, per the approved plans, prior to the issuance of the Certificate of Occupancy.

- The landscaping plans shall exemplify xeriscape-style design and plant material on a minimum of one (1) model home.

- A paved parking area (minimum fifty foot (50') wide by ninety foot (90') deep) for the model homes and sales office will be constructed. The parking area shall include a minimum of five (5) standard and one (1) van accessible parking space that complies with City of Sparks' Standards at the time of development.

- Hours of operation shall be Sunday through Thursday, 9:00am to 7:00pm, Fridays and Saturdays 9:00am to 10:00pm.

- A Model Home Complex and sales office will be allowed for each Village. The sales office and models will be for that Village only. The sales office and models will be closed and converted to a conforming use subject to the approval of the Administrator.

CONSTRUCTION YARDS

Within *Pioneer Meadows*, construction yards will be necessary. The following requirements will apply to all construction yards within *Pioneer Meadows*:

- An all weather, dust free surface will be required for construction yards. Best Management Practices shall be used to protect the area from pollutants such as hydrocarbons.

- A six foot (6') fence with a solid gate will be constructed around the construction yard. All materials will be stored behind and below the fence, out of public view.

- Once the construction is completed within the particular development, the construction yard shall be removed. The area shall be reclaimed to the approval of the Administrator.

- The developer shall limit all construction and construction-related activities to the time between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. Saturday. An exception shall be allowed for large tenant concrete (10,000 sqft or larger) pours that shall be authorized by the City of Sparks prior to commencement of work. The developer shall install signs in both English and Spanish at all access point to the project that clearly indicate these limited hours of activity on-site prior to the start of any construction related activities to the approval of the Administrator. The developer shall maintain these signs in good repair for the duration of the construction of the project. Once construction is complete, the developer shall remove the signs. Dust control can be performed outside the working hours to the approval of the Administrator. A construction vehicular circulation and staging plan shall be submitted for the approval of the Administrator concurrent with the submittal of the initial grading permit for the development. The plan shall indicate proposed vehicle routes that minimize the use of and impacts to public streets.

SECTION V

PLAN PROCESSING AND SUBMITTALS

INTRODUCTION

This section defines the procedures and definitions for submittals for ***Permitted Uses*** submittals for uses requiring a ***Site Plan Review*** and submittals for uses requiring a ***Special Use Permit***. These procedures and definitions should be used in conjunction with the uses described for each development area within *Pioneer Meadows* as they are described within **Section III-Development Standards and Descriptions**.

Design Review Process

The design review process is required for all new development and construction as well as exterior remodels and site revisions to projects within Pioneer Meadows. The Pioneer Meadows Development Review Committee, (DRC) established through the Pioneer Meadows CC & R's and City of Sparks shall utilize these Design Standards in their reviews of those proposed projects. The standards within this Handbook apply to and govern all new construction, remodeling, signs, walls/fences and landscape.

New construction, remodeling and grading projects in Pioneer Meadows must obtain approval of their Site, Architectural and Landscape plans from the Pioneer Meadows Development Review Committee (DRC) PRIOR to submitting to the City for their review and approval, and for any and all entitlements and permits necessary (i.e. Parcel Maps, Tentative Maps, Final Maps, Site Plan Review, Building Permits, Special Use Permits (SUP) or others as warranted by the City of Sparks.

A written DRC approval letter, or stamped plans, must accompany all submittals to the City of Sparks.

The Administrator shall have responsibility to interpret these standards as provided for in this document and, where the handbook is silent, current City of Sparks ordinances and policies at the time of submission for permit shall apply.

Prior to initiating design work, the Applicant is encouraged to contact and meet individually with both the DRC and the City of Sparks Staff in pre-application conferences to review preliminary plans and determine general conformance with Pioneer Meadow's design intent and permitted uses.

The design review process shall culminate as follows:

City of Sparks Review

Upon receipt of a letter of approval from the DRC, the Applicant shall submit to the City of Sparks for all Parcel Map, Tentative Map, Final Map, Special Use Permit, Site Plan Review and other reviews, permitting and/or entitlements as required by the City of Sparks. The Applicant may not proceed with construction until all such permitting has been approved by the City of Sparks.

Handbook Modifications. Deviations/Waivers and Appeals:

Any proposed amendments or modifications of this Handbook should be submitted to the Administrator. The Administrator will then determine whether it will be reviewed and approved administratively or require an amendment to the Handbook following the process defined in NRS. Nothing contained in the content of this Section shall in any way be construed as placing the City or its Administrator in an appellate capacity in the event of a prior DRC disapproval of any proposed amendment, deviation or variation.

Deviations/Waivers: All requests by an applicant for waivers or deviations from the standards or requirements contained in the Handbook must be approved by the DRC prior to submittal to the City of Sparks for their review and approval.

Deviations/Waivers Approval Procedures and Parameters: The Administrator shall have the authority to process and approve deviations and waivers from these standards consistent with City Code and the Handbook in effect at the time of the request.

Appeals: Any aggrieved party may appeal the decision of the Administrator to the Planning Commission or other body designated by the City of Sparks, and the decision of the Planning Commission to the City Council pursuant to the current provisions of the Code.

City Review

The developer shall submit the final hydrology report and final sewer report, for review and approval by the Engineering Services Manager of Community Development and the Administrator with the submittal of the first final map. Each final map submittal shall include civil improvements plans that include all open space, trail/pathways, and streetscape improvements, internal or adjacent to the area being final mapped in accordance with Sparks Municipal Code and the Handbook.

All development plans to establish new construction and building expansion as defined in the appropriate land use section, will require Site Plan Review and/or Special Use Permit (when applicable) by the City of Sparks, as defined in the description of land uses in this handbook.

Development Review Committee - DRC

The DRC for Pioneer Meadows shall be a committee comprised of at least three individuals who are owners, tenants, or occupants of projects located within Pioneer Meadows, or their designated representatives. The DRC shall be created by the granter CC&R's for the Planned Development.

The DRC shall employ the services of a Nevada licensed architect, landscape architect, engineer, or other professional(s) to advise the DRC as warranted by the DRC.

Individual Project Approval Process

General Provisions

Prior to development of an Individual Project within the Pioneer Meadows Planned Development, such Individual Project shall be reviewed to determine that it meets and conforms with the standards and guidelines of the Handbook, following the plan review approval process. In addition, Individual Projects requiring a Special Use Permit must adhere to the normal Sparks Special Use Permit process; provided that the application for a Special Use Permit may be processed concurrently with the Tentative Map, or Site Plan Review for the Phase in which the Individual Project is located and/or the review process and illustrated in **Exhibit V-1.**

A developer or builder of an Individual Project is referred to hereinafter as the "Project Applicant". Prior to submitting plans for an individual Project to the City for review and approval, a Project Applicant shall first obtain approval of the plans from the Pioneer Meadows Architectural Committee (the DRC), pursuant to a review and certification process set forth in covenants and conditions recorded by the Master Developer that encumber the entirety of Pioneer Meadows ("Pioneer Meadows Covenants"). After obtaining such certification, the plans shall be submitted to the City for Tentative Map, Site Plan Review or other actions to assure that each Individual Project meets or exceeds the Development Standards and fits within the Design Parameters established by this Handbook. Refer to **Exhibit V-1** for a graphic illustration of the process.

With regard to all determinations made by the City, the City may grant a deviation of up to twenty percent (20%) from the standards and guidelines in the Handbook without conducting a hearing as long as such deviation will not impair the purpose of the Handbook (each a "Minor Deviation".) Adjustments to the boundaries of such land use designations due to changes in the locations of streets dividing two such designations shall not constitute a relocation of a land use designation.)

Approval of the plans for an Individual Project may be sought either after final handbook approval of the Phase in which the Individual Project is located, or concurrently with the final handbook approval process; provided, however, that in no event shall the Tentative Map or Site Plan Review be completed prior to completion for the final handbook approval process. In the event of any conflict between the process set forth in this Handbook and any other review process used by the City, this Handbook shall control. Where this Handbook is silent on a particular approval procedure, the Sparks Municipal Code or other regulations governing development of land in effect at the time shall prevail.

Applications for commercial and residential Individual Projects are subject to different approval processes and are addressed separately in the following sections. For definition purposes, an "Individual Residential Project" is defined as one that Is built as "for sale" residential housing, whether attached or detached; an "Individual Commercial Project" is defined as one that involves commercial, office/business park and multi-family "for rent" projects.

Individual Business/Commercial Project Site Plan Review Approval

All new building construction requires a site plan review, provided that some construction must first be authorized by a Special Use Permit. The review process for Individual Business/Commercial Projects consists of three distinct, but interrelated phases: (refer to **Exhibit V-1**)

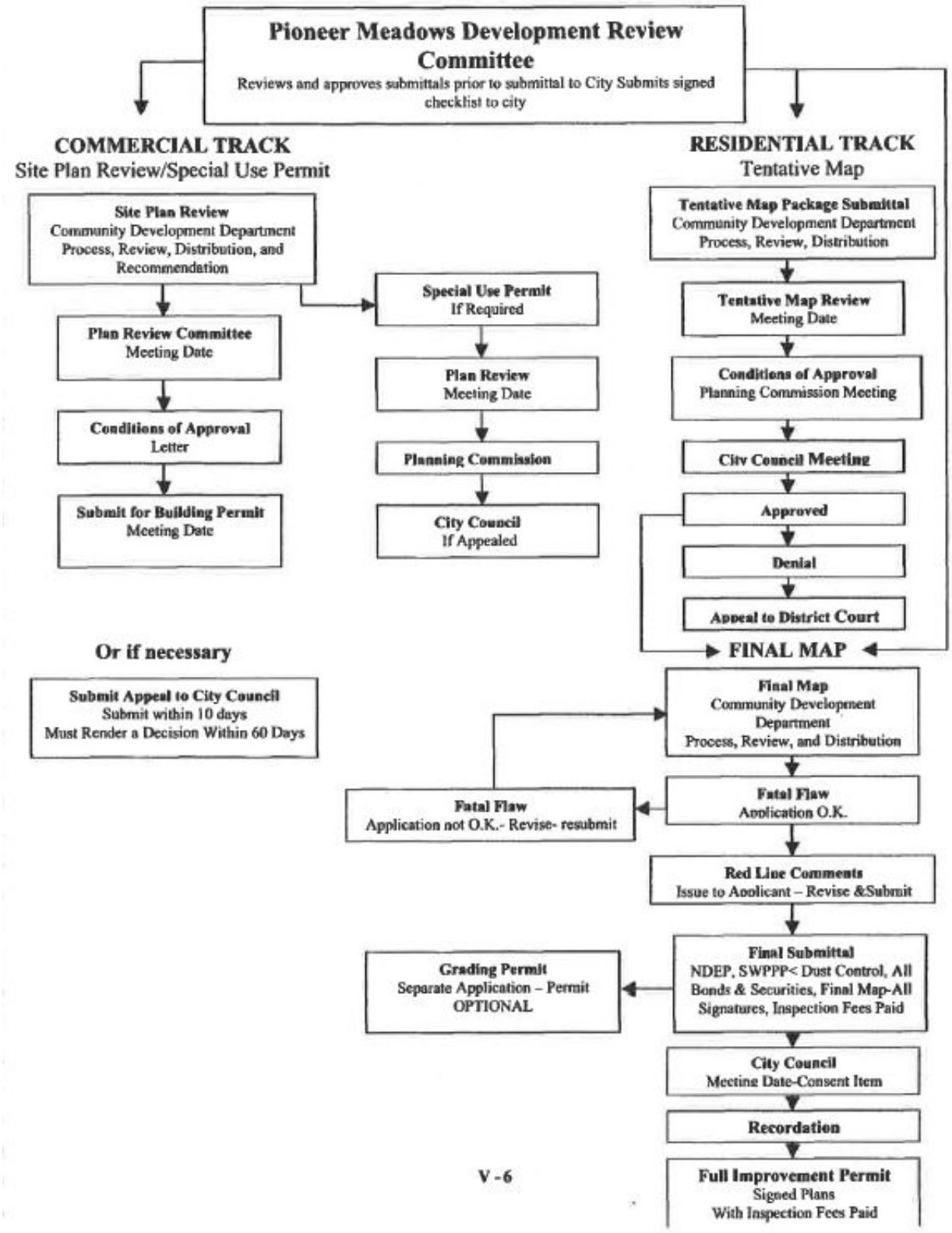
1) The first phase is the pre-application process. It is during this phase that a Project Applicant becomes familiar with the application requirements and obtains feedback on preliminary design ideas from the DRC and the city.

2) The second phase is the DRC review/certification process.

3) The third phase consists of the City's process for approving the Individual Business/Commercial Project, including a Special Use Permit approval, if applicable. Here the City will make its determination as to whether the Project meets and conforms to the standards set forth in this Handbook.

The Project Applicant shall become familiar with the City's review process and application requirements. (Refer to **Exhibit V-1**, Individual Project Approval Process - Commercial Track, for Specific steps required for project approval.)

TABLE V-1


Pioneer Meadows Development Review Committee
Reviews and approves submittals prior to submittal to City Submits signed checklist to city
COMMERCIAL TRACK
Site Plan Review/Special Use Permit
RESIDENTIAL TRACK
Tentative Map
Site Plan Review
Community Development Department
Process, Review, Distribution, and Recommendation
Special Use Permit
If Required
Plan Review Committee
Meeting Date
Plan Review
Meeting Date
Conditions of Approval
Letter
Planning Commission
Submit for Building Permit
Meeting Date
City Council
If Appealed
Tentative Map Package Submittal
Community Development Department
Process, Review, Distribution
Tentative Map Review
Meeting Date
Conditions of Approval
Planning Commission Meeting
City Council Meeting
Approved
Denial
Appeal to District Court
FINAL MAP
Or if necessary
Submit Appeal to City Council
Submit within 10 days
Must Render a Decision Within 60 Days
Final Map
Community Development Department
Process, Review, and Distribution
Fatal Flaw
Application not O.K.- Revise- resubmit
Fatal Flaw
Application O.K.
Red Line Comments
Issue to Applicant – Revise &Submit
Grading Permit
Separate Application – Permit
OPTIONAL
Final Submittal
NDEP, SWPPP< Dust Control, All Bonds & Securities, Final Map-All Signatures, Inspection Fees Paid
City Council
Meeting Date-Consent Item
Recordation
Full Improvement Permit
Signed Plans
With Inspection Fees Paid
V - 6

Residential Project Approval Process

Like the review process for Individual Commercial Projects, the review process for Individual Residential Projects includes review by both the DRC and the City of Sparks. In addition, the review process for Individual Residential Projects includes approval of a Tentative Map and a Final Map. The process consists of three distinct, but inter-related phases:

1) The first phase is the pre-application process. It is during this phase that the Project Applicant becomes familiar with the application requirements and obtains feedback on preliminary design ideas from the DRC and the city.
2) The second phase consists of both the DRC and the City of Sparks Tentative Map process
3) The third phase is the Final Map approval process by the DRC and the City of Sparks.

It is incumbent upon the Project Applicant to become familiar with the DRC and City review process and application requirements. (Refer to **Exhibit V-1** Individual Project Approval Process - Residential Track, for specific steps required for project approval.)

SECTION VI

FINAL DESIGN REQUIREMENTS

FINAL DESIGN REQUIREMENTS

Subdivision Design and Construction

Subdivision design and construction shall conform to the City of Sparks' Standards and the "Orange Book" Standard Specifications for Public Works Construction (latest version) to the approval of the Public Works Director. All plans submitted to the Administrator for approval shall clearly indicate all proposed improvements in both plan and profile. Existing grades and final grades shall be clearly shown on profiles. All designs will be certified by a Nevada Registered Engineer. Each sheet of plans shall carry in the lower right hand corner a title block, which shall contain the name of the subdivision, owners, the type of design shown on the plans, the name of the registered engineer, date, sheet number, total number of sheets and any information necessary to clarify the design.

Each sheet of plans shall have a north arrow and shall indicate the scale used. The plans shall be on standard 24" (twenty-four inch) by 36" (thirty-six inch) or 24" (twenty-four inch) by 32" (thirty-two inch) original or reproducible sheets. A legible 8 1/2" (eight and one half inch) by 11" (eleven inch) copy of each plan shall also be submitted.

All improvement drawings shall be submitted to the Development Operations Division of the Public Works Department, with an approval block for City of Sparks signature and date on each sheet of the Civil Improvement Drawings.

Street Design

Maximum length of cul-de-sac streets shall be 400'. Each cul-de-sac shall be designed with a turnaround which shall have a minimum dedicated right-of-way radius of forty-five feet (45'), with an improved section of not less than thirty-six feet (36').

All streets shall have a minimum grade of three-tenths of one percent (0.3%) where L-type gutters are used. Vertical curves shall be designed into all changes in grade where the algebraic difference is two percent (2%) or more.

No centerline curve radius of less than 100' shall be designed on any street (in lieu of a 100' radius, a knuckle with a minimum radius of forty-five feet (45') can be used).

Street right-of-way widths and street dimensions shall meet the minimum requirements of the Regional Transportation Commission (RTC) to the approval of the Public Works Director. For those roads meeting the criteria for designation as regional roads, the design requirements are described in this Handbook (reference to **Section VII-Infrastructure and Public Services - Table VII-2, Year 2007 Criteria**). Right-of-way widths and street dimensions for other roads within this development shall meet the minimum requirements of the Administrator and as shown in the corresponding figures throughout this Handbook.

Horizontal curves, vertical curves and minimum speed design criteria shall meet the requirements set forth by the Public Works Director and the RTC. Design shall include the provision for adequate sight distance in accordance with standard engineering practice.

Any street or highway intersecting any other street or highway shall intersect at an angle as near to a right angle (90°) as is practicable. Intersections shall not be designed at angles less than 60 degrees (60°).

At each intersection, the property line at each block corner shall be rounded with a curve. This curve will have a radius of not less than twenty feet (20') on collector streets or less than thirty feet (30') on arterial streets.

No street name will be used which will be duplicated or confused with the name of an existing street in the City of Sparks or Washoe County. All street names will be approved by the Washoe County Street Naming Committee.

New streets that are extensions of, or obviously in alignment with, existing streets, shall bear the name of the existing street.

Structural street sections shall be as follows:

- Residential - Four inches (4") asphaltic concrete (AC) and eight inches (8") aggregate base.*
- Collectors - Five inches (5") asphaltic concrete (AC) and eight inches (8") aggregate base.*
- Arterials - Six inches (6") asphaltic concrete (AC) and ten inches (10") aggregate base.*

* Note: Structural street sections may be revised and reduced based upon review of R-values taken during construction on subgrade. These values will be reviewed and approved by the City of Sparks' Public Works Director.

Additional depth of structural section may be required if projected traffic volumes and/or soil conditions warrant a greater structural section.

A site specific Geotechnical and Traffic Report (if deemed necessary by the City of Sparks' Public Works Director) will be provided for each development (submitted to the City of Sparks) for approval by the Public Works Director.

Public Utility Easements

Public utility easements will be provided where required to adequately accommodate all public utilities.

Underground Utilities, Electrical Supply and Street Lights

Street lights within the public right-of-way shall be in accordance with a street light survey. This survey will be provided by the Developer for approval by the Public Works Director prior to the submittal of the first final map and/or public improvement plans. The survey will indicate the type of lighting proposed for each village and for those roads outside of the villages. Standard minimum spacing based upon road and lighting criteria

shall be established to assist in the design and plan review process. The lighting will be in accordance with Sierra Pacific Power Company standards.

The electrical supply shall be adequate for domestic use and street lighting.

Street lights will be placed on subdivision utility drawings after Sierra Pacific Power Company (or provider) completes the electrical improvement drawings and after review and acceptance of the locations by the City of Sparks' Public Works Director.

The spacing of street lights shall be such that they provide a level of lighting approved by the City of Sparks' Public Works Director.

Water Supply and Fire Hydrants

The water supply shall be adequate for all domestic use and fire protection needs.

Fire hydrants will be located not less than eighteen inches (18") from the back of the curb to the center of the fire hydrant. Locations of hydrants shall be subject to the approval of the City of Sparks' Fire Department and the Public Works Department.

Water lines to hydrants shall conform to recommendations of the National Board of Fire Underwriters and shall be clear of pedestrian lanes.

The minimum domestic service shall not be less than three quarters of an inch (3/4") in diameter.

Sanitary Sewer

Sewage collection and/or treatment shall comply with the laws of the State of Nevada and all local ordinances, shall be subject to the approval of the Public Works Director and shall conform to all City of Sparks' Standards and Specifications.

Sewer facilities within easements between lots will not be allowed within this development, unless a twenty foot (20') all weather access is provided.

Drainage

Each Developer shall provide the necessary means to assure complete drainage of his/her property. State or City drains, natural water courses or constructed tributaries will be used, and shall comply with the requirements as set forth in this section, and the approved Master Drainage Report (reference **Section VII-Infrastructure and Public Services**).

Drainage facilities shall be designed and provided in accordance with the requirements of the approved Master Drainage Report and the City of Sparks' Hydrologic Criteria and Drainage Design Manual. Construction shall be in accordance with the City of Sparks' Standards and the "Orange Book" Standard Specifications for Public Works Construction.

Backyard drainage facilities, such as drain inlets and swales, will not be allowed within the Single Family residential districts. All lots shall drain to the abutting streets or regional drainage facility.

The Applicant shall submit a development plan for each subdivision clearly showing the drainage for each lot. Each lot will be designed so that water will not run off onto adjacent lots.

Geotechnical

A Geotechnical Report titled "PRELIMINARY GEOTECHNICAL INVESTIGATION - Pace Properties, Spanish Springs, Nevada" dated January 1999 was prepared by Stantec Consulting Inc. and shall be used as a reference and updated with each development of each individual parcel (as described in the cover letter of the report). Each development submitted to the City of Sparks' for review shall address all issues associated with this report and conform to Section 8.0 of the aforementioned report.

SECTION VII

INFRASTRUCTURE AND PUBLIC SERVICES

INFRASTRUCTURE AND PUBLIC SERVICES

Hydrology

The *"Addendum Drainage Master Plan for the Spanish Springs Valley"* was prepared by S.E.A. and financed by the City of Sparks, Pioneer Meadows LLC, Bighorn, Tucker and Wingfield. This analysis serves as a basis for development in the Spanish Springs Valley, defining flow rates, locations of regional drainage facilities, channel sizing and hydraulic grade line connections at property lines. An agreement was formed with the City of Sparks and the aforementioned land owners describing the process each developer would follow for the hydraulic and hydrologic analyses of their respective parcels. This agreement was set up to ensure the City of Sparks that each development would consider its impacts to the valley as a whole and assure a working system at full buildout. *Pioneer Meadows* will follow the procedures set forth in this agreement, incorporating this development into the *"Addendum Drainage Master Plan for the Spanish Springs Valley"*, demonstrating no adverse effects on the Spanish Springs Detention Facility and ensuring upstream flows are mitigated in conformance with the guidelines set forth. The report demonstrated that no onsite detention will be necessary to control the proposed flows from this development. All flows generated from this development will be conveyed to the regional detention facility or the Pioneer Meadows pond by approved methods as discussed in **Section VI-Final Design Requirements**. The report also discusses the removal of material from the detention facility. This material will be removed in order to increase the volume of the detention facility, and for fill material throughout the site.

A Master Drainage Report will be provided prior to or concurrent with the first development for the approval of the City of Sparks' Public Works Director. The report will be provided to facilitate the understanding and review of subsequent individual drainage plans. The Master Drainage Report will identify the existing conditions, impacts to the existing conditions and mitigation with sufficient details so as to identify the requirements of each individual unit.

As part of the Master Drainage Plan, a phasing plan will be provided which will identify the sequence of construction (both onsite and offsite storm drainage improvements) as related to the overall site development. The approved phasing plan will be adhered to such that improvement plans will not be submitted for approval until key elements of the drainage system, as determined by the Public Works Director, are constructed.

Pioneer Meadows is currently located within Federal Emergency Management Agency (FEMA) Flood Zones A, AO and C. *Pioneer Meadows* will prepare a Conditional Letter of Map Revision (CLOMR) shortly after the submittal of the Master Drainage Report and submit to the proper agencies. Upon the submittal of the CLOMR and acceptance of the Master Drainage Report, improvements will begin. Once the final drainage improvements are constructed and certified, a Letter of Map Revision (LOMR) will be prepared and submitted to the proper agencies. The LOMR will be done in phases as opposed to one single submittal. This will ensure timely achievement of the removal of the associated flood zones for that particular site.

Temporary drainage facilities that may be proposed shall be designed in accordance with permanent facilities, and constructed utilizing alternative methods subject to the approval of the Public Works Director.

Sewer Demands and Disposals

The following calculations in **Table VII-1** reveal the total sewer outflow from *Pioneer Meadows*:

TABLE VII-1
TOTAL SEWER CONTRIBUTION OF *PIONEER MEADOWS*

CLASSIFICATION	ACRES (AC), UNITS (UN) OR STUDENTS	CONTRIBUTION PER AC/DAY OR PER UN/DAY	TOTAL GALLONS/DAY	EQUIVALENT DWELLING UNITS (EDU'S)
GC	25 AC	3,330/AC/DAY	83,250	257
BP	102 AC	1,100/AC/DAY	112,200	346
MF15	1,369 UN	325/UN/DAY	444,925	1,369
RD10A	600 UN	325/UN/DAY	195,000	600
SFR4	843 UN	325/UN/DAY	273,975	843

TOTAL(gallons/day)=	**1,109,350**
TOTAL(average mgd)=	**1.11**
TOTAL(with peaking factor of 2) (gallons/day)=	**2,218,700**
TOTAL(with peaking factor of 2) (mgd)=	**2.22**

In the Northern Sparks Sphere of Influence (NSSOI), two (2) sanitary sewer interceptors are planned, both of which will be utilized in sewering the *Pioneer Meadows* site. The interceptors are known as the Northeast Interceptor and the Northwest Interceptor. The Northwest Interceptor is currently in the planning stages, while the Northeast Interceptor is already constructed. The interceptors were planned within the *Wastewater Facilities Plan and Environmental assessment for the Spanish Springs Valley*, prepared for the City of Sparks by Pyramid Engineers of Reno. *Pioneer Meadows* was assumed to outflow 1520 Equivalent Dwelling Units (EDU's) (0.988 million gallons per day (mgd)) into the Northeast Interceptor, determined by calculating the difference in EDU's between Manholes V13 and V17, with the remaining outflow to the Northwest Interceptor. **Figures VII-1 and VII-2** show Manholes V13 and V17, and depict alternatives for the sewering of this project. Alternative 1 (**Figure VII-1**) allows a peak flow rate of 1520 EDU (approximately 0.99 mgd) into the Northeast Interceptor with the remaining peak flow rate of 1895 EDU (approximately 1.23 mgd) flowing into the Northwest Interceptor. Alternative 2, the preferred alternative, (**Figure VII-2**) allows a peak flow rate of 1834 EDU (approximately 1.19 mgd) into the Northeast Interceptor with the remaining peak flow rate of 1581 EDU (approximately 1.03 mgd) flowing into the Northwest Interceptor. The flow rates in excess of the 1520 EDU within the Northeast Interceptor in Alternative 2 were determined by calculating the difference in EDU's between Manholes V13 and V17 (1520 EDU = 0.99 mgd), subtracting this from the peak calculated outflow at Manhole V13 (average flow rate of 2.90 mgd times a peaking

FIGURE VII-1

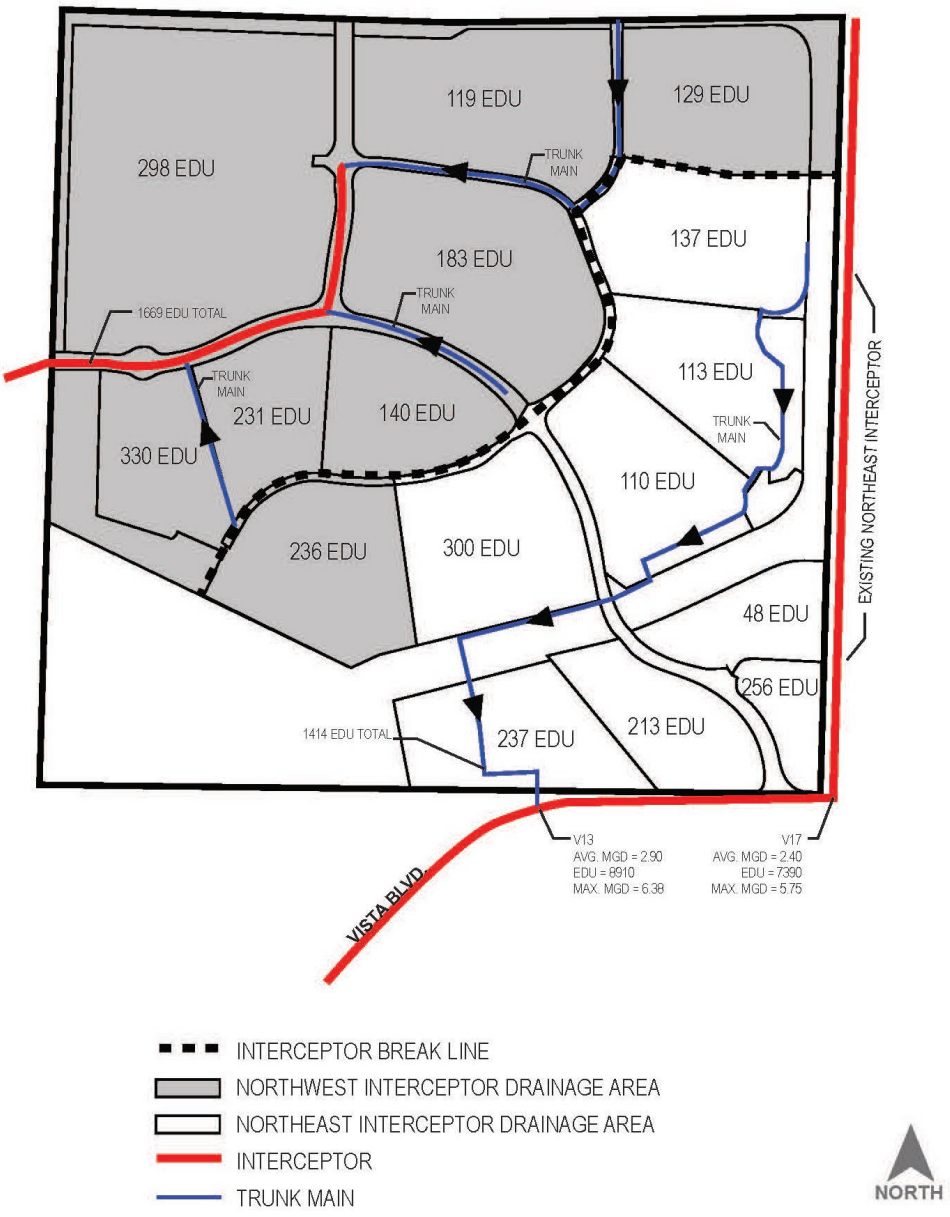
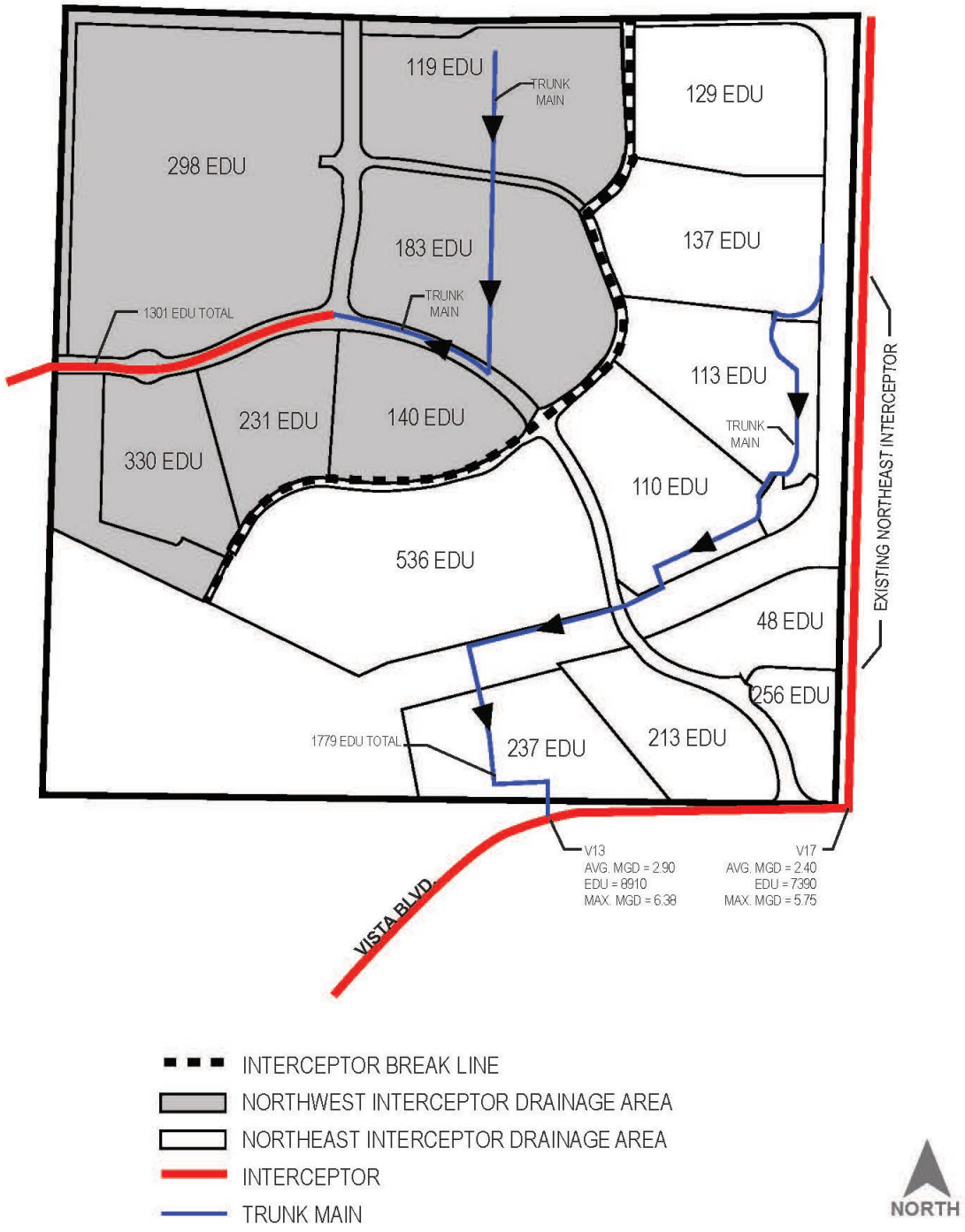

298 EDU
119 EDU
129 EDU
TRUNK MAIN
137 EDU
183 EDU
TRUNK MAIN
1669 EDU TOTAL
TRUNK MAIN
231 EDU
140 EDU
113 EDU
TRUNK MAIN
330 EDU
110 EDU
236 EDU
300 EDU
48 EDU
256 EDU
1414 EDU TOTAL
237 EDU
213 EDU
EXISTING NORTHEAST INTERCEPTOR
V13
AVG. MGD = 2.90
EDU = 6910
MAX. MGD = 6.38
V17
AVG. MGD = 2.40
EDU = 7390
MAX. MGD = 5.75
VISTA BLVD.
INTERCEPTOR BREAK LINE
NORTHWEST INTERCEPTOR DRAINAGE AREA
NORTHEAST INTERCEPTOR DRAINAGE AREA
INTERCEPTOR
TRUNK MAIN
NORTH

FIGURE VII-2


119 EDU
TRUNK MAIN
129 EDU
298 EDU
183 EDU
137 EDU
TRUNK MAIN
1301 EDU TOTAL
113 EDU
231 EDU
140 EDU
TRUNK MAIN
330 EDU
110 EDU
536 EDU
48 EDU
256 EDU
1779 EDU TOTAL
237 EDU
213 EDU
EXISTING NORTHEAST INTERCEPTOR
V13
AVG. MGD = 2.90
EDU = 8910
MAX. MGD = 6.38
V17
AVG. MGD = 2.40
EDU = 7390
MAX. MGD = 5.75
VISTA BLVD.
INTERCEPTOR BREAK LINE
NORTHWEST INTERCEPTOR DRAINAGE AREA
NORTHEAST INTERCEPTOR DRAINAGE AREA
INTERCEPTOR
TRUNK MAIN
NORTH

factor of two (2) for a peak outflow of 5.80 mgd) for a total of 4.81 mgd. The maximum capacity of the sewer line downstream of Manhole V13 is 6.38 mgd. This leaves an excess capacity in the line of 1.57 mgd. The use of this additional capacity will be justified by a final sanitary sewer report, which will be prepared prior to or concurrent with the first submittal, and will detail the locations and sizes of the mains, design flow rates, capacities and points of connection into the interceptors.

Grading

This section will apply to all residential and non-residential developments. Areas located within the Common Area but not affected by any land disturbing activities will remain in their natural state. Areas located within the Common Area where land is disturbed will be stabilized as follows:

- Planting shall be designed to and shall achieve eighty percent (80%) ground coverage of any disturbed area within three (3) years.

- Slopes located within the residential lots for this development will not exceed 3:1 (horizontal to vertical). All slopes shall have a solution presented that stabilizes the slope. Erosion control applications for slope treatment shall be provided to the approval of the Public Works Director.

- No grading or clearing of any kind may be initiated until a grading permit is issued associated with an approved development or grading plan. Stock piling of material will not be allowed unless indicated on the grading permit and approved by the Administrator.

- Grading of the residential lots will be accomplished as required for the construction of homes or buildings. Elevation differences between adjoining lots will be taken up by using 3:1 or less side yard slope, or walls.

- Residential lot grading shall conform to the drainage requirements outlined in **Section VI-Final Design Requirements**. Single family residential lot grading shall be designed such that all drainage will be directed to the abutting street or regional drainage facilities.

Arterials and Common Area

Pioneer Meadows is serviced by two (2) arterials and two (2) local collectors (reference to **Figure VII-3** for vehicular circulation plan). *Pioneer Meadows* has set aside a twenty-five-foot (25') landscape buffer along both sides of the arterials, a five foot (5') wide meandering sidewalk on both sides, two (2) - five foot (5') wide bike lanes in either direction and a fourteen foot (14') landscaped median in the center of the arterials. The residential collectors within this development are designed to include a four-foot (4') wide Portland Cement Concrete (PCC) sidewalk on both sides, eight-foot (8') landscape buffers on both sides and two (2) five-foot (5') wide bike lanes in either direction. All bike lanes will be located within the right-of-way and will be striped and marked. All landscaped areas located along the arterials and residential collectors will conform to the landscaping requirements set forth within this Handbook, and be maintained by the Homeowners' Association

(reference to **Section VIII-Covenants, Conditions and Restrictions**). *Pioneer Meadows* will include three (3) plus miles of paths and trails throughout the site. No motorized vehicles will be allowed in these areas (reference to sidewalk, trails, paths, bike lanes and pedestrian circulation figures for material types). All walking paths and trails will be maintained by the Homeowners' Association. All bike lanes, sidewalks and regional trails shall be maintained by the City of Sparks (reference to **Figure VII-7**).

The Applicant, or its agent, reserves the right to construct and/or place any public utilities and/or improvements, excavate fill material, place material, disturb or grade within the designated Common Areas without the consent of the Homeowners' Association.

Entries

Pioneer Meadows Homeowners' Association will maintain a visually pleasing environment, incorporating landscaping into the entry ways into all residential and non-residential developments.

The main entrance into *Pioneer Meadows* is located on Vista Boulevard. This entrance includes left and right ingress and egress turn pockets and a fourteen foot (14') center median, all of which will be landscaped with a mixture of ground cover, trees, shrubs and lawn. All collector street entrances off of arterials shall be designed with a one foot (1') wide concrete median and have two (2) eleven foot (11') lanes to allow left and right ingress and egress.

Each village shall have a minimum of one (1) primary entry. All residential and non-residential **primary** entries (collector streets to local streets) shall be designed with a ten foot (10') landscaped median split along the center line, two twenty-four foot (24') paved sections and a ten foot (10') landscape buffer along all corner lots (reference to **Figures VII-5 and VII-6**). Monument signs located within the landscaped area at each of these entries will designate the name of the development, business or village. Monument signs shall not be located within the medians.

Village entry statements and landscaping must go through the Design Review Committee (DRC) process identified for non-residential architectural standards.

Pedestrian Circulation

Pioneer Meadows will develop a pedestrian circulation plan within this development. The following depict the general criteria and development standards:

- If the path is in the right-of-way or is functioning as the public sidewalk, the path shall be concrete and designated "sidewalk" within this Handbook.

- If the path is functioning as a regional trail, it shall be ten feet (10') wide (minimum) and designated "regional trail" within this Handbook.

    1. If the path is located within or contiguous to the right-of-way, it shall be concrete.

2. If the path is located within the Common Area, it shall be asphaltic concrete (AC).

- If the path is privately maintained and not functioning as a public sidewalk, it shall be a minimum of five feet (5') in width and designated "path" within this Handbook.

    1. Paths will only be allowed in the Common Areas.

    2. The paths will be constructed of fine (sandy) native material found onsite, compacted and graded to achieve a smooth walking surface.

- Exterior walks shall be located along the length of Vista Boulevard from the western property line to the eastern property line.

    1. All exterior walks shall be eight feet (8') in width.

    2. All exterior walks shall be constructed of concrete.

- At grade pedestrian crossings across arterials will be constructed with pedestrian activated walking devices subject to the approval of the Public Works Director.

- At grade pedestrian crossings across local collectors will be striped with crosswalks.

- Full continuous pedestrian access shall be provided throughout the entire development. As a minimum, sidewalks and connecting ramps for the physically disabled shall be provided on both sides of all public streets within the right-of-way. Connecting ramps into the trails and paths shall also be provided. Sidewalks and connecting ramps for the disabled shall be provided on one side of all private streets. All sidewalks, trails and paths throughout this development shall be constructed in accordance with the above standards. Within private streets, the Developer may submit an alternate pedestrian access plan for review and approval by the Administrator.

Sidewalks, Trails, Paths and Bike Lanes

Pioneer Meadows interconnects the trails, paths, bike lanes and sidewalks throughout the site (see **Figure VII-7**). Internal paths within the residential developments will be required to connect to the trail systems. These connections will be reviewed and approved by the Administrator. The following describes the locations of each facility and the type of facility:

- Bike Lanes: The bike lanes are located on all the arterials and residential collectors. They will be five feet (5') in width on each side of the roadway within the paved section.

- Sidewalks: The sidewalks will be constructed along the arterials and residential collectors on both sides. The sidewalks located along the arterials shall be five feet (5') in width and located on both sides. These sidewalks will meander throughout the landscape strip. The sidewalks located along the residential collectors will vary in width from five feet (5') along non-residential districts to four feet (4') along

residential districts. The sidewalks will be located behind the curb. All sidewalks constructed within the individual residential districts located within the right-of-way shall be four feet (4') in width and constructed behind the back face of curb. All sidewalks constructed within the individual non-residential districts located within the right-of-way shall be five feet (5') in width constructed behind the back face of curb. All designated sidewalks within this development will be constructed of Portland Cement Concrete (PCC) (reference to **Section VI-Final Design Requirements**).

- Regional Trails: *Pioneer Meadows* includes three (3) plus miles of trails generally located along the exterior of the development. The trails will connect the regional park with Kiley Ranch and Wingfield Springs in accordance with the Regional Parks Trail System. This development will set aside a twenty-foot (20') access easement for the development of this Regional Trail. Within the twenty foot (20') easement, a ten foot (10') asphaltic concrete (AC) walk will be constructed. The Regional Trail will terminate into a park located on the southwest border of *Pioneer Meadows*, which is contiguous to the twenty-two (22) acre Village 12 MF15 parcel. The landscaping along this portion of the trail shall reflect and enhance the park landscaping. All walking trails will be maintained by the Homeowners' Association. Please reference to **Figure VII-7, VII-8 and VII-9**.

- Paths: *Pioneer Meadows* will develop an internal path system that connects the Regional Trail system with the sidewalks, bike lanes and residential and non-residential developments. These paths may be associated with a drainage system that will convey portions of the developed flows into the major drainage facilities. These paths and drainage facilities will be private and incorporated into the Common Areas within this development, and maintained by the HOA. The drainage portion of these areas will be constructed in accordance with the standards described within this Handbook. The paths will vary in width, but in no case be less than five-feet (5') in width. The paths will be constructed of fine (sandy) native material found on site, compacted and graded to achieve a smooth walking surface (reference to **Figure VII-7**).

- Exterior Walks: Exterior walks within this development are located adjacent to Vista Boulevard. These exterior walks will be constructed with the developments contiguous to Vista Boulevard, within their respective boundaries.

- The designated "regional trails" within *Pioneer Meadows* are designed in accordance with the NSSOI Area Plan and are subject to reimbursement through the NSSOI development fees. Since the trails are regional and will be used by patrons other than residents of *Pioneer Meadows*, there will be maintenance issues associated with these "regional trails". The reimbursement and maintenance issues will be addressed under a separate agreement.

Vehicle Circulation Plan

There are five different street sections associated with this development, all of which are generally standard sections. They are as follows:

- Arterials - Public right-of-way (reference to attached cross section-**Figure VII-10**).
- Residential collector streets - Public right-of-way (reference to attached cross section-**Figure VII-11**).
- Local streets (two (2) different sections) - Public right-of-way (reference to attached cross sections-**Figures VII-12 and VII-13**).
- Private streets - Private right-of-way (reference to attached cross section and plan view-**Figures VII-14 and VII-15**).

Arterials (Public)

There will be two arterials associated with the *Pioneer Meadows* project. The arterials are designated within the Capital Improvement Plan (CIP) developed by the Regional Transportation Commission (RTC), as described in the Regional Road Impact Fee System (RRIFS). The arterials are designed in conformance with the current standards set forth by the RTC. Prior to any construction on the arterials, the Developer or Builder will dedicate the appropriate right-of-way to the City of Sparks in accordance with the RRIFS, and enter into a Capital Contribution Front Ending Agreement (CCFEA) with the RTC. The arterials within this project are designated in the CIP as shown in **Table VII-2**.

TABLE VII-2
REGIONAL ROAD IMPACT FEE SYSTEM
CAPITAL IMPROVEMENT PLAN (CIP)

PIONEER MEADOWS DESIGNATION	CIP DESIGNATION	EXISTING # OF LANES	2007 - # OF LANES	2015 - # OF LANES	BUILD OUT
EAST-WEST ARTERIAL	HILLS DRIVE	0	2	4	4
NORTH-SOUTH ARTERIAL	KILEY RANCH ROAD	0	4	4	4

THRESHOLD ADT FOR LANE WIDTHS			
AVERAGE DAILY TRAFFIC	0-10,030	10,030-21,660	21,660
LANE WIDTH	2	4	6

The constructed sections for the two arterials associated with this project can be described as follows:

- East-West Arterial (Hills Drive): Hills Drive is designated to be a four (4) lane minor arterial in a 120' right-of-way (reference to **Figure VII-10**) at full buildout. During the course of construction of *Pioneer Meadows*, a two (2) lane roadway will suffice until

the year 2015. This arterial will be constructed from the outside lanes to the inside lanes. Each interior development will construct the arterial to a minimum of one (1) lane in each direction on each outside portion of the right-of-way along the exterior boundary line of the individual development to properly service the site (reference to **Figure VII-16**). The number of additional lanes constructed in conjunction with the interior developments will be determined by the traffic counts at the time of development, based upon the information provided in **Table VII-2**.

- North-South Arterial (Kiley Ranch Drive): Kiley Ranch Drive is designated to be a four (4) lane minor arterial in a 120' right-of-way (reference to **Figure VII-10**) at full buildout. During the course of construction of *Pioneer Meadows*, a four (4) lane roadway will suffice until the year 2015. This arterial will be constructed from the outside lanes to the inside lanes. Each interior development will construct the arterial to a minimum two (2) lanes in each direction on each outside portion of the right-of-way along the exterior boundary line of the individual development to properly service the site (reference to **Figure VII-16**). The number of additional lanes constructed in conjunction with the interior developments will be determined by the traffic counts at the time of development, based upon the information provided in **Table VII-2**.

Residential Collectors

The residential collectors are designed in conformance with the RTC's standard sections for a two (2) lane collector. The travel lanes are twelve-foot (12') in width with a five foot (5') bike lane for a total thirty-four foot (34') paved section. The collectors are unloaded (no driveways) and no parking will be permitted in these sections. The collectors may qualify as regional roads if the minimum traffic counts are met. This will be addressed prior to the construction of the individual collectors.

Local Streets

Two (2) local street sections will be required to service this development: a fifty-five foot (55') right-of-way for standard streets and a forty-six foot (46') right-of-way for cul-de-sacs less than 400' in length. Both sections are in conformance with the standards set forth by the City of Sparks.

Private streets

Residential and non-residential developments may request to the Administrator to utilize private streets within their respective parcels. The private streets will have a minimum width of not less than twenty-nine feet (29'), which is the current minimum for fire access in the City of Sparks.

Design associated with private streets and driveways, particularly those associated with cluster type developments, shall demonstrate that safe vehicular and pedestrian interaction and movement can occur. On private streets, parking shall not be allowed (within the twenty-nine feet (29'). Street lights, storm drain and sanitary sewer facilities shall be designed and constructed to the City of Sparks' Standard Specifications for Public Works Construction and shall be privately maintained.

Developments proposing to utilize private streets shall submit a maintenance plan for the proposed private streets and utilities for review and approval by the Administrator. The plan shall include a maintenance schedule at a level equivalent to that currently employed by the City of Sparks for public streets and utilities. The plan shall also include estimated costs to perform the necessary maintenance. The plan will be submitted and approved prior to recordation. The DRC shall update the maintenance schedule on an annual basis to the satisfaction of the Administrator.

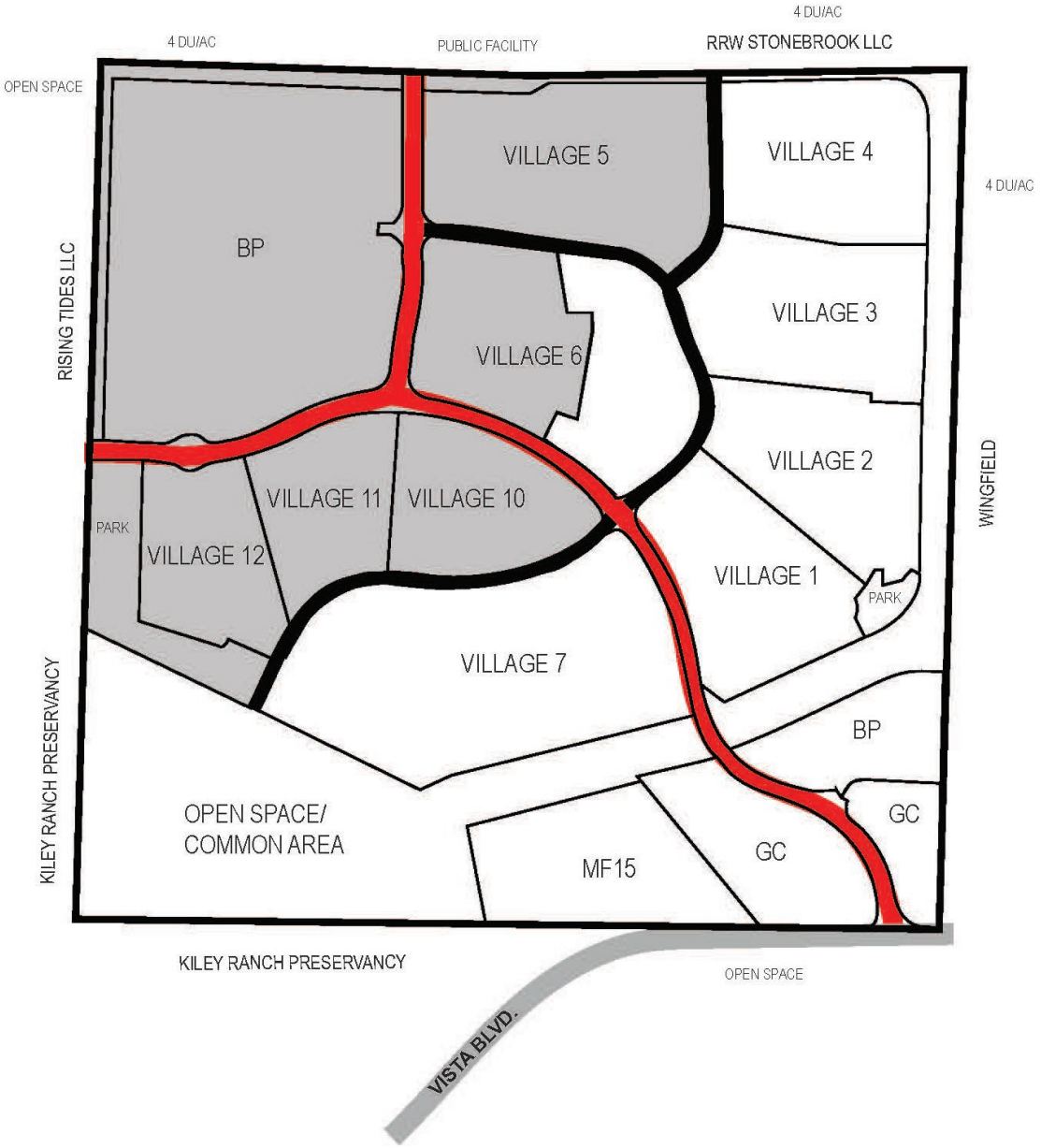
Intersections

The east-west arterial (Hills Drive) will be constructed to full width (reference **Figure VII-10**) to the entrance of the multi-family site, then taper down to the required lane widths. The intersection of Vista Boulevard and Hills Drive will be constructed in accordance with **Figure VII-4**. Improvements will be completed to the approval of the Public Works Director.

Intersection improvement within the developments that connects to the arterials will be completed to achieve safe turning movements in accordance with the traffic report submitted for the individual development, and to the approval of the Public Works Director.

The development shall be limited to signalized intersections on Vista Boulevard and Wingfield Hills Road to the approval of the Public Works Director.

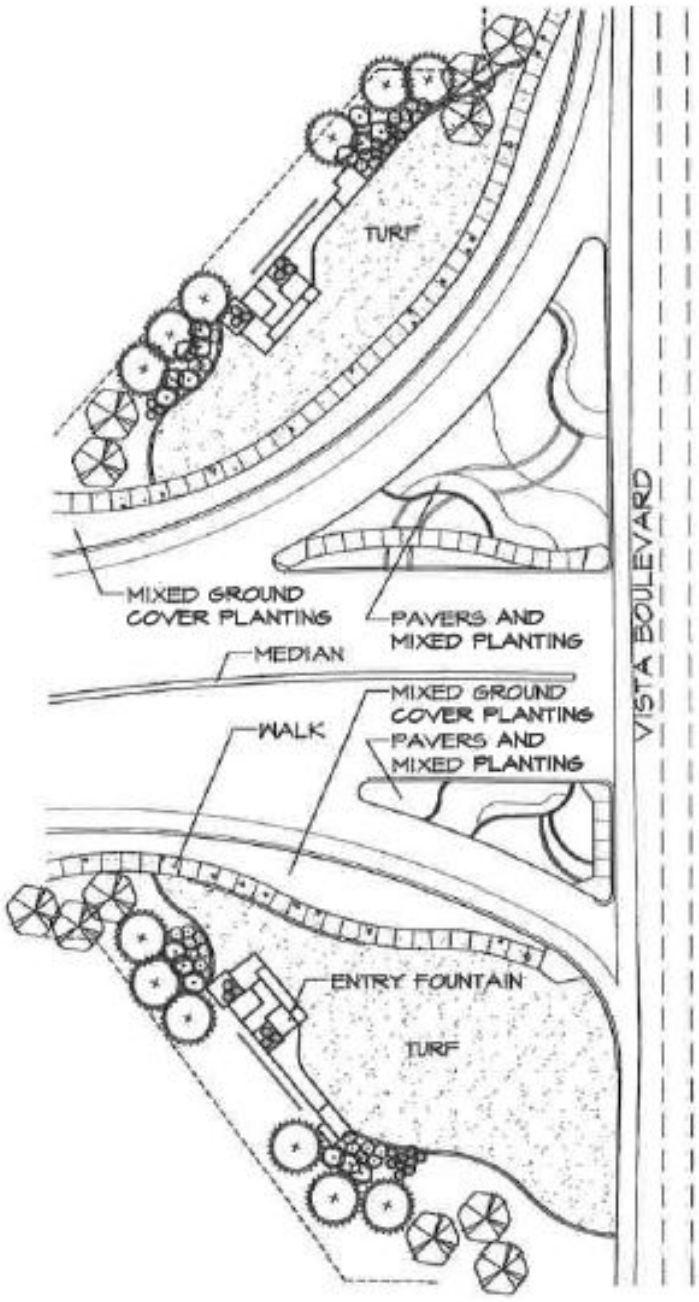
FIGURE VII-3



VEHICLE CIRCULATION PLAN

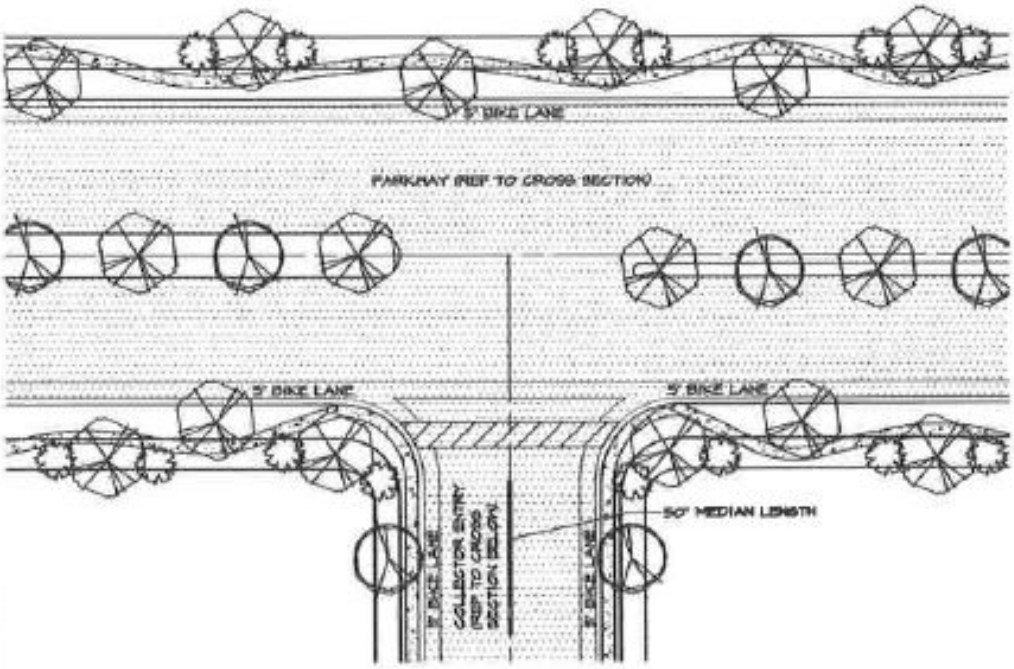
NORT

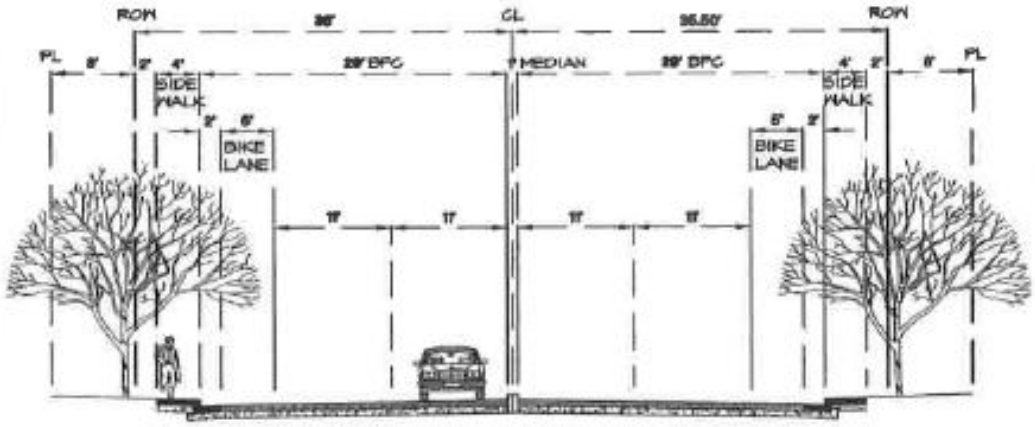
FIGURE VII-4



ARTERIAL / VISTA BOULEVARD INTERSECTION

FIGURE VII-5

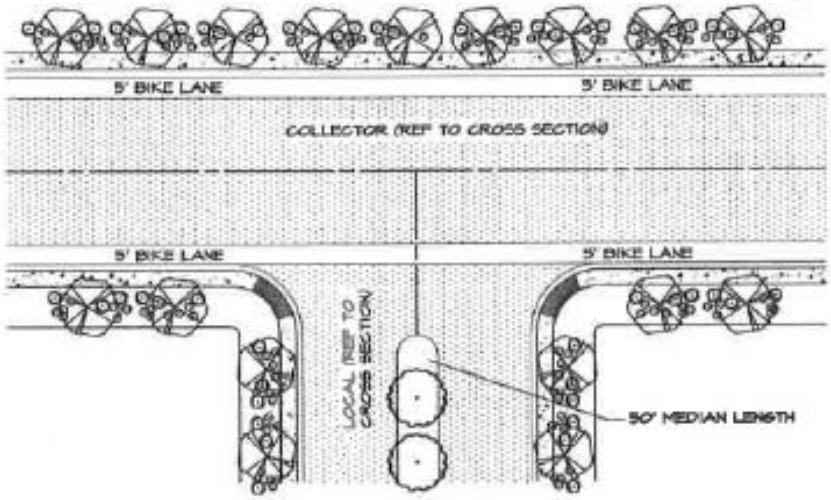




ARTERIAL TO COLLECTOR
ENTRY WAY (TYPICAL)

FIGURE VII - 6

COLLECTOR TO LOCAL ENTRY WAY (TYP)



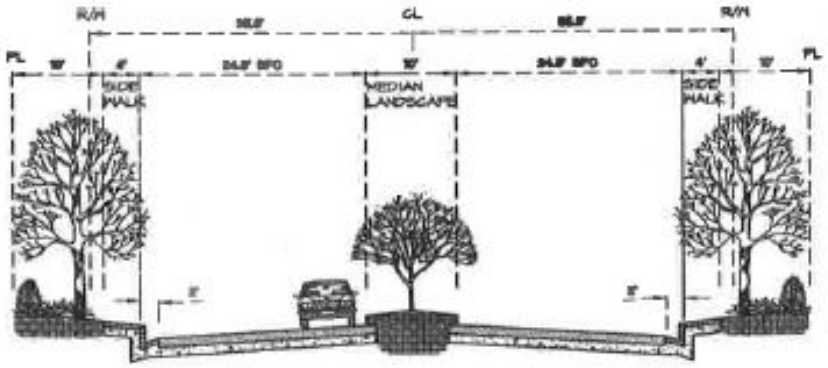
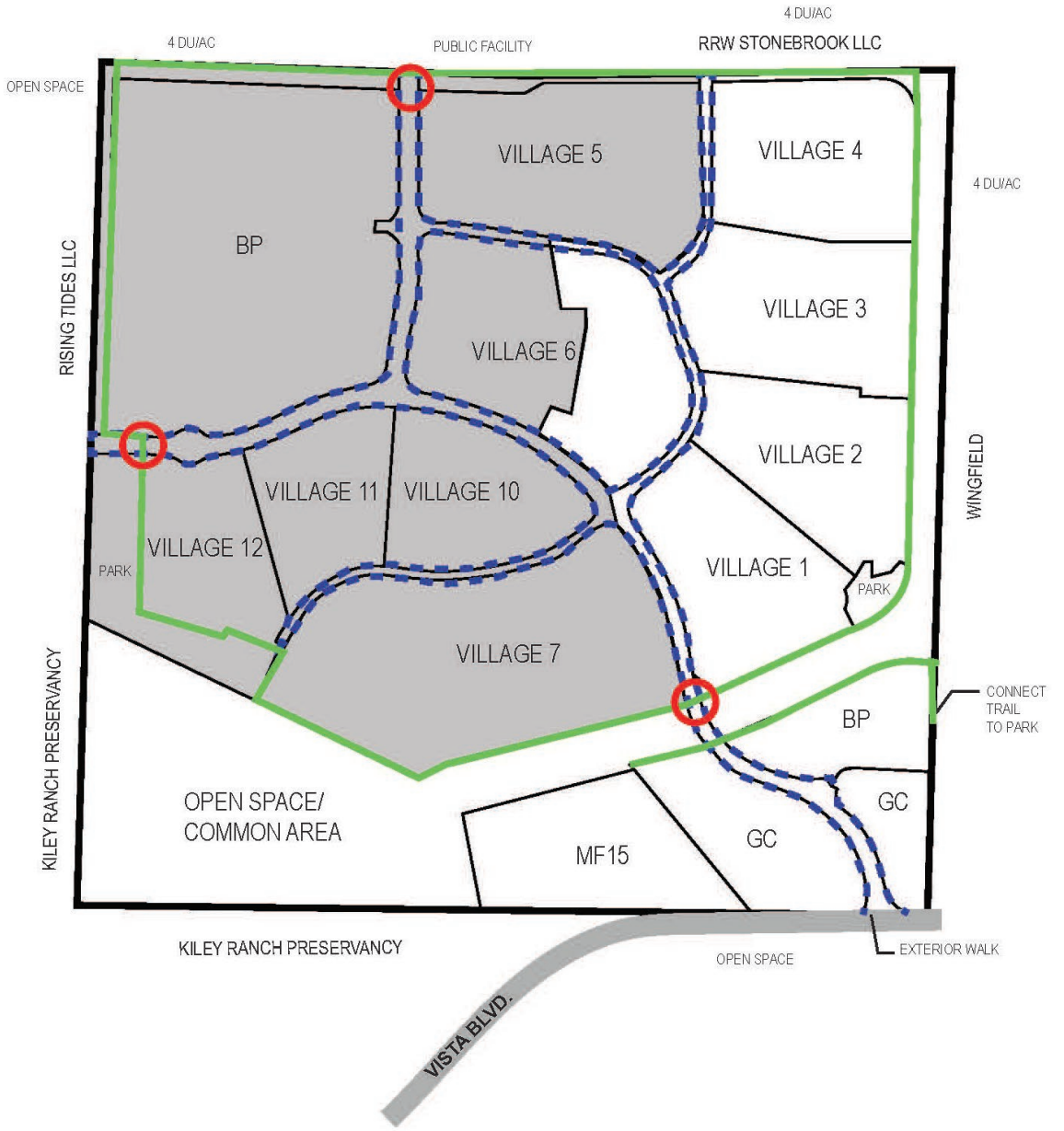


FIGURE VII-7



FOOT-TRAFFIC CIRCULATION PLAN

FIGURE VII - 8

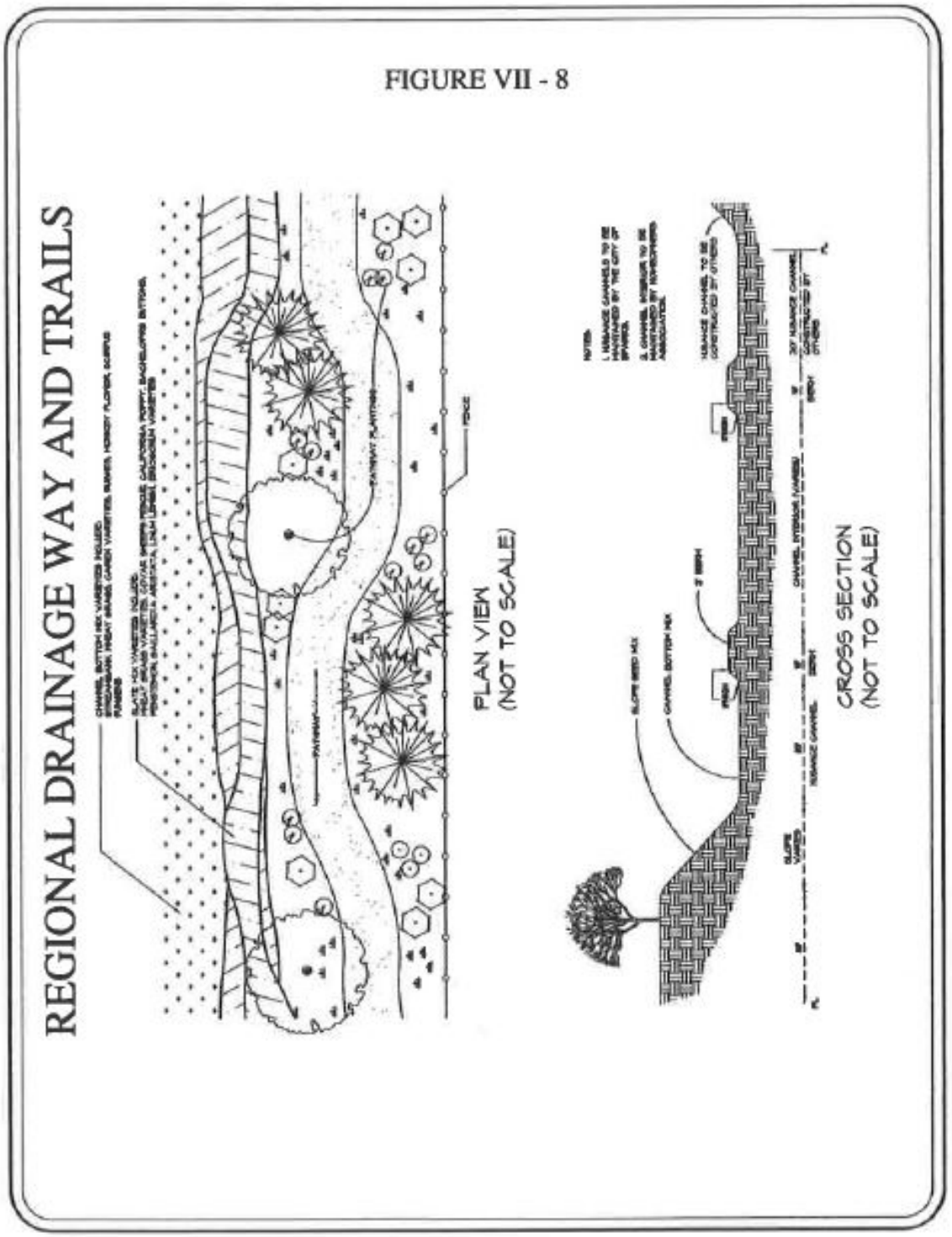

REGIONAL DRAINAGE WAY AND TRAILS
PLAN VIEW
(NOT TO SCALE)
CROSS SECTION
(NOT TO SCALE)

FIGURE VII-9

REGIONAL DRAINAGE WAY AND TRAIL

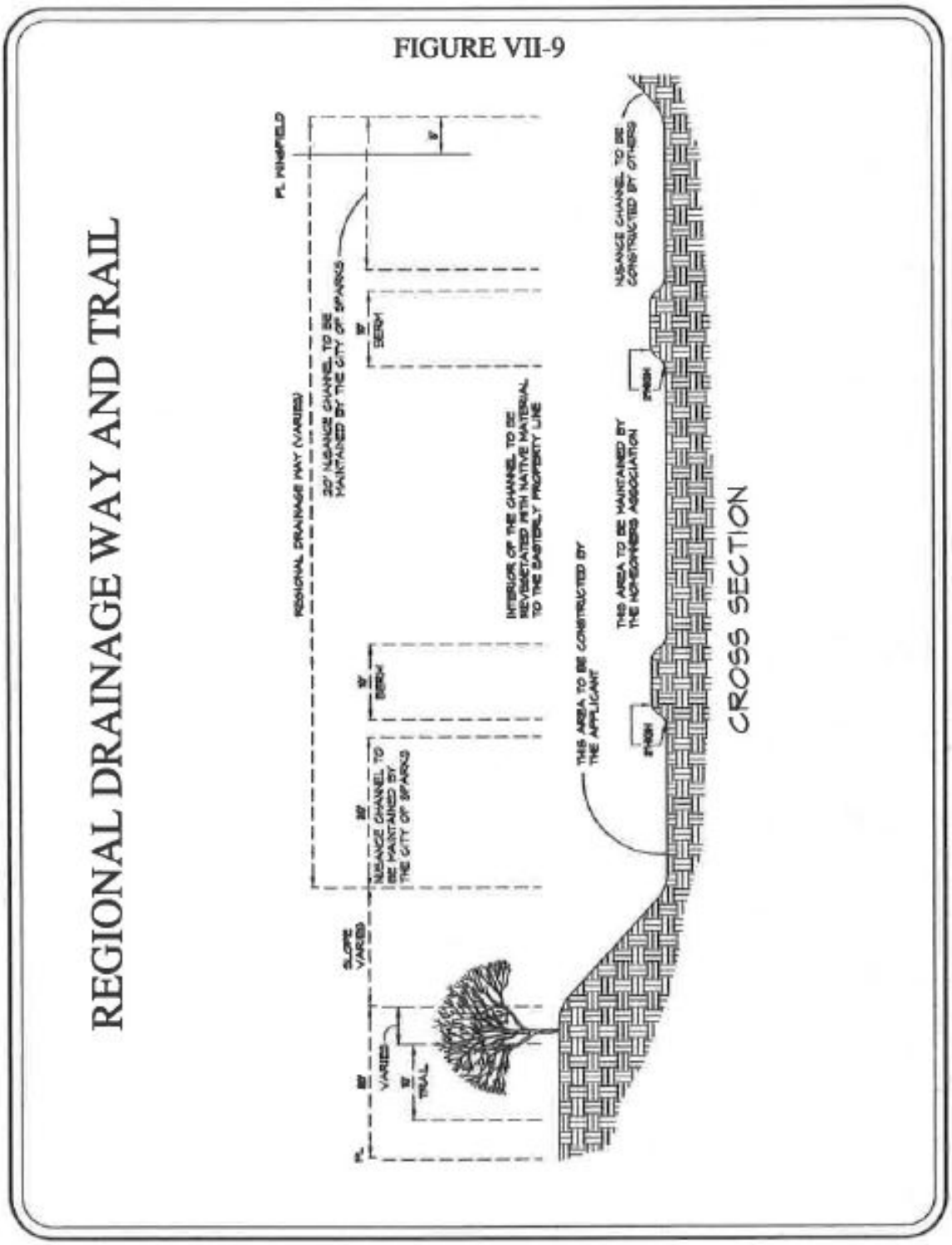
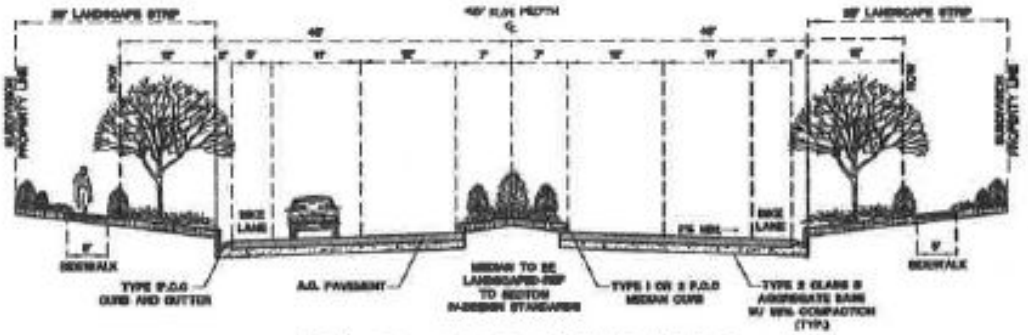
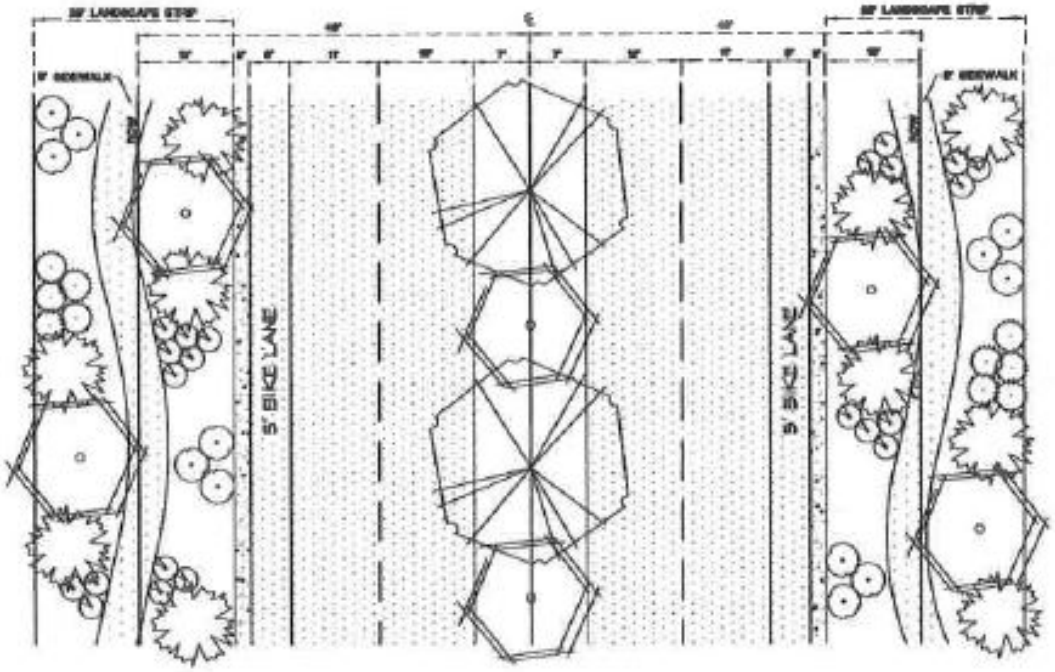


FIGURE VII-10

ARTERIAL



98' ROW STANDARD
NOT TO SCALE

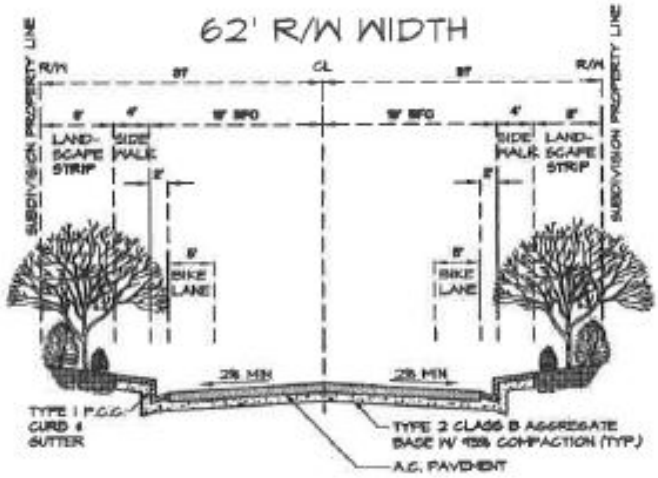


PLAN VIEW
NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

FIGURE VII - 11

COLLECTOR STREET STANDARDS



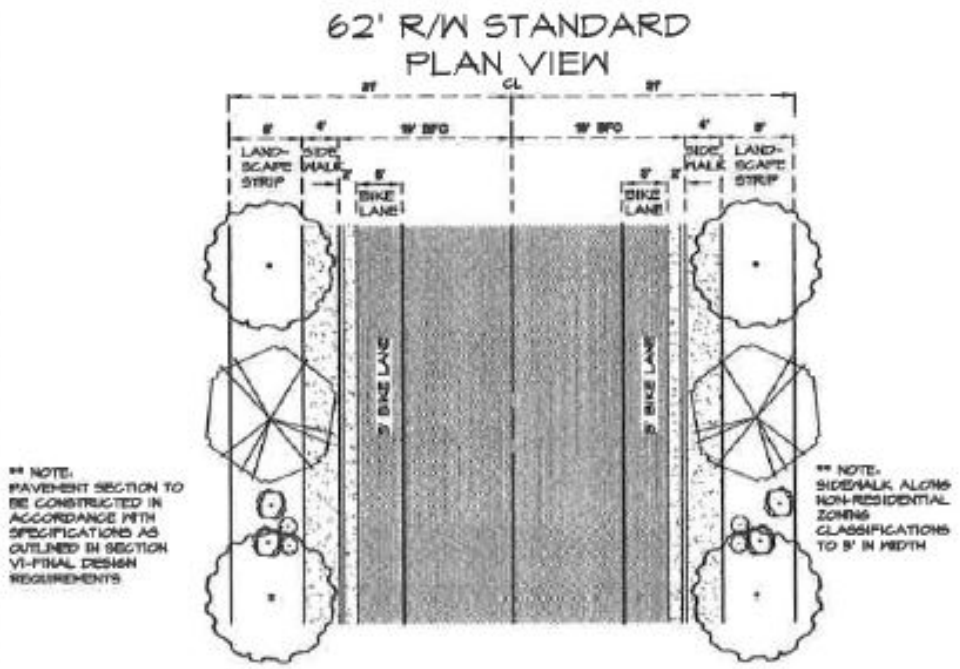
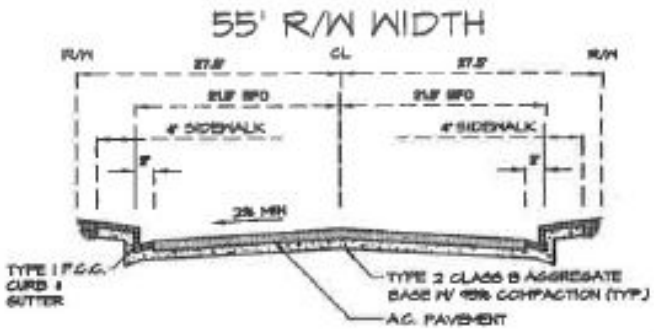
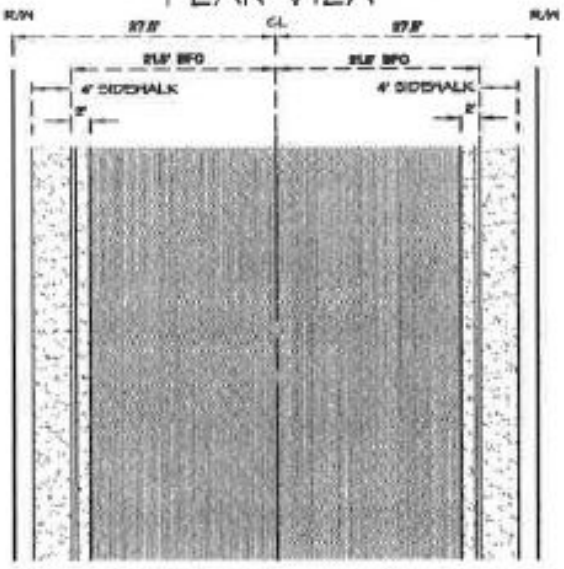


FIGURE VII - 12

LOCAL STREET SECTIONS



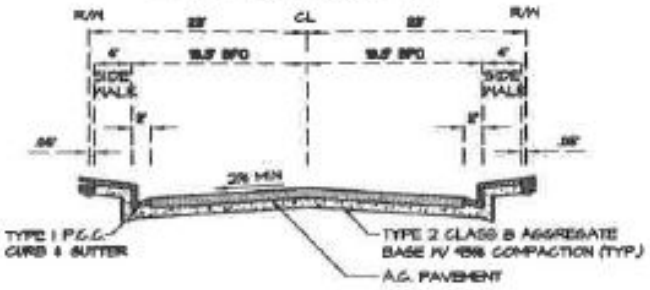


** NOTE:
PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

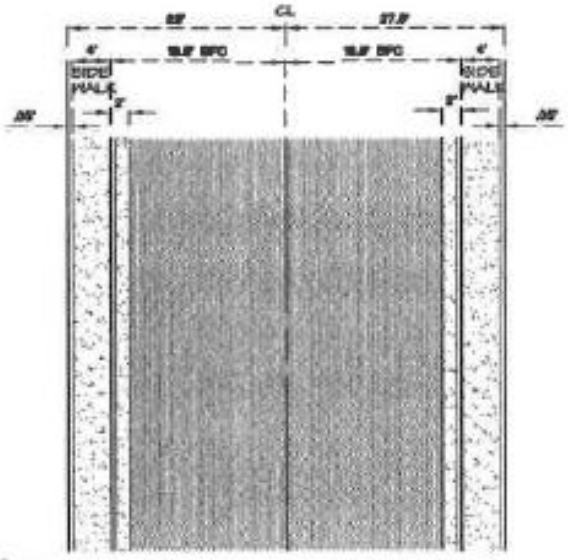
FIGURE VII - 13

LOCAL STREET SECTIONS

46' R/W WIDTH



CUL-DE-SACS LESS THAN 400' IN LENGTH



** NOTE:
PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

FIGURE VII - 14

PRIVATE DRIVE

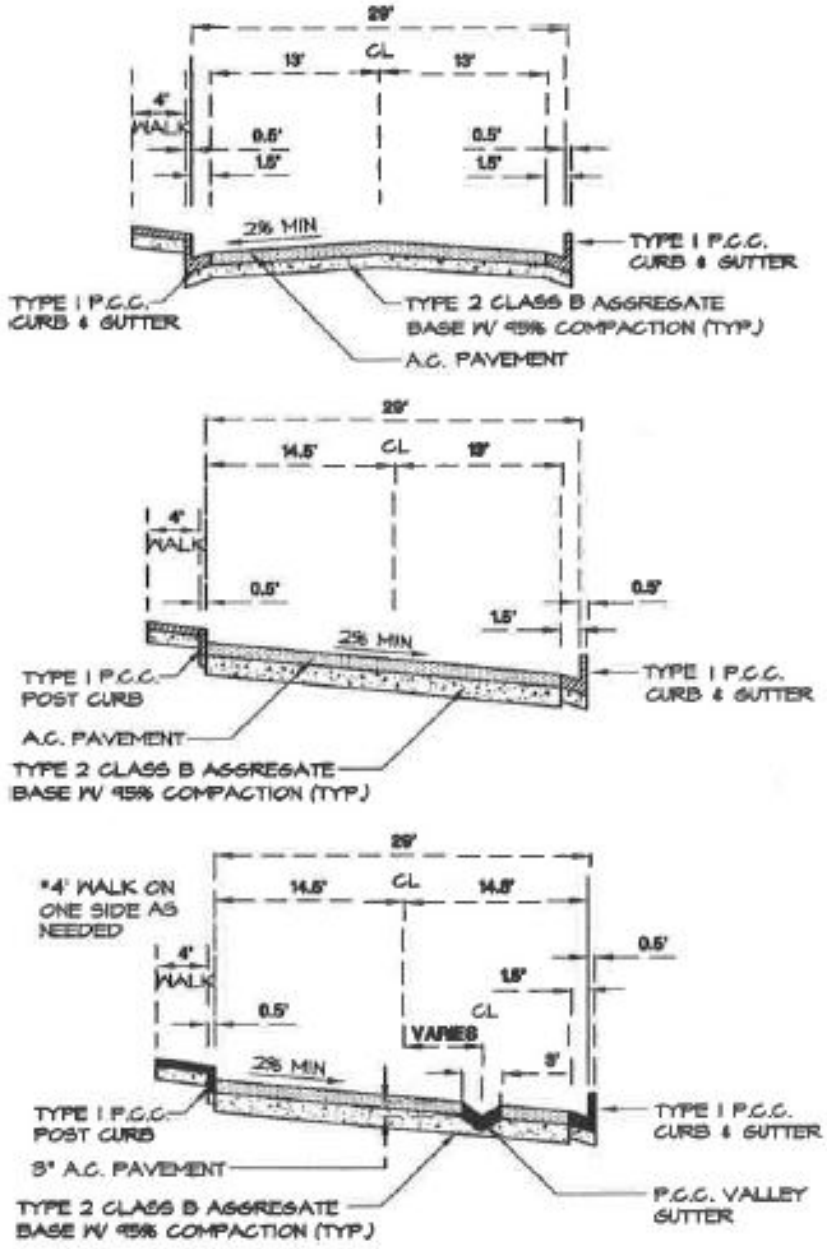


FIGURE VII - 15

PRIVATE DRIVE - PLAN VIEW

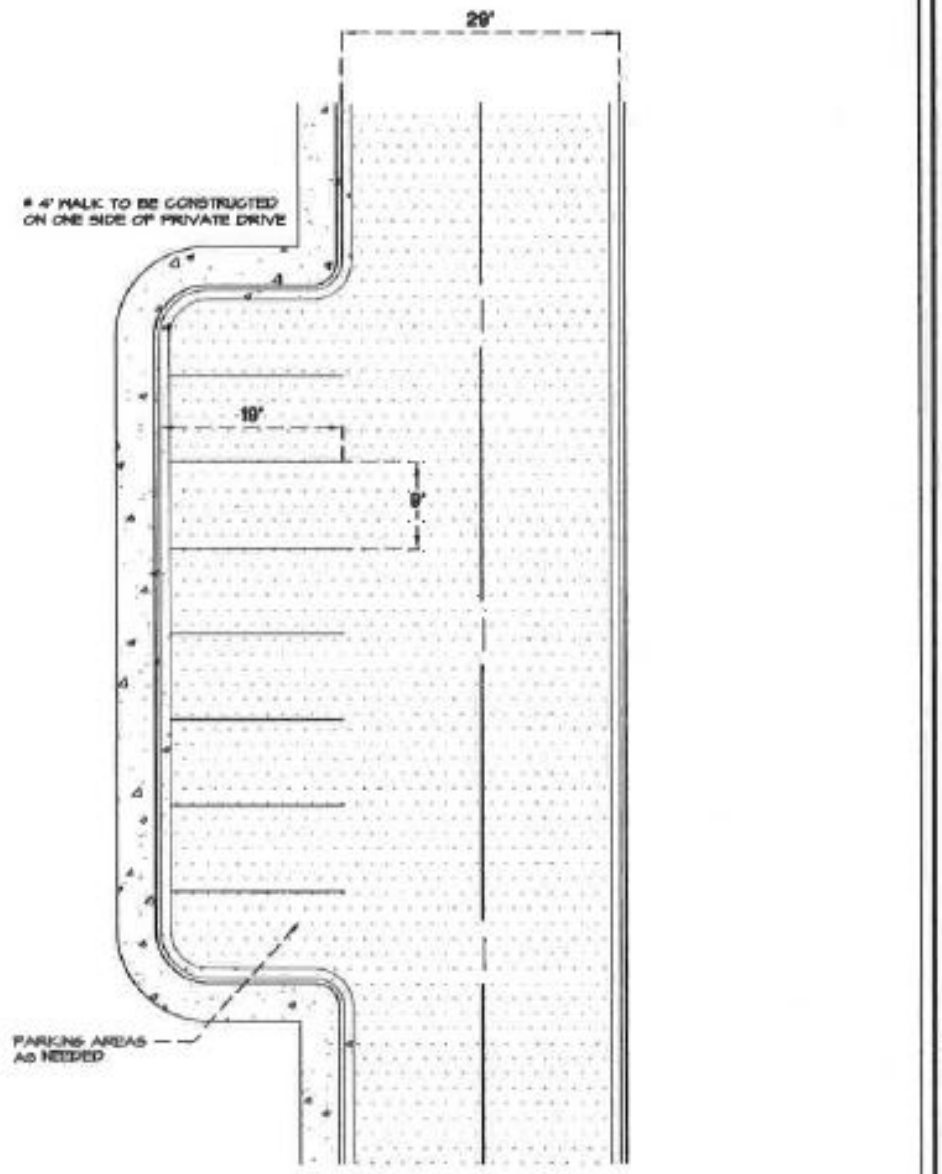
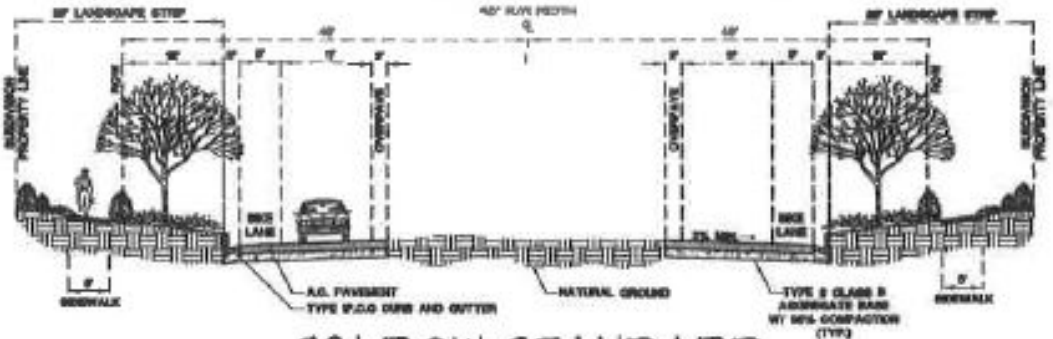


FIGURE VII-16

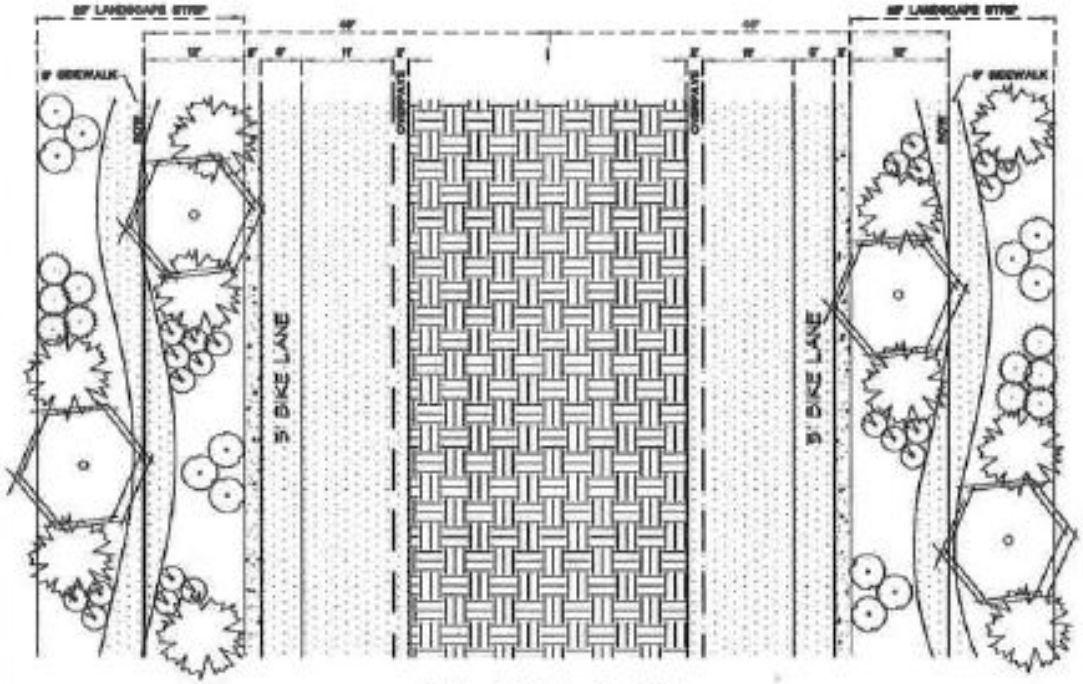
ARTERIAL-INTERMEDIATE BUILDOUT



98' ROW STANDARD

NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS



PLAN VIEW

NOT TO SCALE

NOTE: HILLS DRIVE TO CONSTRUCT ONE (1) 11' LANE IN EACH DIRECTION AS SHOWN. KILEY DRIVE TO CONSTRUCT TWO (2) 11' LANES IN EACH DIRECTION. REFERENCE TO SECTION VII-INFRASTRUCTURE AND PUBLIC SERVICES.

FIRE ACCESS AND PROTECTION

- Fire hydrants will be located not more than 300' apart.

- Secondary access to the *Pioneer Meadows* site will be constructed either from the north, tying into La Posada Drive, or from the west through the Kiley property to Pyramid Highway. The access road shall be twenty feet (20') in width and be improved with six inches (6") of type II aggregate compacted to 95% relative density. The secondary access road will be constructed concurrently with the construction of the "Ditch Crossing" on the arterial (Hills Drive), or prior to any stockpile of combustible materials and/or framing of any structures located on the north side of the crossing.

- Temporary secondary access from Vista Boulevard will be provided for the thirty (30) acre multi-family and the twenty-five (25) acre commercial sites located along the southern boundary line of *Pioneer Meadows*. This access will be constructed prior to the construction of the access road described above and prior to the framing of any structures located on the sites.

- Parking shall not be allowed on private streets having a width of twenty-nine feet (29').

- Gated Communities shall have roadway security gates that are operable by a device that senses emergency vehicle strobe lights. The sensing device must be compatible with the equipment used by the City of Sparks' Traffic Division. The roadway security gates shall allow fire equipment to pass safely through the roadway by fully opening upon sensing the emergency vehicle strobe light. They shall be able to open manually in the event of a power failure and shall meet the approval of the Fire Marshal.

- Any structures within the cluster home sites that are located more than 150' from fire apparatus access (as measured by an approved route around the exterior of the structure) shall be protected by an approved NFPA 13D fire sprinkler system to the satisfaction of the Fire Marshal.

- The developer must comply with any fire sprinkler ordinance in effect at the time.

- During construction phasing, fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall provide an all-weather driving surface. When the all-weather driving surface is not asphalt or concrete, it shall meet the specifications set forth in Title 14 of the City of Sparks' Municipal Code.

- The developer shall support increases in the NSSOI Public Facility fee for fire apparatus to adequately serve the development. Alternatively, if the fee is not increased, the developer will participate in discussions of alternative financing methods.

- No wood framing will be allowed on site until fire department access roads and fire hydrants meet the satisfaction and approval of the Fire Marshal.

AIR QUALITY

The primary sources of carbon monoxides are motor vehicles and wood burning stoves. The City of Sparks has banned the use of wood stoves in the area. All new homes built in this development will not be equipped with any type of wood burning apparatus. This ban on wood burning devices will help minimize the production of carbon monoxides produced by the development of this subdivision.

Prior to the commencement of construction of each phase or partial phase of this project, a Dust Control Plan will be submitted to the Air Quality Management Division of the Washoe County District Health Department for review and approval. All construction shall be conducted in accordance with the conditions placed upon the approved Dust Control Plan, as prescribed in Section 040.030(A) of the Washoe County District Board of Health Air Quality Regulations.

UTILITIES

Water

Truckee Meadows Water Authority (TMWA) will service *Pioneer Meadows. Pioneer Meadows* will be serviced from Pump Station #1 located in the Vistas. Water rights will be dedicated with each development per TMWA Rule 7.

Gas and Electric

All gas lines and underground electric service will be extended to the development with adequate capacity to service *Pioneer Meadows.*

Telephone and Cable Television

Telephone service will be provided by AT&T and cable television will be provided by Charter Communications.

Solid Waste

Solid waste materials will be removed by a disposal company. All residential developments will have mobile toters as a mandatory requirement.

Trash, dumpster and/or compactor enclosures are required for MF15, GC and BP. The enclosures will be compatible with the architectural scheme of the buildings and development.

SECTION VIII

COVENANTS, CONDITIONS AND

RESTRICTIONS

COVENANTS, CONDITIONS AND RESTRICTIONS

Each residential and commercial development within *Pioneer Meadows* shall be subject to Covenants, Conditions and Restrictions (CC&R's). CC&R's will be developed prior to or concurrent with the development of the first final map for any division of land within *Pioneer Meadows*. CC&R's provided for *Pioneer Meadows* shall be consistent with this Handbook. The following describes the method with which these CC&R's will be developed for each applicable development area:

RD10A, SFR4, and SFR10

RD10A, SFR4, and SFR10 development areas shall be governed by CC&R's which, among other things, restrict certain activities on the building lot (e.g. commercial activities and number and types of pets) and impose architectural and landscaping guidelines and controls. The CC&R's shall conform with or impose greater restrictions than currently applicable ordinances and regulations. RD10A and SFR4 shall be limited expense liability planned communities pursuant to Nevada Revised Statute ξ 116.1203 and the CC&R's shall expressly restrict annual average liability for common expenses of all units as provided in Nevada Revised Statute ξ 116.1203.

The CC&R's shall also authorize the creation of a Homeowners' Association for the management and maintenance of the Common Area. The Homeowners' Association shall be organized as a Nevada nonprofit corporation. In order to ensure proper and continued landscape maintenance and an aesthetically pleasing corridor for ingress and egress to the development, the Homeowners' Association shall maintain the landscaping along the arterials and collector streets, which are located in the City of Sparks' right-of-way. Owners of GC, BP or MF15 property within *Pioneer Meadows* shall be required to enter into maintenance/license agreements with the Homeowners' Association whereby the Homeowners' Association shall manage and maintain such landscaping, at the cost of the GC, BP or MF15 property owner.

The CC&R's shall also establish an architectural control committee which shall evaluate and approve or disapprove architectural or landscaping improvements, additions or modifications to the lot or structures located thereon.

The builder shall provide incentives for rear yard landscaping (with a twelve (12) month implementation from the close of escrow) for the RD10A zoning classification.

GC and BP

Each development with the designation GC or BP shall have an exclusive set of CC&R's which shall control the architectural standards for such development and impose landscaping and maintenance obligations. All GC and BP areas shall be required to enter into the maintenance/license agreements with the Homeowners' Association as described above.

MF15 and MF15A

The MF15 and MF15A development areas shall also be subject to CC&R's which, among other things, restrict certain activities on the building lot (e.g. commercial

activities and number and types of pets) and impose architectural and landscaping guidelines and controls. Like GC and BP development areas, MF15 property owners shall be required to enter into maintenance/license agreements with the Homeowners' Association as described above.

The MF15 and MF15A property owners shall be granted nonexclusive licenses to use the common areas of the Homeowners' Association. The CC&R's shall provide that MF15 and MF15A property owners be assessed fees based upon the number of individual units constructed on the building lot, which shall be payable to the Homeowners' Association, to defer the cost of common area maintenance.

SECTION IX

APPLICATION

SITE NARRATIVE

Pioneer Meadows is located within the Northern Sparks Area. Pioneer Meadows exists in the City of Sparks and was previously approved as a residential community in July 1999. The original Pioneer Meadows Planned Development Handbook was amended to allow for the potential development of a municipal golf course and was approved in March of 2004. Also included in this amendment were some "housekeeping" changes regarding access, circulation and fencing.

The current Pioneer Meadows Handbook (MP06005) was completed by request of and in cooperation with the City of Sparks on behalf of Pioneer Meadows, LLC. The current Pioneer Meadows Handbook applies to Pioneer Meadows in its entirety (includes areas that were previously adopted as part of the original Master Plan).

The goals of the master amendment #4 are as follows:

- Clarify and correct inconsistencies with previous master plan to better reflect the City of Sparks Master Plan goals
- Incorporate the City of Sparks design and review requirements input to meet city requirements and planning goals
- Modify the land use classification locations to reflect site conditions

The Pioneer Meadows Master Plan Amendment #4. Master Plan Amendment #4 includes the following acreages as defined in the Master Plan Handbook: *acreages are approximate*

107 acres of Business Park (BP-A & BP-B)
Thirty (30) acres of General Commercial (GC)
Ninety-seven (97) acres of Multi-Family (MC15) and Multi-Family (MF-15A fifteen detached dwelling units per acre (du/ac)
Sixty-two (62) acres of Single Family (RD10) cluster development up to ten (10) du/ac
211 acres of Single Family (SF4) four (4) du/ac
133 acres of Common Area (CA)
Two parks of varying size (totaling seven and on-half (7.5) acres)

See attached Table II-1 for comparison between Master Plan Amendment #1, #2, #4

The property is surrounded by the following residential developments: Stonebrook to the north, Wingfield Springs to the east and south and Kiley Ranch North to the West. The major access to Pioneer Meadows is from Vista Boulevard. Vista Blvd delineates the southern border of the Pioneer Meadows and the northern border of Southern Wingfield Springs.

The Pioneer Meadows is a mixed-use neighborhood that integrates business parks, general commercial, single and multi-family homes, common area, open space and improved public parks. There is a mix of densities and units within the neighborhoods from single-family detached housing on single lots to neo-traditional clustered single-family home sites and zero lot line home sites. This variety of home products allow Pioneer Meadows to appeal to multiple markets and increase diversity with Sparks.

TABLE II-1
LAND USE BREAKDOWN
PIONEER MEADOWS LAND USE BREAKDOWN BETWEEN
MASTER PLAN AMENDMENT #1, #2, AND #4
DECEMBER 10, 2019

PIONEER MEADOWS MPA #1
PREPARED 7/99

PIONEER MEADOWS MPA #1	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	47	
BUSINESS PARK	109	
MF15	84	1260
RD10A	60	600
SFR4	182	728
COMMON AREA	139	
PARKS	9	
SCHOOL	10	
TOTALS	640	2588
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.04

COMBINED MASTER PLAN
AMENDMENT #1 AND #2
PREPARED 2006

OVERALL AREA MASTER PLAN FOR 1 AND 2	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	25	
BUSINESS PARK	102	
MF15 & MF15A 15 DU/AC	91	1365
RD10A 10 DU/AC	60	600
SFR4	197.8	791
COMMON AREA	146.7	
PARKS	9	
SCHOOL	8.5	
TOTALS	640	2756
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31

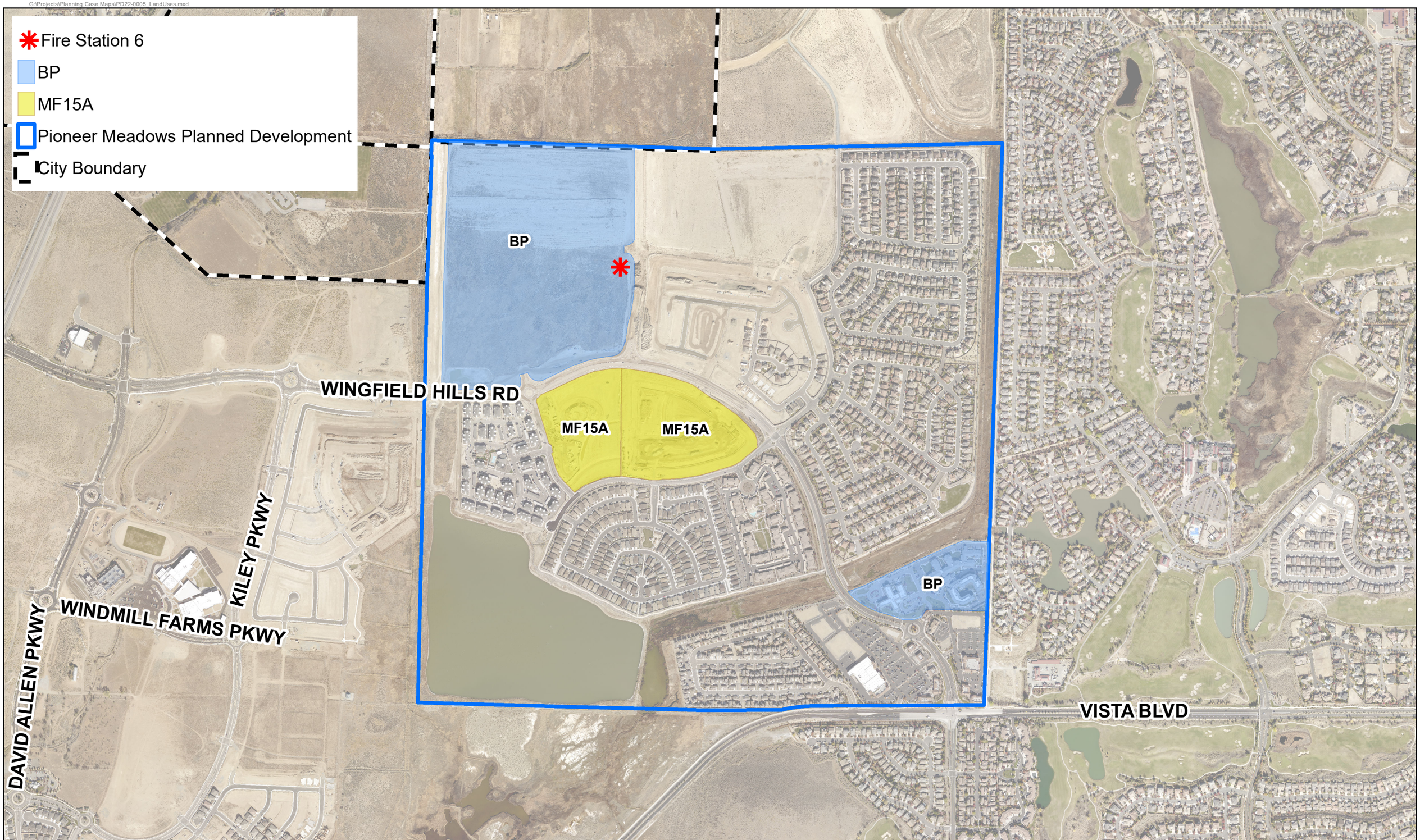
COMBINED MASTER PLAN AMENDMENT
#1, #2, & #4
PREPARED 2018

OVERALL AREA MASTER PLAN FOR 1, 2, & 3	AREA (AC)	MAX.UNIT COUNT (DU/AC)	ACTUAL UNIT COUT
GENERAL COMMERCIAL	30		
BUSINESS PARK	107		
MF15 & MF15A 15 DU/AC	97	1455	938
RD10A 10 DU/AC	62	620	536
SFR4	211	844	844
COMMON AREA (*includes 7.5 ac of Parks)	133		
TOTALS	640		2318
Max Residential Units			2756
Remaining Units			438
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31	

PLANNING CASE SUMMARY

CASE NUMBER(S):	PCN21-0002 / PD22-0005
REQUESTED ACTION(S):	A request to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use designation; and remove cumulative density requirements associated with MF15A (Multi-Family) land use designation
PROPERTY OWNER:	DBJ Holdings LLC & BB Investment Holdings LLC
DEVELOPER:	DBJ Holdings LLC & BB Investment Holdings LLC
APPLICANT:	DBJ Holdings LLC & BB Investment Holdings LLC
LOCATION:	Generally located west of the Wingfield Springs Planned Development, east of Kiley Ranch North Planned Development and south of the Stonebrook Planned Development.
PARCEL SIZE:	640 ± acres
EXISTING ZONING:	PD (Planned Development)
PROPOSED ZONING:	No change
EXISTING LAND USES:	Low Density Residential, Intermediate Density Residential, Multi-Family Residential, Community Facility, Commercial, Employment Center, and Open Space.
WARD INFORMATION:	Ward 5 – Kristopher Dahir
APPLICABLE REGULATIONS:	Nevada Revised Statutes (NRS) 116, 278, and 278A; and Sparks Municipal Code (SMC) 20.02.012 (Planned Development).

G:\Projects\Planning Case Maps\PD22-0005_LandUses.mxd

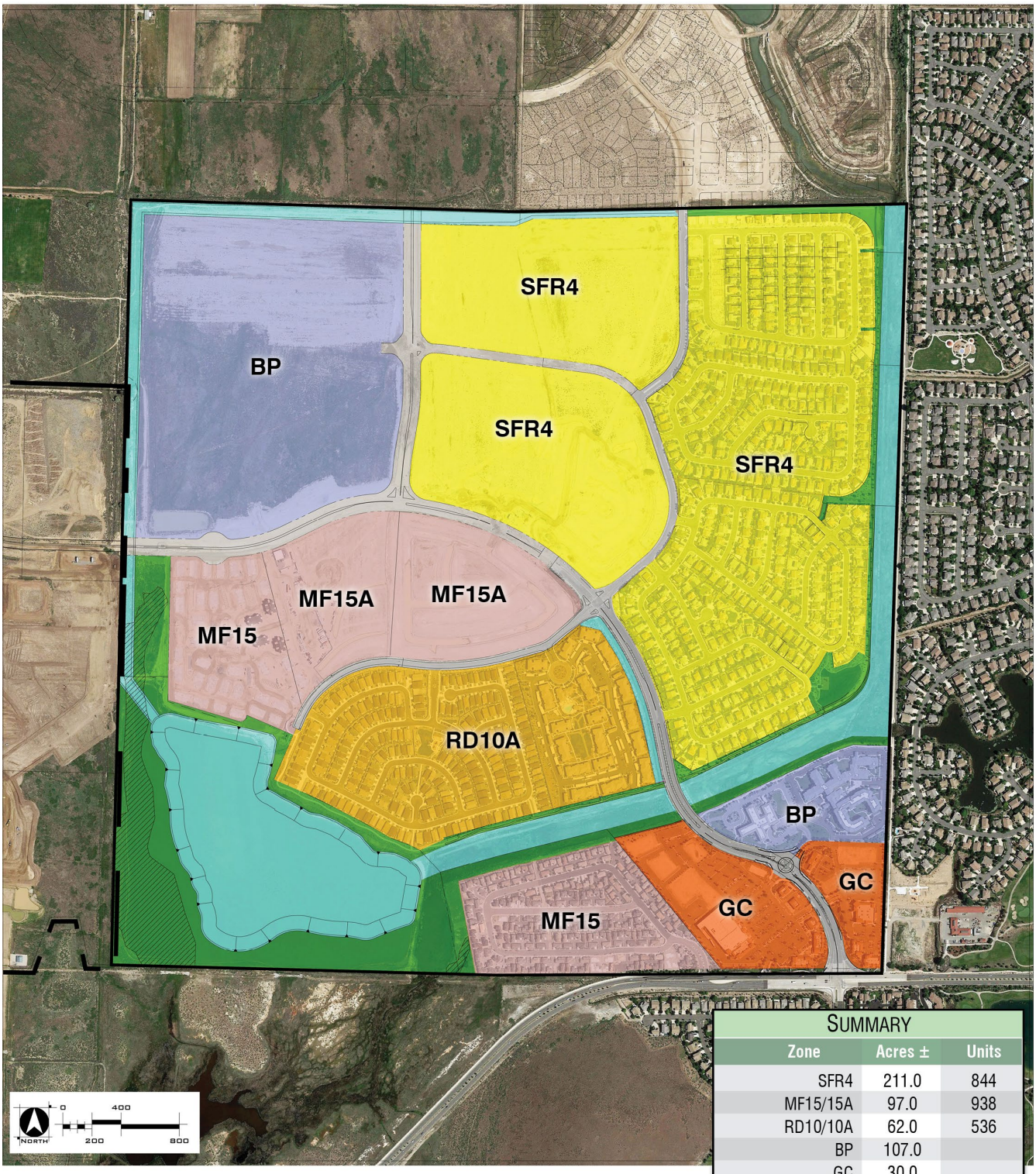


City of Sparks Community Services

Not to Scale

PD22-0005 - Vicinity Map
Exhibit 2

FIGURE II-3



SUMMARY

Zone	Acres ±	Units
SFR4	211.0	844
MF15/15A	97.0	938
RD10/10A	62.0	536
BP	107.0	
GC	30.0	
Common/Parks	133.0	
TOTAL	**640.0**	

CITY OF SPARKS, NV
COMMUNITY
SERVICES
DEPARTMENT

To: Mayor and City Council

From: Juleen Ruiz, Administrative Secretary

Subject: Report of Planning Commission Action

Date: August 15, 2022

RE: **PCN21-0002 / PD22-0005** – Public hearing, consideration, discussion, and possible action on a request related to PCN21-0002 to amend the final approved plan for the Pioneer Meadows Planned development to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use designation; and remove cumulative density requirements associated with MF15A (Multi-Family) land use designation. The Pioneer Meadows Planned Development is generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard, in Sparks, Nevada on a site approximately 640 acres in size in the PD (Planned Development – Pioneer Meadows) zoning district.

Please see the attached excerpt of the Planning Commission meeting transcript from the regularly scheduled Planning Commission held on Thursday, August 4, 2022.

7. Public Hearing Items (For Possible Action)

7.1. Public hearing, consideration, discussion, and possible action on a request related to PCN21-0002 / PD22-0005 to amend the final approved plan for the Pioneer Meadows Planned development to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use designation; and remove cumulative density requirements associated with MF15A (Multi-Family) land use designation. The Pioneer Meadows Planned Development is generally located east of the Kiley Ranch North Planned Development, west of the Wingfield Springs Planned Development, south of the Stonebrook Planned Development, and north of Vista Boulevard, in Sparks, Nevada on a site approximately 640 acres in size in the PD (Planned Development – Pioneer Meadows) zoning district. (For Possible Action)

Dani Wray, AICP, Planner II, presented a request to modify the final approved plan for the

Pioneer Meadows Planned Development to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use designation; and remove cumulative density requirements associated with MF15A (Multi-Family) land use designation; and other matters properly related thereto. Staff is recommending the Planning Commission forward a recommendation of approval to the City Council.

Dani Wray, AICP, Planner II, invited Ian Crittenden, Development Services Manager, to give a brief description of the Impact Fee Service Area, IFSA, and how this project could impact it with the requested modifications. The City updates the IFSA every three years and fees are adjusted regularly to meet new development densities, costs, and inflation. Office and warehouse uses are calculated the same for IFSA purposes at 1,000 square feet. IFSA uses lot coverages of 0.25, lower than the 0.3 being proposed and does not greatly impact the overall numbers.

Commissioner Read asked about the access going in and out of the business park. Dani Wray, AICP, Planner II, stated that Wingfield Hill Road is the primary access from the Vistas all the way through Kiley Ranch North to Pyramid Way.

Commissioner Andriola asked what a structural analysis would entail if/when an application was to be presented to the City and if safety is included in that. Dani Wray, AICP, Planner II requested that Amber Sosa, Transportation Manager, give a brief description of what is included in a structural analysis. Amber Sosa, Transportation Manager, reported that a structural analysis would be conducted through a specialized engineer company like the Institute of Traffic Engineers, ITE, using federally accepted standards for many different types of business uses. The safety concerns may not come up during pavement analysis as it handles the structural section. Wingfield Hills Road is designed as a regional road and should there be any safety concerns at the time any use comes in, such as pedestrian crossings, round abouts, etc., it would be reviewed during the Administrative Review process.

Commissioner Andriola requested the definition of a regional road compared to a non-regional road. Amber Sosa, Transportation Manager, stated that it is defined in the Regional Transportation Commission Policy, RTCP, but is mostly based on the volume the road would carry.

Chair Kyle West asked if there has been any consideration given to the limitation of what direction trucks can travel from Vista up to the business park area. Amber Sosa, Transportation Manager, replied that the Sparks Municipal Code would not allow restrictions for truck routes considering there are three regional roads that connect. Trucks would be able to exit either towards Pyramid Highway or Vista Blvd.

Chair Kyle West invited the applicant up to speak. The applicant's representative, Stacy Huggins with Wood Rodgers reiterated some of the key points from the presentation and asked for the applicant, Dustin Barker with Lennar Homes to come up and speak. Dustin Barker thanked staff for their work on this project and was available for questions.

Commissioner Cary asked the applicants representative and applicant in their experience

what would be a good comparison with a class A office space versus warehousing as far as jobs that would be created and wages. Stacy Huggins, Wood Rodgers, stated because there is not a current project for review it is hard to estimate what that could be, and it would depend on the type of business.

Commissioner Pritsos asked about the residential area, other than flexibility what are the other reason to change the minimum density? Dustin Barker, Lennar Homes, stated they would like to continue to develop the final piece of land in MF15A with a product that is working well and seems to be in high demand and really just tidy up the language in the master plan.

Commissioner West opened public comment for this item.

Speaker: Caitlin Vong
Notes: Resident of Pioneer Meadows presented her opposition to warehouses being built in a residential neighborhood. Noting concerns of safety with the increased large truck traffic.

Speaker: Toan Vong
Notes: Resident of Pioneer Meadows presented his opposition to warehouses being built in a residential neighborhood. Noting concerns of safety and the increased disturbance of the day-to-day operations of a warehouse.

Speaker: Dan Merritt
Notes: Resident of Pioneer Meadows presented his opposition to warehouses being built in a residential neighborhood. Noting concerns of the increased large truck traffic and the added disturbances of the day-to-day operations of a warehouse.

Speaker: Diana McCarthy
Notes: Resident of Pioneer Meadows presented her opposition to warehouses being built in a residential neighborhood. Noting incompatibility of large truck traffic and the disturbance of the day-to-day operations of a warehouse.

Speaker: Clark Moore
Notes: Not a resident of Pioneer Meadows but lives adjacent to and does utilize Wingfield Hills Rd. Noting opposition to building warehouses in this area.

Speaker: Joe Condoluci
Notes: Resident of Pioneer Meadows presented his opposition to warehouses being built in a residential neighborhood and wanted to ask how taxes would be affected.

Speaker: Edith Behler
Notes: Secretary of the Pioneer Meadows Master Association. Asked if Wingfield Hills Road would be the only entrance to the proposed business park or would there be another entrance?

Chair West requested that Dani Wray, AICP, Planner II, come up to help answer the questions from public comment.

1) If MF15 is eliminated how will the taxes be offset. Dani Wray, AICP, Planner II, stated she could not speak to how the Washoe County Assessor would estimate taxes. Jim Rundle, City Planner, mentioned that State Property Taxes are estimated based off of evaluation and there is a 3% tax cap per year if you are a property owner occupied.
2) Would there be any consideration of changes to sound barrier fencing. Dani Wray, AICP, Planner II, stated that at time of application staff does review many aspects and this would be one. Ms. Wray referred to Jim Rundle, City Planner, for further clarification. Mr. Rundle requested a brief recess to discuss responses with staff.

Chair Kyle West granted a recess at 7:11 pm.

Chair Kyle West re-adjourned the meeting at 7:22 pm.

Jim Rundle, City Planner, asked if Chair West would invite Amber Sosa, Transportation Manager, back up to help answer the concerns for safety in the roundabout and the speed in the respective area.

Amber Sosa, Transportation Manager, reported that the roadway design was built with safety considerations in the form of buffers zones and landscaping. The roundabouts were designed to accommodate larger truck traffic. Geometric design in roundabouts is strategic and encourages traffic to slow as they enter the roundabouts. With the safety concerns brough up it is something the City has been looking at and it appears that speed is a factor. Wingfield Hills Road was built for heavier traffic and at this time because the area is not completely developed the traffic is minimal leading to higher speeds. As the area builds out and there is more traffic on the roads this may naturally begin to shift slowing traffic down to normal speeds.

Amber Sosa, Transportation Manager, was presented with a previous question from Edith Behler's and stated that yes Wingfield Hills Road would be the primary entrance to the proposed business park. This is without a project under review and may adjust based off of the request and plans but would be reviewed by staff.

Chair West, referred back to another question from the public regarding the structural integrity of Wingfield Hills Road and would there be consideration for additional analysis for Vista Blvd or Pyramid Highway. Ms. Sosa reported that Vista Blvd is a major regional road with the anticipation for heavier traffic and was designed with this in mind. Pyramid Highway is owned by the Nevada Department of Transportation, NDOT, and that section is included in their current plans for widening and anticipation of heavier traffic so it is assumed that would be a part of their plans.

Public comment was closed by Chair West after seeing no further requests.

Commissioner Read asked what the differences are between Vista Blvd, Pyramid and Wingfield Hills Road as they are all regional roads, but they are very different. Ms. Sosa stated that they all fall under the regional road umbrella but the types, uses and speeds would be dependent on the area they are built. Where it may make sense to have a roundabout on Wingfield Hills Road it may not make sense to have one on Pyramid Highway.

Commissioner Carey asked how the proposed handbook amendment advance policy MG3 and how is the City monitoring the supply of employment generating uses. Dani Wray, AICP, Planner II, stated that the proposal for the addition of warehouse and distribution uses would satisfy policy MG3 by bringing in employment. Armando Ornelas, Community Services Director, reported that the comprehensive plan was developed, prepared and adopted in 2015. The Fiscal Impact Analysis work began in 2019 and that was the first inventory. It is expected that the City give updates every 2-5 years. Currently we are on pace to monitor the supply of land used for employment generating uses.

Dani Wray, AICP, Planner II was invited back up to read the full list of current uses allowed and permitted in the business park land use category in the Pioneer Meadows Handbook since its inception in 2000.

Commissioner Carey discussed concerns highlighting findings PDa and policy MG3 as the reason to recommend denial.

Commissioner Read discussed concerns highlighting finding PDe, PDd, PDc, and PDf as the reason to recommend denial.

Chair West discussed concerns highlighting PDf as the reason to recommend denial.

Motion: I move to forward to City Council a recommendation of denial of the request PCN21-0002/PD22-0005 to amend the final approved plan for the Pioneer Meadows Planned Development to add Warehouse and Distribution to the list of permitted uses in the BP (Business Park) land use designation; reduce cumulative Floor Area Ratio from 0.5 to 0.3 within the BP (Business Park) land use designation; and remove cumulative density requirements associated with MF15A (Multi-Family) land use designation, based on lack of findings A through J and the facts supporting those findings as set forth in the staff report.

Moved by: Commissioner Carey
Seconded By: Commissioner Read

Commissioner Pritsos stated that he will not be supporting the motion and finds adding additional uses is in the best interest of the City especially in terms of creating more jobs and that warehousing is an acceptable use.

Yes: Commissioners Andriola, Carey, Rawson, Read, West
No: Commissioners Pritsos
Abstain:
Vote: Motion Passed 5-1

Assistant City Attorney, Mariah Northington, asked Jim Rundle, City Planner, if further articulation or elaboration was needed on the findings from the commissioners for their votes. Jim Rundle, City Planner, requested further identification of rational supporting the motion and requested that Commissioner Andriola and Rawson advise so that it may be added in the record.

Commissioner Andriola noted finding PDf as the deciding factor for her vote.

Commissioner Rawson concurred with Commissioner Carey and Commissioner Read noting findings PDa through PDf as the deciding factor for his vote.

Permitted uses:

- Medical offices and clinics.
- General offices.
- Research and development, for corporate or regional headquarters.
- Medical and dental laboratories.
- Warehousing, ancillary to research and development up to fifteen percent (15%) of the total floor area.
- Assembly of finished products or sub-assemblies, so long as the primary use of the property is not the basic processing and compounding of raw material or food products.
- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP area (92-acre site in the northwest corner) including individual Units with or without kitchens, duplex residential units, and others uses commonly associated with a Assisted Living/Skilled Nursing Facility and only when accessory to a medical hospital.
- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP-A (15-acres southeast site) including Individual Units with or without kitchens, duplex residential units, and others uses commonly associated with an Assisted Living/Skilled Nursing Facility.
- Conference/Convention Center
- Pharmaceutical Manufacturing
- Software Development
- Broadcast Studios
- Governmental Institutions, including but not limited to, Public Safety Facilities and other City offices
- Hospitals
- Veterinary offices; No outdoor kenneling allowed.
- Hotels specifically oriented to business travel.
- Building and loan associations, brokerage houses, saving and loan associations, finance companies, title insurance and trust companies.
- Facilities for the furnishing of meals and sales of refreshments and personal convenience items solely to the employees of such establishments provided that such facilities be within a building or enclose such that there are no external signs or other evidence of such use. There shall be no external access to such a use.
- Parking structures.

Ancillary uses at a maximum of 15% of the cumulative business park area that has received Site Plan Review approval:

- Public facilities.
- Restaurants, subject to the following conditions:
    1. All alcoholic beverages shall be sold only for consumption on the premises.
    2. Outdoor dining permitted as an accessory use.
    3. No restaurant shall be located closer than forty feet (40') from a residential district.
- Recreational facilities and/or health spas.

- Pharmacy, provided that such facility be within a building or enclosure such that that there are no external signs or other evidence of such use. There shall be no external access to such a use.
- Support services, including but not limited to: Banks, Fitness Centers, Convenient Stores, Daycare Centers, Copying Services, Barber Shops, Beauty Salons, and Restaurants.

PIONEER MEADOWS DEVELOPMENT

Fiscal Impact Analysis

APRIL 2022

Prepared by:

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EXECUTIVE SUMMARY

Ekay Economic Consultants, Inc. (EEC) of Reno, Nevada was retained to conduct a fiscal impact analysis of proposed handbook amendment related to the Pioneer Meadows master planned community for the City of Sparks. Only the portion of the development impacted by the amendment is included in this analysis, as summarized below:

- Business Park: 87.08 acres of land and 1.37 million square feet of industrial uses, constructed over a three year period (2024-2026).
- Residential: Villages 10 and 11 developed to include 227 single family detached units, partially constructed in 2021 and over a five-year future period (2022-2026).

General Fund Impacts

- Project-related revenue for the General Fund over the 20-year analysis period is estimated at $14.8 million.
- Project-related expenditures for the General Fund are estimated at $5.1 million.
- The project is expected to generate a revenue surplus for the City of Sparks' General Fund in the amount of $9.7 million over the 20-year analysis period.

Road Fund Impacts

- Project-related revenue for the Road Fund is estimated at $0.5 million over the 20-year analysis period.
- Project-related expenditures for the Road Fund are estimated at $4.8 million.
- The project is expected to generate a revenue deficit for the City of Sparks' Road Fund in the amount of $4.2 million over the 20-year analysis period.

The analysis finds the proposed development will have a **positive** fiscal impact on the City of Sparks.

- Total cumulative surplus for the City of Sparks General and Road Funds is estimated at $5.4 million over the 20-year analysis period.

INTRODUCTION

Ekay Economic Consultants, Inc. (EEC) of Reno, Nevada was retained to conduct a fiscal impact analysis of proposed handbook amendment related to the Pioneer Meadows master planned community for the City of Sparks. These amendments are as follows:

- Expand list of allowed uses within the Business Park (BP) land use designation to include warehouse and distribution.
- Reduce cumulative Minimum Floor Area Ratio from 0.5 to 0.3 in Business Park land use category.
- Remove cumulative density requirements associated with MF15A.

Only the portion of the development impacted by the proposed amendments is included in this analysis, as summarized below:

- Business Park: 87.08 acres of land and 1.37 million square feet of industrial uses, constructed over a three year period (2024-2026).
- Residential: Villages 10 and 11 developed to include 227 single family detached units, partially constructed in 2021 and over a five-year future period (2022-2026).

The "Long-Term Fiscal Health Analysis" report prepared for the City of Sparks by Economic & Planning Systems, Inc. (EPS) in July 2019 provided an estimate of the demand for residential units for the City of Sparks between 2017 and 2038. The report estimated a housing demand of 581 units per year for the City between 2017 and 2038. Villages 10 and 11 are expected to add 227 residential units once completed. Under the existing handbook, Village 10 could accommodate up to 390 units and Village 11 could accommodate up to 255 units. The amendment proposes to add fewer residential units than already approved for the project, significantly less than the absorption shown in the EPS report.

The EPS report also estimated City of Sparks will require 7.5 million square feet of office and industrial space and 1.6 million square feet of commercial space between 2018 and

2038. The Pioneer Meadows amendment proposes 1.37 million square feet of industrial space, which falls significantly below EPS estimates.

Appendix 1 of the report provides a summary of the project's buildout, including number of residential units and non-residential square feet constructed each year, estimated taxable value of project's land and improvements, and project residents and employees. The remainder of the analysis is based on this information.

The fiscal impact analysis is based on the October 2019 City of Sparks Fiscal Impact Analysis Guidelines adopted by the City of Sparks, along with project-related information provided by project developers and existing market data. Revenues and costs included in this fiscal impact analysis are estimated for the 20-year analysis period as recommended in the Fiscal Impact Analysis Guidelines ("Guidelines") for the City of Sparks.

Appendices at the end of this report present revenue and cost projections on an annual basis over the analysis period. Assumptions used in developing these estimates are presented at the end of each appendix. Those appendices are:

- Appendix 1: Buildout Assumptions
- Appendix 2: City of Sparks Estimated Real Property Tax Revenue
- Appendix 3: City of Sparks Estimated General and Road Fund Revenues
- Appendix 4: City of Sparks Estimated General and Road Fund Expenditures
- Appendix 5: City of Sparks Comparison of Estimated General and Road Fund Revenues and Expenditures

FINDINGS

Findings of the fiscal impact analysis are presented below for each fund.

Table 1 summarizes the impact of the project on the City of Sparks General Fund over the 20-year analysis period. Table 2 shows this information by year. Detailed information for City of Sparks revenues and costs, as well as methodology for estimating these costs and revenues is found in Appendices 2-5.

Table 1. Summary of Estimated City of Sparks General Fund Impacts, 20-Year Total

Estimated Revenue	
Property Tax	$ 11,281,459
Consolidated Tax	947,213
Business/Liquor Licenses	1,757,767
Fees, Permits, Charges	765,630
TOTAL	**$ 14,752,069**
Estimated Costs	
General Government	$ 1,310,133
Police	2,292,503
Fire	1,499,020
TOTAL	**$ 5,101,656**
Revenue Surplus/(Deficit)	
Estimated Surplus/(Deficit)	**$ 9,650,413**

Table 2. Summary of Estimated City of Sparks General Fund Impacts, by Year

Year	Estimated Project	Estimated Project Costs	Annual Surplus	Cumul. Surplus
2021	$ 17,023	$ 5,654	$ 11,369	$ 11,369
2022	86,737	28,784	57,953	69,322
2023	157,957	51,914	106,043	175,365
2024	387,685	136,503	251,181	426,546
2025	631,331	224,177	407,154	833,700
2026	874,445	310,308	564,137	1,397,837
2027	877,750	310,308	567,442	1,965,279
2028	881,072	310,308	570,764	2,536,043
2029	884,410	310,308	574,102	3,110,145
2030	887,765	310,308	577,457	3,687,601
2031	891,136	310,308	580,828	4,268,429
2032	894,525	310,308	584,217	4,852,646
2033	897,930	310,308	587,622	5,440,268
2034	901,353	310,308	591,044	6,031,312
2035	904,792	310,308	594,484	6,625,796
2036	908,249	310,308	597,941	7,223,737
2037	911,723	310,308	601,415	7,825,151
2038	915,214	310,308	604,906	8,430,057
2039	918,723	310,308	608,415	9,038,472
2040	922,249	310,308	611,941	9,650,413
Total	**$14,752,069**	**$ 5,101,656**	**$ 9,650,413**	

The tables show the project is estimated to result in a revenue surplus for the City of Sparks General Fund in the amount of $9.7 million over the 20-year analysis period.

As the project is located in the "Potential Service Area for Station 6," fire costs included in the fiscal impact analysis are estimated using a 1.16 multiplier over city-wide fire costs. Should the proposed Station 6 be constructed, fire costs associated with the project will be reduced and project-related surplus will be higher than estimated in this report.

Table 3 shows the 20-year estimated impact of the project on the Road Fund. The project is located north of Los Altos Parkway, in Road Fund Area #3 and is expected to add (or has already added) 401,186 square feet of roads to the City of Sparks inventory. The project location results in road maintenance costs 1.41 times higher than city-wide costs. This is incorporated into the analysis.

Table 3. Summary of Estimated City of Sparks Road Fund Impacts, 20-Year Total

Estimated Revenue	
Fees & Licenses	$ 544,994
Total Revenue	**$ 544,994**
Estimated Costs	
Road Maintenance	$ 4,791,341
Total Costs	**$ 4,791,341**
Revenue Surplus/(Deficit)	
Estimated Surplus/(Deficit)	**$ (4,246,346)**

Detailed information for these calculations can also be found in Appendix 3 and 4. The table shows the project is estimated to generate a revenue deficit for the City of Sparks Road Fund in the amount of $4.2 million over the 20-year analysis period.

The analysis finds the proposed development will have a **positive** fiscal impact on the City of Sparks, as the surplus in the General Fund is expected to significantly exceed the estimated deficit for the Road Fund. Total cumulative surplus for the City of Sparks General and Road Funds is estimated at $5.4 million over the 20-year analysis period.

LIMITING CONDITIONS & DISCLOSURES

In the preparation of this report, EEC asserts:

- The report is to be used in its entirety, and no part is to be used without the whole.
- In preparing this report, EEC relied on information provided by other individuals or found in previously existing records and/or documents. This information is assumed to be reliable. However, no warranty, either expressed or implied, is given by EEC for the accuracy of such information and EEC assumes no responsibility for information relied upon later found to have been inaccurate.
- EEC may amend this report in the event additional documents and/or other material discovered subsequent to the submission of this report and pertinent to the report and/or the conclusions contained herein are made available.
- EEC assumes no responsibility for economic, physical, or demographic factors, which may affect or alter the opinions of this report if said economic, physical or demographic factors were not present or known as of the date of this report.
- Possession of this report, or a copy of this report, does not carry with it the right of publication. Without the consent of EEC, this report may not be used for any purpose by any person other than the party for whom this report was prepared.

APPENDICES

APPENDIX 1
BUILDOUT ASSUMPTIONS

YEAR	USE TYPE	# OF RESIDENTIAL UNITS BUILT	# OF BUILDING SQUARE FEET	ADDED LAND VALUE	ADDED IMPROVE. VALUE	ESTIMATED PROJECT EMPLOYEES	ESTIMATED PROJECT RESIDENTS
2021	Village 10	11	-	$ 951,500	$ 3,433,131	-	28
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**11**	**-**	**951,500**	**3,433,131**	**-**	**28**
2022	Village 10	45	-	3,892,500	14,044,627	-	113
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**45**	**-**	**3,892,500**	**14,044,627**	**-**	**113**
2023	Village 10	45	-	3,970,350	14,325,519	-	113
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**45**	**-**	**3,970,350**	**14,325,519**	**-**	**113**
2024	Village 10	39	-	3,509,789	12,663,759	-	98
	Village 11	-	-	-	-	-	-
	Business Park	-	457,755	6,149,204	26,955,403	320	-
Subtotal		**39**	**457,755**	**9,658,993**	**39,619,162**	**320**	**98**
2025	Village 10	-	-	-	-	-	-
	Village 11	45	-	4,130,752	14,904,270	-	113
	Business Park	-	457,755	6,272,188	27,494,511	320	-
Subtotal		**45**	**457,755**	**10,402,940**	**42,398,782**	**320**	**113**
2026	Village 12	-	-	-	-	-	-
	Village 13	42	-	3,932,476	14,188,865	-	105
	Business Park	-	457,755	6,397,631	28,044,401	320	-
Subtotal		**42**	**457,755**	**10,330,108**	**42,233,267**	**320**	**105**
TOTAL		**227**	**1,373,264**	**$ 39,206,390**	**$ 156,054,488**	**961**	**568**

APPENDIX 1, ASSUMPTIONS:

1. The following buildout information represents the Developer's best estimate and market data in 2022.

	# of Units	Land Value/Unit	Improv. Value/Unit
Village 10	140	$ 86,500	$ 312,103
Village 11	87	86,500	$ 312,103
Total	**227**		

Source: Number of units built by year from Developer. Land and improvement values from portions of Village 10 completed in 2021-22 (these units are shown in 2021 above).

	Building Sq.Ft.	# of Acres	Land Value/Acre	Improv. Value/ Sq.Ft.	
Business Park*	1,373,264	87.08	$ 203,620	$ 56.60	*analysis assumes industrial uses

Source: Square feet built by year from Developer. Land and improvement values from nearby comparable developments. Washoe County Assessor website, data for FY 2022-23.

2. Project-related residents and employees are estimated as follows using City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

Product Type	Land Use	Residents/Unit	Product Type	Land Use	Emp./1,000 SqFt
Village 10/11	SF Detached	2.50	Business Park	Industrial	0.70

3. FY 2021-22 taxable values are inflated by 2% per year to arrive at the value in the year of construction.

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
2021	Village 10	$ 951,500	$ 3,433,131	$ 333,025	$ 1,201,596	$ 14,729
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**951,500**	**3,433,131**	**333,025**	**1,201,596**	**$ 14,729**
2022	Village 10	3,892,500	14,044,627	1,697,065	6,123,223	75,059
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**3,892,500**	**14,044,627**	**1,697,065**	**6,123,223**	**75,059**
2023	Village 10	3,970,350	14,325,519	3,095,173	11,167,771	136,896
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**3,970,350**	**14,325,519**	**3,095,173**	**11,167,771**	**136,896**
2024	Village 10	3,509,789	12,663,759	4,339,075	15,655,926	191,912
	Village 11	-	-	-	-	-
	Business Park	6,149,204	26,955,403	2,152,221	9,434,391	111,208
Subtotal		**9,658,993**	**39,619,162**	**6,491,296**	**25,090,317**	**303,120**
2025	Village 10	-	-	4,360,770	15,734,205	192,872
	Village 11	4,130,752	14,904,270	1,445,763	5,216,495	63,944
	Business Park	6,272,188	27,494,511	4,358,248	19,104,642	225,197
Subtotal		**10,402,940**	**42,398,782**	**10,164,782**	**40,055,342**	**482,013**
2026	Village 10	-	-	4,382,574	15,812,876	193,836
	Village 11	3,932,476	14,188,865	2,829,359	10,208,680	125,139
	Business Park	6,397,631	28,044,401	6,619,210	29,015,706	342,024
Subtotal		**10,330,108**	**42,233,267**	**13,831,143**	**55,037,262**	**660,999**
2027	Village 10	-	-	4,404,487	15,891,941	194,805
	Village 11	-	-	2,843,505	10,259,723	125,765
	Business Park	-	-	6,652,306	29,160,784	343,734
Subtotal		**-**	**-**	**13,900,299**	**55,312,448**	**664,304**
2028	Village 10	-	-	4,426,510	15,971,400	195,779
	Village 11	-	-	2,857,723	10,311,022	126,394
	Business Park	-	-	6,685,568	29,306,588	345,453
Subtotal		**-**	**-**	**13,969,801**	**55,589,011**	**667,625**
2029	Village 10	-	-	4,448,642	16,051,257	196,758
	Village 11	-	-	2,872,012	10,362,577	127,026
	Business Park	-	-	6,718,996	29,453,121	347,180
Subtotal		**-**	**-**	**14,039,650**	**55,866,956**	**670,964**
2030	Village 10	-	-	4,470,885	16,131,514	197,742
	Village 11	-	-	2,886,372	10,414,390	127,661
	Business Park	-	-	6,752,591	29,600,387	348,916
Subtotal		**-**	**-**	**14,109,848**	**56,146,290**	**674,318**

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
2031	Village 10	-	-	4,493,240	16,212,171	198,731
	Village 11	-	-	2,900,804	10,466,462	128,299
	Business Park	-	-	6,786,354	29,748,389	350,660
Subtotal		-	-	**14,180,397**	**56,427,022**	**677,690**
2032	Village 10	-	-	4,515,706	16,293,232	199,724
	Village 11	-	-	2,915,308	10,518,794	128,941
	Business Park	-	-	6,820,285	29,897,131	352,414
Subtotal		-	-	**14,251,299**	**56,709,157**	**681,078**
2033	Village 10	-	-	4,538,285	16,374,698	200,723
	Village 11	-	-	2,929,884	10,571,388	129,585
	Business Park	-	-	6,854,387	30,046,616	354,176
Subtotal		-	-	**14,322,556**	**56,992,703**	**684,484**
2034	Village 10	-	-	4,560,976	16,456,572	201,726
	Village 11	-	-	2,944,534	10,624,245	130,233
	Business Park	-	-	6,888,659	30,196,849	355,947
Subtotal		-	-	**14,394,168**	**57,277,666**	**687,906**
2035	Village 10	-	-	4,583,781	16,538,855	202,735
	Village 11	-	-	2,959,256	10,677,366	130,884
	Business Park	-	-	6,923,102	30,347,834	357,726
Subtotal		-	-	**14,466,139**	**57,564,055**	**691,346**
2036	Village 10	-	-	4,606,700	16,621,549	203,749
	Village 11	-	-	2,974,052	10,730,753	131,539
	Business Park	-	-	6,957,718	30,499,573	359,515
Subtotal		-	-	**14,538,470**	**57,851,875**	**694,803**
2037	Village 10	-	-	4,629,733	16,704,657	204,767
	Village 11	-	-	2,988,923	10,784,407	132,196
	Business Park	-	-	6,992,506	30,652,071	361,313
Subtotal		-	-	**14,611,162**	**58,141,134**	**698,277**
2038	Village 10	-	-	4,652,882	16,788,180	205,791
	Village 11	-	-	3,003,867	10,838,329	132,857
	Business Park	-	-	7,027,469	30,805,331	363,119
Subtotal		-	-	**14,684,218**	**58,431,840**	**701,768**
2039	Village 10	-	-	4,676,146	16,872,121	206,820
	Village 11	-	-	3,018,887	10,892,521	133,522
	Business Park	-	-	7,062,606	30,959,358	364,935
Subtotal		-	-	**14,757,639**	**58,723,999**	**705,277**
2040	Village 10	-	-	4,699,527	16,956,481	207,854
	Village 11	-	-	3,033,981	10,946,983	134,189
	Business Park	-	-	7,097,919	31,114,154	366,759
Subtotal		-	-	**14,831,427**	**59,017,619**	**708,803**

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
TOTAL		$ 39,206,390	$ 156,054,488			$ 11,281,459

APPENDIX 2, ASSUMPTIONS:

1. Project taxable values are estimated in Appendix 1.
2. Assessed land and improvement values are estimating by adjusting taxable values to 35%.
3. Cumulative assessed values are increased by **0.5%** per year. Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.
4. Property tax rate is assumed to remain constant at FY 2019-20 amount per City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

	General Fund
City of Sparks	$ 0.9598

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
2021	Village 10	$ 14,729	$ 1,268	$ 1	$ 1,025	$ 17,023	$ 729
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**14,729**	**1,268**	**1**	**1,025**	**17,023**	**729**
2022	Village 10	75,059	6,455	6	5,216	86,737	3,713
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**75,059**	**6,455**	**6**	**5,216**	**86,737**	**3,713**
2023	Village 10	136,896	11,642	11	9,408	157,957	6,697
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**136,896**	**11,642**	**11**	**9,408**	**157,957**	**6,697**
2024	Village 10	191,912	16,138	15	13,041	221,106	9,283
	Village 11	-	-	-	-	-	-
	Business Park	111,208	10,373	36,611	8,386	166,578	5,969
Subtotal		**303,120**	**26,511**	**36,627**	**21,427**	**387,685**	**15,253**
2025	Village 10	192,872	16,138	15	13,041	222,066	9,283
	Village 11	63,944	5,187	5	4,192	73,328	2,984
	Business Park	225,197	20,745	73,222	16,772	335,937	11,938
Subtotal		**482,013**	**42,070**	**73,243**	**34,005**	**631,331**	**24,206**
2026	Village 10	193,836	16,138	15	13,041	223,030	9,283
	Village 11	125,139	10,028	10	8,104	143,281	5,769
	Business Park	342,024	31,118	109,834	25,158	508,134	17,907
Subtotal		**660,999**	**57,284**	**109,859**	**46,303**	**874,445**	**32,960**
2027	Village 10	194,805	16,138	15	13,041	223,999	9,283
	Village 11	125,765	10,028	10	8,104	143,907	5,769
	Business Park	343,734	31,118	109,834	25,158	509,844	17,907
Subtotal		**664,304**	**57,284**	**109,859**	**46,303**	**877,750**	**32,960**
2028	Village 10	195,779	16,138	15	13,041	224,973	9,283
	Village 11	126,394	10,028	10	8,104	144,536	5,769
	Business Park	345,453	31,118	109,834	25,158	511,563	17,907
Subtotal		**667,625**	**57,284**	**109,859**	**46,303**	**881,072**	**32,960**
2029	Village 10	196,758	16,138	15	13,041	225,952	9,283
	Village 11	127,026	10,028	10	8,104	145,168	5,769
	Business Park	347,180	31,118	109,834	25,158	513,290	17,907
Subtotal		**670,964**	**57,284**	**109,859**	**46,303**	**884,410**	**32,960**
2030	Village 10	197,742	16,138	15	13,041	226,936	9,283
	Village 11	127,661	10,028	10	8,104	145,803	5,769
	Business Park	348,916	31,118	109,834	25,158	515,026	17,907
Subtotal		**674,318**	**57,284**	**109,859**	**46,303**	**887,765**	**32,960**

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
2031	Village 10	198,731	16,138	15	13,041	227,925	9,283
	Village 11	128,299	10,028	10	8,104	146,441	5,769
	Business Park	350,660	31,118	109,834	25,158	516,770	17,907
Subtotal		**677,690**	**57,284**	**109,859**	**46,303**	**891,136**	**32,960**
2032	Village 10	199,724	16,138	15	13,041	228,918	9,283
	Village 11	128,941	10,028	10	8,104	147,083	5,769
	Business Park	352,414	31,118	109,834	25,158	518,524	17,907
Subtotal		**681,078**	**57,284**	**109,859**	**46,303**	**894,525**	**32,960**
2033	Village 10	200,723	16,138	15	13,041	229,917	9,283
	Village 11	129,585	10,028	10	8,104	147,727	5,769
	Business Park	354,176	31,118	109,834	25,158	520,286	17,907
Subtotal		**684,484**	**57,284**	**109,859**	**46,303**	**897,930**	**32,960**
2034	Village 10	201,726	16,138	15	13,041	230,921	9,283
	Village 11	130,233	10,028	10	8,104	148,375	5,769
	Business Park	355,947	31,118	109,834	25,158	522,057	17,907
Subtotal		**687,906**	**57,284**	**109,859**	**46,303**	**901,353**	**32,960**
2035	Village 10	202,735	16,138	15	13,041	231,929	9,283
	Village 11	130,884	10,028	10	8,104	149,026	5,769
	Business Park	357,726	31,118	109,834	25,158	523,836	17,907
Subtotal		**691,346**	**57,284**	**109,859**	**46,303**	**904,792**	**32,960**
2036	Village 10	203,749	16,138	15	13,041	232,943	9,283
	Village 11	131,539	10,028	10	8,104	149,681	5,769
	Business Park	359,515	31,118	109,834	25,158	525,625	17,907
Subtotal		**694,803**	**57,284**	**109,859**	**46,303**	**908,249**	**32,960**
2037	Village 10	204,767	16,138	15	13,041	233,962	9,283
	Village 11	132,196	10,028	10	8,104	150,339	5,769
	Business Park	361,313	31,118	109,834	25,158	527,423	17,907
Subtotal		**698,277**	**57,284**	**109,859**	**46,303**	**911,723**	**32,960**
2038	Village 10	205,791	16,138	15	13,041	234,986	9,283
	Village 11	132,857	10,028	10	8,104	151,000	5,769
	Business Park	363,119	31,118	109,834	25,158	529,229	17,907
Subtotal		**701,768**	**57,284**	**109,859**	**46,303**	**915,214**	**32,960**
2039	Village 10	206,820	16,138	15	13,041	236,014	9,283
	Village 11	133,522	10,028	10	8,104	151,664	5,769
	Business Park	364,935	31,118	109,834	25,158	531,045	17,907
Subtotal		**705,277**	**57,284**	**109,859**	**46,303**	**918,723**	**32,960**
2040	Village 10	207,854	16,138	15	13,041	237,049	9,283
	Village 11	134,189	10,028	10	8,104	152,331	5,769
	Business Park	366,759	31,118	109,834	25,158	532,869	17,907
Subtotal		**708,803**	**57,284**	**109,859**	**46,303**	**922,249**	**32,960**

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
TOTAL		$ 11,281,459	$ 947,213	$ 1,757,767	$ 765,630	$ 14,752,069	$ 544,994

APPENDIX 3, ASSUMPTIONS:

1. For property tax revenue see Appendix 2.
2. Other General and Road Fund revenues are estimated using the following factors applied to the project's buildout measurements shown in Appendix 1.

General Fund	Single Family		Industrial	
Consolidated Tax (Ctax)	$ 115.27	per unit	$ 22.66	per 1,000 square feet
Business/Liquor Licenses	0.11	per unit	79.98	per 1,000 square feet
Fees, Permits, Charges	93.15	per unit	18.32	per 1,000 square feet
Road Fund				
Fees, Licenses, Permits	$ 66.31	per unit	$ 13.04	per 1,000 square feet

Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
2021	Village 10	$ 1,837	$ 1,881	$ 1,936	$ 5,654		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**1,837**	**1,881**	**1,936**	**5,654**	**240,886**	**$ 149,831**
2022	Village 10	9,352	9,576	9,856	28,784		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**9,352**	**9,576**	**9,856**	**28,784**	**-**	**$ 149,831**
2023	Village 10	16,867	17,271	17,776	51,914		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**16,867**	**17,271**	**17,776**	**51,914**	**160,300**	**$ 249,538**
2024	Village 10	23,380	23,940	24,640	71,960		
	Village 11	-	-	-	-		
	Business Park	13,733	33,874	16,937	64,543		
Subtotal		**37,113**	**57,814**	**41,577**	**136,503**	**-**	**$ 249,538**
2025	Village 10	23,380	23,940	24,640	71,960		
	Village 11	7,515	7,695	7,920	23,130		
	Business Park	27,465	67,748	33,874	129,087		
Subtotal		**58,360**	**99,383**	**66,434**	**224,177**	**-**	**$ 249,538**
2026	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2027	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2028	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2029	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2030	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
2031	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2032	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2033	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2034	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2035	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2036	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2037	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2038	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2039	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2040	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
TOTAL		**$ 1,310,133**	**$ 2,292,503**	**$ 1,499,020**	**$ 5,101,656**	**401,186**	**$ 4,791,341**

APPENDIX 4, ASSUMPTIONS:

1. General Fund costs are estimated using the following factors applied to the project's buildout measurements shown in Appendix 1.

General Fund	Single Family		Industrial	
General Government	$ 167.00	per unit	$ 30.00	per square foot
Police	171.00	per unit	74.00	per square foot
Fire (Outside Existing Area)	176.00	per unit	37.00	per square foot

Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

2. Square feet of streets from Developer. Maintenance costs are estimated at **$ 0.6220** per year, per square foot, for roads north of Los Altos Parkway. Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
2021	Village 10	$ 17,023	$ 5,654	$ 11,369	$ 729		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**17,023**	**5,654**	**11,369**	**729**	**$ 149,831**	**$ (149,102)**
2022	Village 10	86,737	28,784	57,953	3,713		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**86,737**	**28,784**	**57,953**	**3,713**	**149,831**	**(146,118)**
2023	Village 10	157,957	51,914	106,043	6,697		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**157,957**	**51,914**	**106,043**	**6,697**	**249,538**	**(242,840)**
2024	Village 10	221,106	71,960	149,146	9,283		
	Village 11	-	-	-	-		
	Business Park	166,578	64,543	102,035	5,969		
Subtotal		**387,685**	**136,503**	**251,181**	**15,253**	**249,538**	**(234,285)**
2025	Village 10	222,066	71,960	150,106	9,283		
	Village 11	73,328	23,130	50,198	2,984		
	Business Park	335,937	129,087	206,850	11,938		
Subtotal		**631,331**	**224,177**	**407,154**	**24,206**	**249,538**	**(225,332)**
2026	Village 10	223,030	71,960	151,070	9,283		
	Village 11	143,281	44,718	98,563	5,769		
	Business Park	508,134	193,630	314,504	17,907		
Subtotal		**874,445**	**310,308**	**564,137**	**32,960**	**249,538**	**(216,578)**
2027	Village 10	223,999	71,960	152,039	9,283		
	Village 11	143,907	44,718	99,189	5,769		
	Business Park	509,844	193,630	316,214	17,907		
Subtotal		**877,750**	**310,308**	**567,442**	**32,960**	**249,538**	**(216,578)**
2028	Village 10	224,973	71,960	153,013	9,283		
	Village 11	144,536	44,718	99,818	5,769		
	Business Park	511,563	193,630	317,933	17,907		
Subtotal		**881,072**	**310,308**	**570,764**	**32,960**	**249,538**	**(216,578)**
2029	Village 10	225,952	71,960	153,992	9,283		
	Village 11	145,168	44,718	100,450	5,769		
	Business Park	513,290	193,630	319,660	17,907		
Subtotal		**884,410**	**310,308**	**574,102**	**32,960**	**249,538**	**(216,578)**
2030	Village 10	226,936	71,960	154,976	9,283		
	Village 11	145,803	44,718	101,085	5,769		
	Business Park	515,026	193,630	321,396	17,907		
Subtotal		**887,765**	**310,308**	**577,457**	**32,960**	**249,538**	**(216,578)**

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
2031	Village 10	227,925	71,960	155,965	9,283		
	Village 11	146,441	44,718	101,723	5,769		
	Business Park	516,770	193,630	323,140	17,907		
Subtotal		**891,136**	**310,308**	**580,828**	**32,960**	**249,538**	**(216,578)**
2032	Village 10	228,918	71,960	156,958	9,283		
	Village 11	147,083	44,718	102,365	5,769		
	Business Park	518,524	193,630	324,894	17,907		
Subtotal		**894,525**	**310,308**	**584,217**	**32,960**	**249,538**	**(216,578)**
2033	Village 10	229,917	71,960	157,957	9,283		
	Village 11	147,727	44,718	103,009	5,769		
	Business Park	520,286	193,630	326,656	17,907		
Subtotal		**897,930**	**310,308**	**587,622**	**32,960**	**249,538**	**(216,578)**
2034	Village 10	230,921	71,960	158,961	9,283		
	Village 11	148,375	44,718	103,657	5,769		
	Business Park	522,057	193,630	328,426	17,907		
Subtotal		**901,353**	**310,308**	**591,044**	**32,960**	**249,538**	**(216,578)**
2035	Village 10	231,929	71,960	159,969	9,283		
	Village 11	149,026	44,718	104,308	5,769		
	Business Park	523,836	193,630	330,206	17,907		
Subtotal		**904,792**	**310,308**	**594,484**	**32,960**	**249,538**	**(216,578)**
2036	Village 10	232,943	71,960	160,983	9,283		
	Village 11	149,681	44,718	104,963	5,769		
	Business Park	525,625	193,630	331,995	17,907		
Subtotal		**908,249**	**310,308**	**597,941**	**32,960**	**249,538**	**(216,578)**
2037	Village 10	233,962	71,960	162,002	9,283		
	Village 11	150,339	44,718	105,621	5,769		
	Business Park	527,423	193,630	333,792	17,907		
Subtotal		**911,723**	**310,308**	**601,415**	**32,960**	**249,538**	**(216,578)**
2038	Village 10	234,986	71,960	163,026	9,283		
	Village 11	151,000	44,718	106,282	5,769		
	Business Park	529,229	193,630	335,599	17,907		
Subtotal		**915,214**	**310,308**	**604,906**	**32,960**	**249,538**	**(216,578)**
2039	Village 10	236,014	71,960	164,054	9,283		
	Village 11	151,664	44,718	106,946	5,769		
	Business Park	531,045	193,630	337,415	17,907		
Subtotal		**918,723**	**310,308**	**608,415**	**32,960**	**249,538**	**(216,578)**
2040	Village 10	237,049	71,960	165,089	9,283		
	Village 11	152,331	44,718	107,613	5,769		
	Business Park	532,869	193,630	339,239	17,907		
Subtotal		**922,249**	**310,308**	**611,941**	**32,960**	**249,538**	**(216,578)**

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
TOTAL		$ 14,752,069	$ 5,101,656	$ 9,650,413	$ 544,994	$ 4,791,341	$ (4,246,346)

APPENDIX 5, ASSUMPTIONS:

1. See Appendices 2 and 3 for estimated revenues and Appendix 4 for estimated costs.

EXHIBIT 7

Plan Amendment Application
Pioneer Meadows Business Park Handbook Amendment

Submitted to City of Sparks

May 18, 2022

Community Services Department Original

Prepared for

DBJ Holdings LLC & BB Investments Holdings LLC

9425 Double Diamond Parkway

Reno, NV 89521

Prepared by

WOOD RODGERS

BUILDING RELATIONSHIPS ONE PROJECT AT A TIME

1361 Corporate Blvd • Reno, NV 89502 • Tel: 775.823.4068 • www.woodrodgers.com

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- City of Sparks Application Form
  - Owner/Applicant Affidavits
- Vicinity Map
- Fiscal Impact Analysis

Section 2

- Project Description/Findings

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- Redlined Planned Development Handbook
- Clean Planned Development Handbook

Section 1

DEVELOPMENT APPLICATION

ACTION REQUESTED:

___ Administrative Review
___ Administrative Review MME
___ Annexation
___ Conditional Use Permit
___ Comprehensive Plan Amendment
___ Major Deviation
___ Minor Deviation
X Planned Development
___ Rezoning

☐ Tentative Subdivision Map
___ Variance

CASE NUMBER:	FEE:
_____	$_____
Noticing Fee	$_____
District Health Fee	$_____
TOTAL FEES	$_____

Rec'd by: _____ Date: _____
(For Planning Department Use Only)

DATE: May 18, 2022

PROJECT NAME: Pioneer Meadows Handbook Amendment

PROJECT DESCRIPTION: Expand allowed uses on properties designated Business Park within Pioneer Meadows.

(Mark one box to indicate responsible party and mailing address)

☐ **PROPERTY OWNER***

Name: DBJ Holdings LLC & BB Investment Holdings LLC
Address: 9425 Double Diamond Pkwy
City Reno State NV ZipCode 89521
Phone: _____ Fax: _____
Contact Person: Dustin Barker
E-mail Address: Dustin.Barker@Lennar.com

☐ **APPLICANT***

Name: SAME AS ABOVE
Address: _____
City _____ State _____ ZipCode _____
Phone: _____ Fax: _____
Contact Person: _____
E-mail Address: _____

☑ **PERSON / FIRM PREPARING PLANS**

Name: Wood Rodgers, Inc
Address: 1361 Corporate Blvd
City Reno State NV ZipCode 89502
Phone: 775-823-5258 Fax: _____
Contact Person: Stacie Huggins
E-mail Address: shuggins@woodrodgers.com

PROJECT ADDRESS:
0 Wingfield Hills Road

PARCEL NO. (APN): 528-010-57

PROPERTY SIZE: 87 acres
EXISTING ZONING: PD
PROPOSED ZONING: No Change
MASTER PLANNED LAND USE: Employment Center
EXISTING USE: Undeveloped

SURROUNDING USES:

North Undeveloped
East Single Family Residential (Pioneer Meadows)
South Single Family Residential (Pioneer Meadows)
West Lazy 5 Regional Park

If a corporation please attach a list of corporate officers.

If a partnership please list all general partners.

NOTE: Affidavits must be signed by both the property owner and the developer/lessee and notarized before the application is submitted.

DEAR APPLICANT:

THE CITY OF SPARKS APPLICATION PROCESS REQUIRES THAT THE PROPERTY OWNER AUTHORIZE THE APPLICANT TO REQUEST DEVELOPMENT RELATED APPLICATIONS. DEVELOPMENT APPROVALS REMAIN WITH THE LAND; THEREFORE, THE PROPERTY OWNER IS ALWAYS RESPONSIBLE FOR ANY ACTIVITY ON THE PROPERTY.

OWNER AFFIDAVIT

STATE OF NEVADA)
) SS.
COUNTY OF WASHOE)

I, Dustin Barker being duly sworn. depose and say that I am an owner of property/authorized agent involved in this petition and that I authorize Lennar Reno, LLC to request development related applications on my property. I also give permission for site visitation by the Planning Commission, City Council and City Staff.

DBS Holdings, LLC and
BB Investment Holdings, LLC
by Pioneer Meadows Investment, LLC
by Lennar Reno, LLC

Name: Dustin Barker
Title: VP
Signed

Subscribed and sworn to before me this 14th Day of March, 2022.

Nola Speigel
Notary Public in and for said County and State

My commission expires: 3-26-2022

NOLA SPEIGEL
Notary Public, State of Nevada
Appointment No. 10-1640-2
My Appt. Expires Mar 26, 2022

APPLICANT AFFIDAVIT

STATE OF NEVADA)
) SS.
COUNTY OF WASHOE)

I, Dustin Barker being duly sworn, depose and say that I am the applicant involved in this petition and that the foregoing statements and answers herein contained and the information herewith submitted are in all respects complete, true and correct to the best of my knowledge and belief. I also give permission for site visitation by the Planning Commission, City Council and City Staff.

Lennar Reno, LLC

Name: Dustin Barker
Title: VP
Signed:

Subscribed and sworn to before me this 14th Day of March, 2022.

Nola Speigel
Notary Public in and for said County and State

My commission expires: 3-26-22

NOLA SPEIGEL
Notary Public, State of Nevada
Appointment No. 10-1640-2
My Appt. Expires Mar 26, 2022

Vicinity Map

Pioneer Meadows Handbook Amendment

March 2022

WOOD RODGERS
BUILDING RELATIONSHIPS ONE PROJECT AT A TIME
1361 Corporate Boulevard
Reno, NV 89502
Tel: 775.823.4068
Fax: 775.823.4066

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PIONEER MEADOWS DEVELOPMENT

Fiscal Impact Analysis

APRIL 2022

Prepared by:

EKAY Economic Consultants, Inc.

550 West Plumb Lane
Suite B459
Reno, NV 89509
(775) 232-7203
www.ekayconsultants.com

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EXECUTIVE SUMMARY

Ekay Economic Consultants, Inc. (EEC) of Reno, Nevada was retained to conduct a fiscal impact analysis of proposed handbook amendment related to the Pioneer Meadows master planned community for the City of Sparks. Only the portion of the development impacted by the amendment is included in this analysis, as summarized below:

- Business Park: 87.08 acres of land and 1.37 million square feet of industrial uses, constructed over a three year period (2024-2026).
- Residential: Villages 10 and 11 developed to include 227 single family detached units, partially constructed in 2021 and over a five-year future period (2022-2026).

General Fund Impacts

- Project-related revenue for the General Fund over the 20-year analysis period is estimated at $14.8 million.
- Project-related expenditures for the General Fund are estimated at $5.1 million.
- The project is expected to generate a revenue surplus for the City of Sparks' General Fund in the amount of $9.7 million over the 20-year analysis period.

Road Fund Impacts

- Project-related revenue for the Road Fund is estimated at $0.5 million over the 20-year analysis period.
- Project-related expenditures for the Road Fund are estimated at $4.8 million.
- The project is expected to generate a revenue deficit for the City of Sparks' Road Fund in the amount of $4.2 million over the 20-year analysis period.

The analysis finds the proposed development will have a **positive** fiscal impact on the City of Sparks.

- Total cumulative surplus for the City of Sparks General and Road Funds is estimated at $5.4 million over the 20-year analysis period.

INTRODUCTION

Ekay Economic Consultants, Inc. (EEC) of Reno, Nevada was retained to conduct a fiscal impact analysis of proposed handbook amendment related to the Pioneer Meadows master planned community for the City of Sparks. These amendments are as follows:

- Expand list of allowed uses within the Business Park (BP) land use designation to include warehouse and distribution.
- Reduce cumulative Minimum Floor Area Ratio from 0.5 to 0.3 in Business Park land use category.
- Remove cumulative density requirements associated with MF15A.

Only the portion of the development impacted by the proposed amendments is included in this analysis, as summarized below:

- Business Park: 87.08 acres of land and 1.37 million square feet of industrial uses, constructed over a three year period (2024-2026).
- Residential: Villages 10 and 11 developed to include 227 single family detached units, partially constructed in 2021 and over a five-year future period (2022-2026).

The "Long-Term Fiscal Health Analysis" report prepared for the City of Sparks by Economic & Planning Systems, Inc. (EPS) in July 2019 provided an estimate of the demand for residential units for the City of Sparks between 2017 and 2038. The report estimated a housing demand of 581 units per year for the City between 2017 and 2038. Villages 10 and 11 are expected to add 227 residential units once completed. Under the existing handbook, Village 10 could accommodate up to 390 units and Village 11 could accommodate up to 255 units. The amendment proposes to add fewer residential units than already approved for the project, significantly less than the absorption shown in the EPS report.

The EPS report also estimated City of Sparks will require 7.5 million square feet of office and industrial space and 1.6 million square feet of commercial space between 2018 and

2038. The Pioneer Meadows amendment proposes 1.37 million square feet of industrial space, which falls significantly below EPS estimates.

Appendix 1 of the report provides a summary of the project's buildout, including number of residential units and non-residential square feet constructed each year, estimated taxable value of project's land and improvements, and project residents and employees. The remainder of the analysis is based on this information.

The fiscal impact analysis is based on the October 2019 City of Sparks Fiscal Impact Analysis Guidelines adopted by the City of Sparks, along with project-related information provided by project developers and existing market data. Revenues and costs included in this fiscal impact analysis are estimated for the 20-year analysis period as recommended in the Fiscal Impact Analysis Guidelines ("Guidelines") for the City of Sparks.

Appendices at the end of this report present revenue and cost projections on an annual basis over the analysis period. Assumptions used in developing these estimates are presented at the end of each appendix. Those appendices are:

- Appendix 1: Buildout Assumptions
- Appendix 2: City of Sparks Estimated Real Property Tax Revenue
- Appendix 3: City of Sparks Estimated General and Road Fund Revenues
- Appendix 4: City of Sparks Estimated General and Road Fund Expenditures
- Appendix 5: City of Sparks Comparison of Estimated General and Road Fund Revenues and Expenditures

FINDINGS

Findings of the fiscal impact analysis are presented below for each fund.

Table 1 summarizes the impact of the project on the City of Sparks General Fund over the 20-year analysis period. Table 2 shows this information by year. Detailed information for City of Sparks revenues and costs, as well as methodology for estimating these costs and revenues is found in Appendices 2-5.

Table 1. Summary of Estimated City of Sparks General Fund Impacts, 20-Year Total

Estimated Revenue	
Property Tax	$ 11,281,459
Consolidated Tax	947,213
Business/Liquor Licenses	1,757,767
Fees, Permits, Charges	765,630
TOTAL	**$ 14,752,069**
Estimated Costs	
General Government	$ 1,310,133
Police	2,292,503
Fire	1,499,020
TOTAL	**$ 5,101,656**
Revenue Surplus/(Deficit)	
Estimated Surplus/(Deficit)	**$ 9,650,413**

Table 2. Summary of Estimated City of Sparks General Fund Impacts, by Year

Year	Estimated Project	Estimated Project Costs	Annual Surplus	Cumul. Surplus
2021	$ 17,023	$ 5,654	$ 11,369	$ 11,369
2022	86,737	28,784	57,953	69,322
2023	157,957	51,914	106,043	175,365
2024	387,685	136,503	251,181	426,546
2025	631,331	224,177	407,154	833,700
2026	874,445	310,308	564,137	1,397,837
2027	877,750	310,308	567,442	1,965,279
2028	881,072	310,308	570,764	2,536,043
2029	884,410	310,308	574,102	3,110,145
2030	887,765	310,308	577,457	3,687,601
2031	891,136	310,308	580,828	4,268,429
2032	894,525	310,308	584,217	4,852,646
2033	897,930	310,308	587,622	5,440,268
2034	901,353	310,308	591,044	6,031,312
2035	904,792	310,308	594,484	6,625,796
2036	908,249	310,308	597,941	7,223,737
2037	911,723	310,308	601,415	7,825,151
2038	915,214	310,308	604,906	8,430,057
2039	918,723	310,308	608,415	9,038,472
2040	922,249	310,308	611,941	9,650,413
Total	**$14,752,069**	**$ 5,101,656**	**$ 9,650,413**	

The tables show the project is estimated to result in a revenue surplus for the City of Sparks General Fund in the amount of $9.7 million over the 20-year analysis period.

As the project is located in the "Potential Service Area for Station 6," fire costs included in the fiscal impact analysis are estimated using a 1.16 multiplier over city-wide fire costs. Should the proposed Station 6 be constructed, fire costs associated with the project will be reduced and project-related surplus will be higher than estimated in this report.

Table 3 shows the 20-year estimated impact of the project on the Road Fund. The project is located north of Los Altos Parkway, in Road Fund Area #3 and is expected to add (or has already added) 401,186 square feet of roads to the City of Sparks inventory. The project location results in road maintenance costs 1.41 times higher than city-wide costs. This is incorporated into the analysis.

Table 3. Summary of Estimated City of Sparks Road Fund Impacts, 20-Year Total

Estimated Revenue	
Fees & Licenses	$ 544,994
Total Revenue	**$ 544,994**
Estimated Costs	
Road Maintenance	$ 4,791,341
Total Costs	**$ 4,791,341**
Revenue Surplus/(Deficit)	
Estimated Surplus/(Deficit)	**$ (4,246,346)**

Detailed information for these calculations can also be found in Appendix 3 and 4. The table shows the project is estimated to generate a revenue deficit for the City of Sparks Road Fund in the amount of $4.2 million over the 20-year analysis period.

The analysis finds the proposed development will have a **positive** fiscal impact on the City of Sparks, as the surplus in the General Fund is expected to significantly exceed the estimated deficit for the Road Fund. Total cumulative surplus for the City of Sparks General and Road Funds is estimated at $5.4 million over the 20-year analysis period.

LIMITING CONDITIONS & DISCLOSURES

In the preparation of this report, EEC asserts:

- The report is to be used in its entirety, and no part is to be used without the whole.
- In preparing this report, EEC relied on information provided by other individuals or found in previously existing records and/or documents. This information is assumed to be reliable. However, no warranty, either expressed or implied, is given by EEC for the accuracy of such information and EEC assumes no responsibility for information relied upon later found to have been inaccurate.
- EEC may amend this report in the event additional documents and/or other material discovered subsequent to the submission of this report and pertinent to the report and/or the conclusions contained herein are made available.
- EEC assumes no responsibility for economic, physical, or demographic factors, which may affect or alter the opinions of this report if said economic, physical or demographic factors were not present or known as of the date of this report.
- Possession of this report, or a copy of this report, does not carry with it the right of publication. Without the consent of EEC, this report may not be used for any purpose by any person other than the party for whom this report was prepared.

APPENDICES

APPENDIX 1
BUILDOUT ASSUMPTIONS

YEAR	USE TYPE	# OF RESIDENTIAL UNITS BUILT	# OF BUILDING SQUARE FEET	ADDED LAND VALUE	ADDED IMPROVE. VALUE	ESTIMATED PROJECT EMPLOYEES	ESTIMATED PROJECT RESIDENTS
2021	Village 10	11	-	$ 951,500	$ 3,433,131	-	28
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**11**	**-**	**951,500**	**3,433,131**	**-**	**28**
2022	Village 10	45	-	3,892,500	14,044,627	-	113
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**45**	**-**	**3,892,500**	**14,044,627**	**-**	**113**
2023	Village 10	45	-	3,970,350	14,325,519	-	113
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**45**	**-**	**3,970,350**	**14,325,519**	**-**	**113**
2024	Village 10	39	-	3,509,789	12,663,759	-	98
	Village 11	-	-	-	-	-	-
	Business Park	-	457,755	6,149,204	26,955,403	320	-
Subtotal		**39**	**457,755**	**9,658,993**	**39,619,162**	**320**	**98**
2025	Village 10	-	-	-	-	-	-
	Village 11	45	-	4,130,752	14,904,270	-	113
	Business Park	-	457,755	6,272,188	27,494,511	320	-
Subtotal		**45**	**457,755**	**10,402,940**	**42,398,782**	**320**	**113**
2026	Village 12	-	-	-	-	-	-
	Village 13	42	-	3,932,476	14,188,865	-	105
	Business Park	-	457,755	6,397,631	28,044,401	320	-
Subtotal		**42**	**457,755**	**10,330,108**	**42,233,267**	**320**	**105**
TOTAL		**227**	**1,373,264**	**$ 39,206,390**	**$ 156,054,488**	**961**	**568**

APPENDIX 1, ASSUMPTIONS:

1. The following buildout information represents the Developer's best estimate and market data in 2022.

	# of Units	Land Value/Unit	Improv. Value/Unit
Village 10	140	$ 86,500	$ 312,103
Village 11	87	86,500	$ 312,103
Total	**227**		

Source: Number of units built by year from Developer. Land and improvement values from portions of Village 10 completed in 2021-22 (these units are shown in 2021 above).

	Building Sq.Ft.	# of Acres	Land Value/Acre	Improv. Value/ Sq.Ft.	
Business Park*	1,373,264	87.08	$ 203,620	$ 56.60	*analysis assumes industrial uses

Source: Square feet built by year from Developer. Land and improvement values from nearby comparable developments. Washoe County Assessor website, data for FY 2022-23.

2. Project-related residents and employees are estimated as follows using City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

Product Type	Land Use	Residents/Unit	Product Type	Land Use	Emp./1,000 SqFt
Village 10/11	SF Detached	2.50	Business Park	Industrial	0.70

3. FY 2021-22 taxable values are inflated by 2% per year to arrive at the value in the year of construction.

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
2021	Village 10	$ 951,500	$ 3,433,131	$ 333,025	$ 1,201,596	$ 14,729
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**951,500**	**3,433,131**	**333,025**	**1,201,596**	**$ 14,729**
2022	Village 10	3,892,500	14,044,627	1,697,065	6,123,223	75,059
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**3,892,500**	**14,044,627**	**1,697,065**	**6,123,223**	**75,059**
2023	Village 10	3,970,350	14,325,519	3,095,173	11,167,771	136,896
	Village 11	-	-	-	-	-
	Business Park	-	-	-	-	-
Subtotal		**3,970,350**	**14,325,519**	**3,095,173**	**11,167,771**	**136,896**
2024	Village 10	3,509,789	12,663,759	4,339,075	15,655,926	191,912
	Village 11	-	-	-	-	-
	Business Park	6,149,204	26,955,403	2,152,221	9,434,391	111,208
Subtotal		**9,658,993**	**39,619,162**	**6,491,296**	**25,090,317**	**303,120**
2025	Village 10	-	-	4,360,770	15,734,205	192,872
	Village 11	4,130,752	14,904,270	1,445,763	5,216,495	63,944
	Business Park	6,272,188	27,494,511	4,358,248	19,104,642	225,197
Subtotal		**10,402,940**	**42,398,782**	**10,164,782**	**40,055,342**	**482,013**
2026	Village 10	-	-	4,382,574	15,812,876	193,836
	Village 11	3,932,476	14,188,865	2,829,359	10,208,680	125,139
	Business Park	6,397,631	28,044,401	6,619,210	29,015,706	342,024
Subtotal		**10,330,108**	**42,233,267**	**13,831,143**	**55,037,262**	**660,999**
2027	Village 10	-	-	4,404,487	15,891,941	194,805
	Village 11	-	-	2,843,505	10,259,723	125,765
	Business Park	-	-	6,652,306	29,160,784	343,734
Subtotal		**-**	**-**	**13,900,299**	**55,312,448**	**664,304**
2028	Village 10	-	-	4,426,510	15,971,400	195,779
	Village 11	-	-	2,857,723	10,311,022	126,394
	Business Park	-	-	6,685,568	29,306,588	345,453
Subtotal		**-**	**-**	**13,969,801**	**55,589,011**	**667,625**
2029	Village 10	-	-	4,448,642	16,051,257	196,758
	Village 11	-	-	2,872,012	10,362,577	127,026
	Business Park	-	-	6,718,996	29,453,121	347,180
Subtotal		**-**	**-**	**14,039,650**	**55,866,956**	**670,964**
2030	Village 10	-	-	4,470,885	16,131,514	197,742
	Village 11	-	-	2,886,372	10,414,390	127,661
	Business Park	-	-	6,752,591	29,600,387	348,916
Subtotal		**-**	**-**	**14,109,848**	**56,146,290**	**674,318**

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
2031	Village 10	-	-	4,493,240	16,212,171	198,731
	Village 11	-	-	2,900,804	10,466,462	128,299
	Business Park	-	-	6,786,354	29,748,389	350,660
Subtotal		-	-	**14,180,397**	**56,427,022**	**677,690**
2032	Village 10	-	-	4,515,706	16,293,232	199,724
	Village 11	-	-	2,915,308	10,518,794	128,941
	Business Park	-	-	6,820,285	29,897,131	352,414
Subtotal		-	-	**14,251,299**	**56,709,157**	**681,078**
2033	Village 10	-	-	4,538,285	16,374,698	200,723
	Village 11	-	-	2,929,884	10,571,388	129,585
	Business Park	-	-	6,854,387	30,046,616	354,176
Subtotal		-	-	**14,322,556**	**56,992,703**	**684,484**
2034	Village 10	-	-	4,560,976	16,456,572	201,726
	Village 11	-	-	2,944,534	10,624,245	130,233
	Business Park	-	-	6,888,659	30,196,849	355,947
Subtotal		-	-	**14,394,168**	**57,277,666**	**687,906**
2035	Village 10	-	-	4,583,781	16,538,855	202,735
	Village 11	-	-	2,959,256	10,677,366	130,884
	Business Park	-	-	6,923,102	30,347,834	357,726
Subtotal		-	-	**14,466,139**	**57,564,055**	**691,346**
2036	Village 10	-	-	4,606,700	16,621,549	203,749
	Village 11	-	-	2,974,052	10,730,753	131,539
	Business Park	-	-	6,957,718	30,499,573	359,515
Subtotal		-	-	**14,538,470**	**57,851,875**	**694,803**
2037	Village 10	-	-	4,629,733	16,704,657	204,767
	Village 11	-	-	2,988,923	10,784,407	132,196
	Business Park	-	-	6,992,506	30,652,071	361,313
Subtotal		-	-	**14,611,162**	**58,141,134**	**698,277**
2038	Village 10	-	-	4,652,882	16,788,180	205,791
	Village 11	-	-	3,003,867	10,838,329	132,857
	Business Park	-	-	7,027,469	30,805,331	363,119
Subtotal		-	-	**14,684,218**	**58,431,840**	**701,768**
2039	Village 10	-	-	4,676,146	16,872,121	206,820
	Village 11	-	-	3,018,887	10,892,521	133,522
	Business Park	-	-	7,062,606	30,959,358	364,935
Subtotal		-	-	**14,757,639**	**58,723,999**	**705,277**
2040	Village 10	-	-	4,699,527	16,956,481	207,854
	Village 11	-	-	3,033,981	10,946,983	134,189
	Business Park	-	-	7,097,919	31,114,154	366,759
Subtotal		-	-	**14,831,427**	**59,017,619**	**708,803**

APPENDIX 2
CITY OF SPARKS
ESTIMATED REAL PROPERTY TAX REVENUE

YEAR	USE TYPE	TAXABLE LAND VALUE	TAXABLE IMPROVE. VALUE	CUMULATIVE ASSESSED LAND VALUE	CUMULATIVE ASSESSED IMPROVE. VALUE	GENERAL FUND
TOTAL		$ 39,206,390	$ 156,054,488			$ 11,281,459

APPENDIX 2, ASSUMPTIONS:

1. Project taxable values are estimated in Appendix 1.
2. Assessed land and improvement values are estimating by adjusting taxable values to 35%.
3. Cumulative assessed values are increased by **0.5%** per year. Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.
4. Property tax rate is assumed to remain constant at FY 2019-20 amount per City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

	General Fund
City of Sparks	$ 0.9598

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
2021	Village 10	$ 14,729	$ 1,268	$ 1	$ 1,025	$ 17,023	$ 729
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**14,729**	**1,268**	**1**	**1,025**	**17,023**	**729**
2022	Village 10	75,059	6,455	6	5,216	86,737	3,713
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**75,059**	**6,455**	**6**	**5,216**	**86,737**	**3,713**
2023	Village 10	136,896	11,642	11	9,408	157,957	6,697
	Village 11	-	-	-	-	-	-
	Business Park	-	-	-	-	-	-
Subtotal		**136,896**	**11,642**	**11**	**9,408**	**157,957**	**6,697**
2024	Village 10	191,912	16,138	15	13,041	221,106	9,283
	Village 11	-	-	-	-	-	-
	Business Park	111,208	10,373	36,611	8,386	166,578	5,969
Subtotal		**303,120**	**26,511**	**36,627**	**21,427**	**387,685**	**15,253**
2025	Village 10	192,872	16,138	15	13,041	222,066	9,283
	Village 11	63,944	5,187	5	4,192	73,328	2,984
	Business Park	225,197	20,745	73,222	16,772	335,937	11,938
Subtotal		**482,013**	**42,070**	**73,243**	**34,005**	**631,331**	**24,206**
2026	Village 10	193,836	16,138	15	13,041	223,030	9,283
	Village 11	125,139	10,028	10	8,104	143,281	5,769
	Business Park	342,024	31,118	109,834	25,158	508,134	17,907
Subtotal		**660,999**	**57,284**	**109,859**	**46,303**	**874,445**	**32,960**
2027	Village 10	194,805	16,138	15	13,041	223,999	9,283
	Village 11	125,765	10,028	10	8,104	143,907	5,769
	Business Park	343,734	31,118	109,834	25,158	509,844	17,907
Subtotal		**664,304**	**57,284**	**109,859**	**46,303**	**877,750**	**32,960**
2028	Village 10	195,779	16,138	15	13,041	224,973	9,283
	Village 11	126,394	10,028	10	8,104	144,536	5,769
	Business Park	345,453	31,118	109,834	25,158	511,563	17,907
Subtotal		**667,625**	**57,284**	**109,859**	**46,303**	**881,072**	**32,960**
2029	Village 10	196,758	16,138	15	13,041	225,952	9,283
	Village 11	127,026	10,028	10	8,104	145,168	5,769
	Business Park	347,180	31,118	109,834	25,158	513,290	17,907
Subtotal		**670,964**	**57,284**	**109,859**	**46,303**	**884,410**	**32,960**
2030	Village 10	197,742	16,138	15	13,041	226,936	9,283
	Village 11	127,661	10,028	10	8,104	145,803	5,769
	Business Park	348,916	31,118	109,834	25,158	515,026	17,907
Subtotal		**674,318**	**57,284**	**109,859**	**46,303**	**887,765**	**32,960**

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
2031	Village 10	198,731	16,138	15	13,041	227,925	9,283
	Village 11	128,299	10,028	10	8,104	146,441	5,769
	Business Park	350,660	31,118	109,834	25,158	516,770	17,907
Subtotal		**677,690**	**57,284**	**109,859**	**46,303**	**891,136**	**32,960**
2032	Village 10	199,724	16,138	15	13,041	228,918	9,283
	Village 11	128,941	10,028	10	8,104	147,083	5,769
	Business Park	352,414	31,118	109,834	25,158	518,524	17,907
Subtotal		**681,078**	**57,284**	**109,859**	**46,303**	**894,525**	**32,960**
2033	Village 10	200,723	16,138	15	13,041	229,917	9,283
	Village 11	129,585	10,028	10	8,104	147,727	5,769
	Business Park	354,176	31,118	109,834	25,158	520,286	17,907
Subtotal		**684,484**	**57,284**	**109,859**	**46,303**	**897,930**	**32,960**
2034	Village 10	201,726	16,138	15	13,041	230,921	9,283
	Village 11	130,233	10,028	10	8,104	148,375	5,769
	Business Park	355,947	31,118	109,834	25,158	522,057	17,907
Subtotal		**687,906**	**57,284**	**109,859**	**46,303**	**901,353**	**32,960**
2035	Village 10	202,735	16,138	15	13,041	231,929	9,283
	Village 11	130,884	10,028	10	8,104	149,026	5,769
	Business Park	357,726	31,118	109,834	25,158	523,836	17,907
Subtotal		**691,346**	**57,284**	**109,859**	**46,303**	**904,792**	**32,960**
2036	Village 10	203,749	16,138	15	13,041	232,943	9,283
	Village 11	131,539	10,028	10	8,104	149,681	5,769
	Business Park	359,515	31,118	109,834	25,158	525,625	17,907
Subtotal		**694,803**	**57,284**	**109,859**	**46,303**	**908,249**	**32,960**
2037	Village 10	204,767	16,138	15	13,041	233,962	9,283
	Village 11	132,196	10,028	10	8,104	150,339	5,769
	Business Park	361,313	31,118	109,834	25,158	527,423	17,907
Subtotal		**698,277**	**57,284**	**109,859**	**46,303**	**911,723**	**32,960**
2038	Village 10	205,791	16,138	15	13,041	234,986	9,283
	Village 11	132,857	10,028	10	8,104	151,000	5,769
	Business Park	363,119	31,118	109,834	25,158	529,229	17,907
Subtotal		**701,768**	**57,284**	**109,859**	**46,303**	**915,214**	**32,960**
2039	Village 10	206,820	16,138	15	13,041	236,014	9,283
	Village 11	133,522	10,028	10	8,104	151,664	5,769
	Business Park	364,935	31,118	109,834	25,158	531,045	17,907
Subtotal		**705,277**	**57,284**	**109,859**	**46,303**	**918,723**	**32,960**
2040	Village 10	207,854	16,138	15	13,041	237,049	9,283
	Village 11	134,189	10,028	10	8,104	152,331	5,769
	Business Park	366,759	31,118	109,834	25,158	532,869	17,907
Subtotal		**708,803**	**57,284**	**109,859**	**46,303**	**922,249**	**32,960**

APPENDIX 3
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND REVENUES

		GENERAL FUND					ROAD FUND
YEAR	USE TYPE	PROPERTY TAX	CTAX	LICENSES	FEES & PERMITS	TOTAL	FEES & PERMITS
TOTAL		$ 11,281,459	$ 947,213	$ 1,757,767	$ 765,630	$ 14,752,069	$ 544,994

APPENDIX 3, ASSUMPTIONS:

1. For property tax revenue see Appendix 2.
2. Other General and Road Fund revenues are estimated using the following factors applied to the project's buildout measurements shown in Appendix 1.

General Fund	Single Family		Industrial	
Consolidated Tax (Ctax)	$ 115.27	per unit	$ 22.66	per 1,000 square feet
Business/Liquor Licenses	0.11	per unit	79.98	per 1,000 square feet
Fees, Permits, Charges	93.15	per unit	18.32	per 1,000 square feet
Road Fund				
Fees, Licenses, Permits	$ 66.31	per unit	$ 13.04	per 1,000 square feet

Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
2021	Village 10	$ 1,837	$ 1,881	$ 1,936	$ 5,654		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**1,837**	**1,881**	**1,936**	**5,654**	**240,886**	**$ 149,831**
2022	Village 10	9,352	9,576	9,856	28,784		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**9,352**	**9,576**	**9,856**	**28,784**	**-**	**$ 149,831**
2023	Village 10	16,867	17,271	17,776	51,914		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**16,867**	**17,271**	**17,776**	**51,914**	**160,300**	**$ 249,538**
2024	Village 10	23,380	23,940	24,640	71,960		
	Village 11	-	-	-	-		
	Business Park	13,733	33,874	16,937	64,543		
Subtotal		**37,113**	**57,814**	**41,577**	**136,503**	**-**	**$ 249,538**
2025	Village 10	23,380	23,940	24,640	71,960		
	Village 11	7,515	7,695	7,920	23,130		
	Business Park	27,465	67,748	33,874	129,087		
Subtotal		**58,360**	**99,383**	**66,434**	**224,177**	**-**	**$ 249,538**
2026	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2027	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2028	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2029	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**
2030	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	**-**	**$ 249,538**

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
2031	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2032	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2033	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2034	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2035	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2036	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2037	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2038	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2039	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**
2040	Village 10	23,380	23,940	24,640	71,960		
	Village 11	14,529	14,877	15,312	44,718		
	Business Park	41,198	101,622	50,811	193,630		
Subtotal		**79,107**	**140,439**	**90,763**	**310,308**	-	**$ 249,538**

APPENDIX 4
CITY OF SPARKS
ESTIMATED GENERAL AND ROAD FUND EXPENDITURES

		GENERAL FUND				ROAD FUND	
YEAR	USE TYPE	GENERAL GOVERNMENT	POLICE	FIRE	TOTAL	SQUARE FEET ADDED	MAINTENANCE COST
TOTAL		**$ 1,310,133**	**$ 2,292,503**	**$ 1,499,020**	**$ 5,101,656**	**401,186**	**$ 4,791,341**

APPENDIX 4, ASSUMPTIONS:

1. General Fund costs are estimated using the following factors applied to the project's buildout measurements shown in Appendix 1.

General Fund	Single Family		Industrial	
General Government	$ 167.00	per unit	$ 30.00	per square foot
Police	171.00	per unit	74.00	per square foot
Fire (Outside Existing Area)	176.00	per unit	37.00	per square foot

Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

2. Square feet of streets from Developer. Maintenance costs are estimated at **$ 0.6220** per year, per square foot, for roads north of Los Altos Parkway. Source: City of Sparks Fiscal Impact Analysis Guidelines, October 2019.

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
2021	Village 10	$ 17,023	$ 5,654	$ 11,369	$ 729		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**17,023**	**5,654**	**11,369**	**729**	**$ 149,831**	**$ (149,102)**
2022	Village 10	86,737	28,784	57,953	3,713		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**86,737**	**28,784**	**57,953**	**3,713**	**149,831**	**(146,118)**
2023	Village 10	157,957	51,914	106,043	6,697		
	Village 11	-	-	-	-		
	Business Park	-	-	-	-		
Subtotal		**157,957**	**51,914**	**106,043**	**6,697**	**249,538**	**(242,840)**
2024	Village 10	221,106	71,960	149,146	9,283		
	Village 11	-	-	-	-		
	Business Park	166,578	64,543	102,035	5,969		
Subtotal		**387,685**	**136,503**	**251,181**	**15,253**	**249,538**	**(234,285)**
2025	Village 10	222,066	71,960	150,106	9,283		
	Village 11	73,328	23,130	50,198	2,984		
	Business Park	335,937	129,087	206,850	11,938		
Subtotal		**631,331**	**224,177**	**407,154**	**24,206**	**249,538**	**(225,332)**
2026	Village 10	223,030	71,960	151,070	9,283		
	Village 11	143,281	44,718	98,563	5,769		
	Business Park	508,134	193,630	314,504	17,907		
Subtotal		**874,445**	**310,308**	**564,137**	**32,960**	**249,538**	**(216,578)**
2027	Village 10	223,999	71,960	152,039	9,283		
	Village 11	143,907	44,718	99,189	5,769		
	Business Park	509,844	193,630	316,214	17,907		
Subtotal		**877,750**	**310,308**	**567,442**	**32,960**	**249,538**	**(216,578)**
2028	Village 10	224,973	71,960	153,013	9,283		
	Village 11	144,536	44,718	99,818	5,769		
	Business Park	511,563	193,630	317,933	17,907		
Subtotal		**881,072**	**310,308**	**570,764**	**32,960**	**249,538**	**(216,578)**
2029	Village 10	225,952	71,960	153,992	9,283		
	Village 11	145,168	44,718	100,450	5,769		
	Business Park	513,290	193,630	319,660	17,907		
Subtotal		**884,410**	**310,308**	**574,102**	**32,960**	**249,538**	**(216,578)**
2030	Village 10	226,936	71,960	154,976	9,283		
	Village 11	145,803	44,718	101,085	5,769		
	Business Park	515,026	193,630	321,396	17,907		
Subtotal		**887,765**	**310,308**	**577,457**	**32,960**	**249,538**	**(216,578)**

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
2031	Village 10	227,925	71,960	155,965	9,283		
	Village 11	146,441	44,718	101,723	5,769		
	Business Park	516,770	193,630	323,140	17,907		
Subtotal		**891,136**	**310,308**	**580,828**	**32,960**	**249,538**	**(216,578)**
2032	Village 10	228,918	71,960	156,958	9,283		
	Village 11	147,083	44,718	102,365	5,769		
	Business Park	518,524	193,630	324,894	17,907		
Subtotal		**894,525**	**310,308**	**584,217**	**32,960**	**249,538**	**(216,578)**
2033	Village 10	229,917	71,960	157,957	9,283		
	Village 11	147,727	44,718	103,009	5,769		
	Business Park	520,286	193,630	326,656	17,907		
Subtotal		**897,930**	**310,308**	**587,622**	**32,960**	**249,538**	**(216,578)**
2034	Village 10	230,921	71,960	158,961	9,283		
	Village 11	148,375	44,718	103,657	5,769		
	Business Park	522,057	193,630	328,426	17,907		
Subtotal		**901,353**	**310,308**	**591,044**	**32,960**	**249,538**	**(216,578)**
2035	Village 10	231,929	71,960	159,969	9,283		
	Village 11	149,026	44,718	104,308	5,769		
	Business Park	523,836	193,630	330,206	17,907		
Subtotal		**904,792**	**310,308**	**594,484**	**32,960**	**249,538**	**(216,578)**
2036	Village 10	232,943	71,960	160,983	9,283		
	Village 11	149,681	44,718	104,963	5,769		
	Business Park	525,625	193,630	331,995	17,907		
Subtotal		**908,249**	**310,308**	**597,941**	**32,960**	**249,538**	**(216,578)**
2037	Village 10	233,962	71,960	162,002	9,283		
	Village 11	150,339	44,718	105,621	5,769		
	Business Park	527,423	193,630	333,792	17,907		
Subtotal		**911,723**	**310,308**	**601,415**	**32,960**	**249,538**	**(216,578)**
2038	Village 10	234,986	71,960	163,026	9,283		
	Village 11	151,000	44,718	106,282	5,769		
	Business Park	529,229	193,630	335,599	17,907		
Subtotal		**915,214**	**310,308**	**604,906**	**32,960**	**249,538**	**(216,578)**
2039	Village 10	236,014	71,960	164,054	9,283		
	Village 11	151,664	44,718	106,946	5,769		
	Business Park	531,045	193,630	337,415	17,907		
Subtotal		**918,723**	**310,308**	**608,415**	**32,960**	**249,538**	**(216,578)**
2040	Village 10	237,049	71,960	165,089	9,283		
	Village 11	152,331	44,718	107,613	5,769		
	Business Park	532,869	193,630	339,239	17,907		
Subtotal		**922,249**	**310,308**	**611,941**	**32,960**	**249,538**	**(216,578)**

APPENDIX 5
CITY OF SPARKS
COMPARISON OF ESTIMATED GENERAL AND ROAD FUND REVENUES AND EXPENDITURES

		GENERAL FUND			ROAD FUND		
YEAR	USE TYPE	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)	EST. REVENUE	EST. COSTS	SURPLUS/ (DEFICIT)
TOTAL		$ 14,752,069	$ 5,101,656	$ 9,650,413	$ 544,994	$ 4,791,341	$ (4,246,346)

APPENDIX 5, ASSUMPTIONS:

1. See Appendices 2 and 3 for estimated revenues and Appendix 4 for estimated costs.

Section 2

PROJECT DESCRIPTION

Pioneer Meadows is located within the Northern Sparks Area. Pioneer Meadows exists in the City of Sparks and was previously approved as a residential community in July 1999. The original Pioneer Meadows Planned Development Handbook was amended to allow for the potential development of a municipal golf course and was approved in March of 2004.

The current Pioneer Meadows Handbook (MP06005) was completed by request of and in cooperation with the City of Sparks on behalf of Pioneer Meadows, LLC. The current Pioneer Meadows Handbook applies to Pioneer Meadows in its entirety (includes areas that were previously adopted as part of the original Master Plan).

The property is surrounded by the following residential developments: Stonebrook to the north, Wingfield Springs to the east and south and Kiley Ranch North to the West. The major access to Pioneer Meadows is from Vista Boulevard. Vista Blvd delineates the southern border of the Pioneer Meadows and the northern border of Southern Wingfield Springs.

The Pioneer Meadows is a mixed-use neighborhood that integrates business parks, general commercial, single, and multi-family homes, common area, open space, and improved public parks. There is a mix of densities and units within the neighborhoods from single-family detached housing on single lots to neo-traditional clustered single-family home sites and zero lot line home sites. This variety of home products allow Pioneer Meadows to appeal to multiple markets and increase diversity with Sparks.

The goals of the handbook amendment are as follows:

- Expand list of allowed uses within the Business Park (BP) land use designation to include warehouse and distribution (pg III-33)
- Reduce cumulative Minimum Floor Area Ratio from 0.5 to 0.3 in Business Park land use category (pg III-35)
- Remove cumulative density requirements associated with MF15A (pg III-22)

This Pioneer Meadows handbook amendment does not modify any of the land use acreages, allowed square footages, or residential neighborhood standards. This request to expand the list of allowed uses within the Business Park land use category is related to the changes occurring nationally due to increased demand on warehouse and distribution services.

While the owners of Business Park parcel will continue to seek users appropriate for this area of Pioneer Meadows, adding this additional use of warehouse/distribution not only increases opportunities for development of the unbuilt parcel, but is also consistent with uses allowed in the surrounding communities such as Kiley Ranch.

Fiscal Impact Report

A fiscal impact report to support this handbook amendment was prepared by Ekay Economic Consultants. Based on the analysis, the development as a result of the handbook amendment is estimated to have a positive impact (cumulative surplus) on the City of Sparks General and Road Funds of $5.4 million over the 20 year analysis period. A copy of the complete fiscal impact report is included for reference.

PD Amendment Findings

Below is a summary of the required findings that the Planning Commission and City Council must consider when reviewing a proposed modification of a final approved Planned Development.

a. Is consistent with the City's Comprehensive Plan and Truckee Meadows Regional Plan and otherwise consistent with Nevada and federal law;
Response: The Pioneer Meadows Handbook was previously found to be in conformance with the City's Comprehensive Plan and the Regional Plan. The proposed amendments to the handbook as discussed in this Project Description are in conformance with the Comprehensive Plan and the Regional Plan.

b. Is consistent with the surrounding land uses;
Response: The proposed Handbook amendment will not change the land use categories permitted in Pioneer Meadows but instead adds another permitted use and reduces the allowable floor area ratio within the Business Park land use category. Additionally, the request to eliminate the cumulative density requirements in the MF15A category does not change the allowable underlying master plan densities.

c. Will be fiscally positive to the City for a period of at least 20 years if the site affected by the modification, removal or release is 20 or more acres and the modification, removal or release involves permitted uses, residential density or nonresidential intensity;
Response: The Business Park land use category and permitted uses were found to be fiscally positive as part of the original Pioneer Meadows Handbook. To support this handbook amendment, an updated fiscal impact analysis was prepared by Ekay Economic Consultants. The analysis found the proposed amendment will have a positive fiscal impact on the City, with a cumulative surplus estimated at 5.4 million over the 20 year analysis period.

d. Furthers the mutual interest of the residents and owners of the planned unit development and of the public in the preservation of the integrity of the plan as finally approved;
Response: The integrity of the plan as approved will not be negatively impacted as a result of the proposed handbook amendment. The handbook currently permits Warehouse, ancillary to research and development uses in the Business Park land use category, so adding Warehouse/Distribution as an additional permitted use will not materially change the character of Pioneer Meadows. Additionally, the proposed change does not increase the size,

shape, or location of areas in Pioneer Meadows that are designated Business Park. It is also worth noting that the request to eliminate the cumulative density requirements in the MF15A category does not change the allowable underlying densities in accordance with the master plan.

e. Will not impair the reasonable reliance of the residents and owners upon the provisions of the plan;
Response: The proposed amendments to the handbook will not impair the reliance of residents or owners within Pioneer Meadows.

f. Will not result in changes that would adversely affect the public interest;
Response: The request to add Warehouse/Distribution as a permitted use to the Business Park land use category is intended to encourage development on the subject site. The proposed change will not have a negative impact to the public interest.

g. Is consistent with the efficient development and preservation of the entire planned unit development;
Response: The request to add Warehouse/Distribution to the list of permitted uses within the Business Park is consistent with the efficient development and preservation of the entire planned unit development. The change to include Warehouse/Distribution uses is based on a shift to increased online shopping and a need for warehouse/distribution facilities in the region. The request to eliminate the cumulative density requirements in the MF15A category does not change the allowable underlying master plan densities.

h. Does not adversely affect either the enjoyment of land abutting upon or across a street from the planned unit development or the public interest;
Response: The proposed handbook amendment to expand the list of permitted uses in the Business Park land use category or eliminate the cumulative density requirements in the MF15A district will not adversely affect the surrounding property owners.

i. Is not granted solely to confer a private benefit upon any person; and
Response: The proposed Handbook amendment does not benefit any one person(s). The proposed changes to expand the list of permitted uses allows any interested party to pursue development of Warehouse/Distribution uses, as well as other uses already listed under the Business Park land use category.

Section 3

PIONEER MEADOWS

Development Standards Handbook

Sparks, Nevada

Prepared for:

Pioneer Meadows LLC

Final-2006
Handbook Amendment #6
September 2022

Prepared by:

Wood Rodgers, Inc.
1361 Corporate Blvd
Reno, NV 89502

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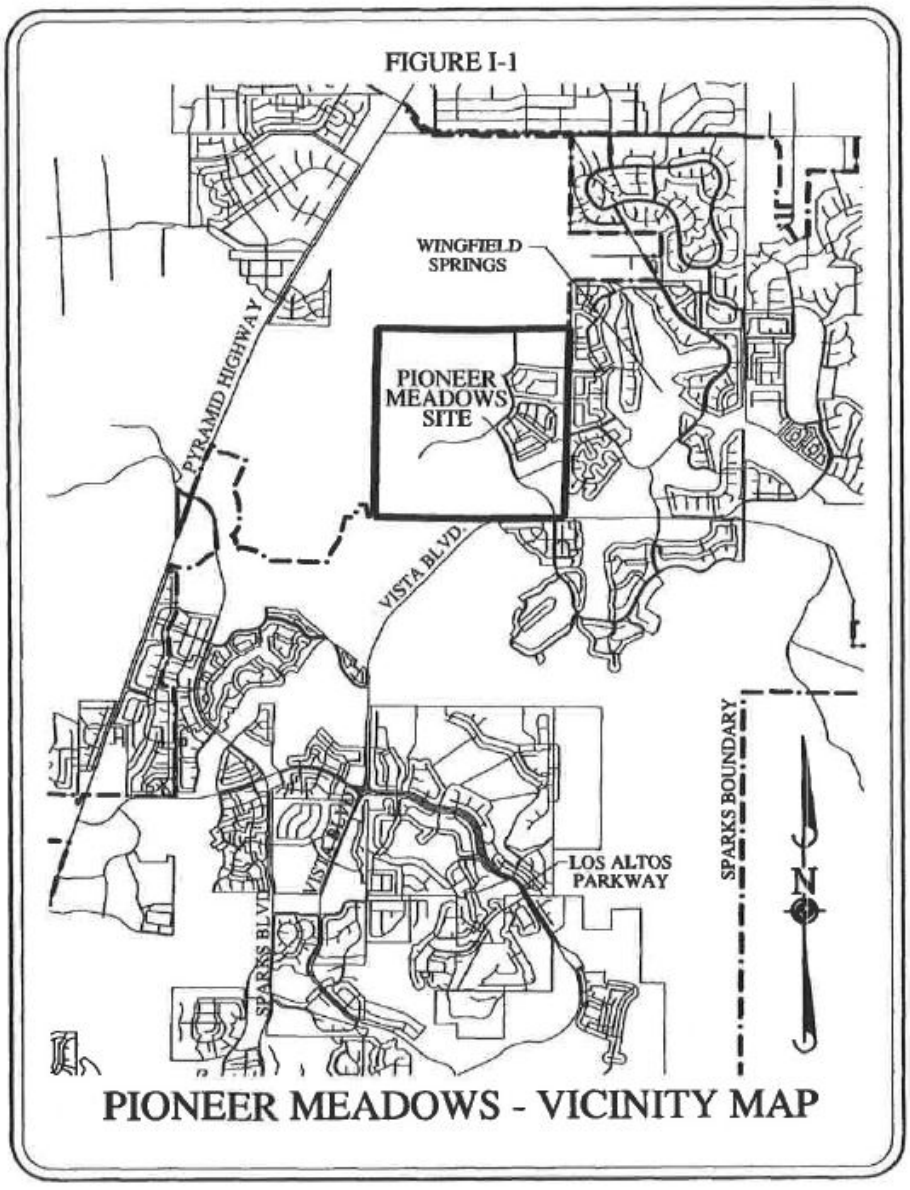
SECTION I

GENERAL

FIGURE I-1



PIONEER MEADOWS - VICINITY MAP

INTRODUCTION

The purpose of this document is to outline the policies, procedures, developmental standards, goals and objectives of the *Pioneer Meadows* development. This development will encourage flexibility and creativity of design and diversity of building types, common area arrangements and other aspects of land planning, while at the same time preserving public welfare, health and the general intent of the City of Sparks' Master Plan.

The 640 acres known as Pioneer Meadows was annexed into the City of Sparks (A-1-99) and rezoned (Z-1-99) from S (Study) to PD (Planned Development) in 1999. In addition, the Master Plan was amended (MP-1-99) to realign Pace Drive and Kiley ranch Road. This change allowed for a reduction in the General Commercial land use designation from 109 acres to forty-sever (47) acres and an increase the Business Park from forty-seven (47) acres to 109 acres. Also included were a nine (9) acre park site and a ten (10) acre school site as part of the overall 152 acres of Common Area. In 1999, the Pioneer Meadows Planned Development proposed approximately 2,588 new single-family and multiple-family residential units with a maximum overall gross density of 4.04 dwelling units per acre (du/ac).

OWNER

Pioneer Meadows Master Planned Community is owned by Pioneer Meadows Development, LLC. and Pioneer Meadows Investments, LLC.

APPLICANT/DEVELOPER

The Applicant/Developer for *Pioneer Meadows* is Pioneer Meadows Development, a Limited Liability Company, locally owned and operated. Lennar Reno, LLC is the managing entity for the partnership and all correspondence related to this application shall be addressed to Pioneer Meadows LLC, located at 10315 Professional Circle, Suite 110, Reno, NV 89521, attention Dustin Barker.

GOALS/POLICIES/PROCEDURES

Overall Project Goals

- To help meet the future projected housing needs while maintaining and managing natural resources and open space.
- To create a jobs/housing balance, while minimizing the impacts of development on air quality and the transportation network.

Objectives

- To provide compatibility between land use and transportation.
- To reduce vehicle miles traveled by providing employment and housing opportunities within proximity to one another.

- To provide a mix of housing types and sizes that reflect demands.
- To integrate the housing to compliment the site's natural environment.
- To retain and provide access to natural open space.
- To provide trails and bike paths within the Common Areas and right-of-ways in and around the site to the neighborhood parks, and connection of the trails to the regional park within Spanish Springs.

SECTION II

MASTER PLAN

PROJECT OVERVIEW

Pioneer Meadows is a 640 acre development that includes thirty (30) acres of General Commercial (a decrease of seventeen (17) acres from original Master Plan (MP-1-99), 107 acres of Business Park (a decrease of two (2) acres from MP-1-99), ninety-seven (97) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of thirteen acres from MP-1-99), sixty-two (62) acres of Ten (10) du/ac - Single Family (an increase of two acres from MP-1-99), 211 acres of Four (4) du/ac - Single Family (an increase of 29 acres from MP-1-99) and 133 acres of Common Area/Parks (a decrease increase of 6 acres from MP-1-99). Please reference to **Figures II-1 through II-3** for land use depictions. In order to keep prospective buyers aware of the surrounding land uses, Pioneer Meadows LLC will supply these individuals with the Project Master Plan (reference to **Figure II-3**).

LAND USE SUMMARY

Four (4) Dwelling Units per Acre (du/ac) - Single Family

The original *Pioneer Meadows* Master Plan (MP-1-99) designated 182 acres under this land use classification.

Pioneer Meadows development will concentrate this land use into one area located within the northeast portion of the site. The Four (4) du/ac land use related to this project will permit a land use classification of SFR4 and totals 211 acres. The SFR4 land use is discussed further in **Section III - Development Standards and Descriptions**.

Ten (10) Dwelling Units per Acre (du/ac) - Single Family

Both the 1999 (MP-1-99) and the 2006 (MP06005) Pioneer Meadows Master Plan designate sixty (60) acres under this land use classification.

The 1999 (MP-1-99) and the 2006 (MP06005) Pioneer Meadows Master Plans combined the two areas into one area, located in the southern middle sector of the site. The Ten (10) du/ac land use related to this project will permit a land use classification of RD10A and totals 62 acres. The RD10A land use is discussed further in **Section III - Development Standards and Descriptions**.

Fifteen (15) Dwelling Units per Acre (du/ac) - Multi-Family

The original *Pioneer Meadows* Master Plan (MP-1-99) also designated eighty-four (84) acres under this land use classification.

Pioneer Meadows includes this land use in two (2) locations: a thirty (30) acre parcel located along Vista Boulevard and a sixty-one (61) acre parcel located within the west central portion of the project area and is subdivided into three separate villages. The Fifteen (15) du/ac land use classification permits a land use classification of MF15 and totals 97 acres. The MF15A land use is discussed further in **Section III - Development Standards and Descriptions**.

General Commercial

The original Pioneer Meadows Master Plan (MP-1-99) designated forty-seven (47) acres as Commercial land use. The current Master Plan now designates thirty acres of Commercial land use along Vista Boulevard (split by Hills Drive). The Commercial land use related to this project will permit a land use classification of GC and is discussed further in **Section III - Development Standards and Descriptions**.

Business Park

The original *Pioneer Meadows* Master Plan (MP-1-99) designated 109 acres under this land use classification.

The acreage associated with the Business Park has been relocated within *Pioneer Meadows*. Moving the Business Park location provides an improved buffer between the residential and commercial land uses and provides better access between the Business Park(s) and the arterial roads. The land use for the Business Park now includes 107 acres separated as follows: a fifteen (15) acre parcel located north of Vista Boulevard (BP-A) and an ninety-two (92) acre parcel located in the northwest section (BP) of the project area. The Business Park land use classification is discussed further in **Section III - Development Standards and Descriptions**.

Common Area

A planned development requires 20% of the total acreage to be Common Area. *Pioneer Meadows* includes 144 acres (22.5%) of Common Area, of which 133 acres are designated Open Space.

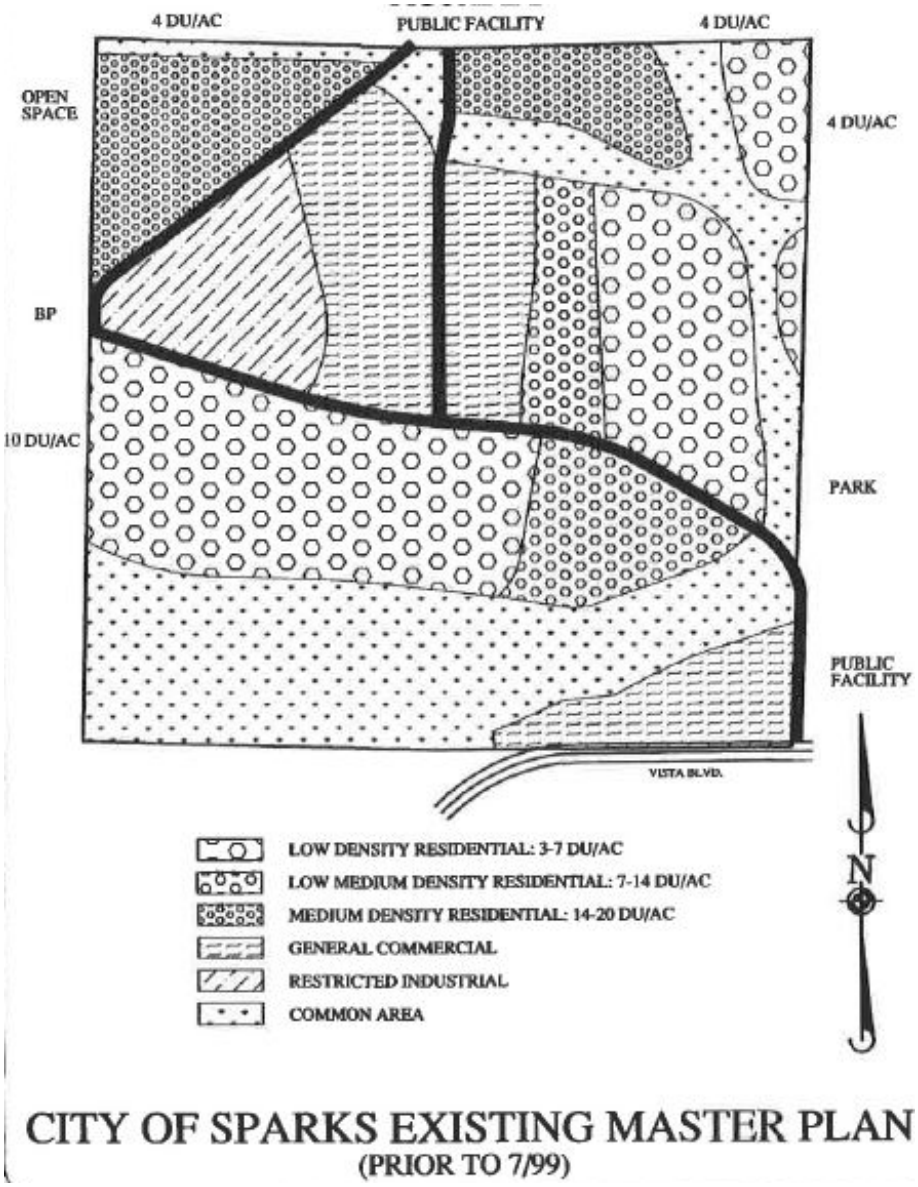
Included in the 144 acres of Common Area, seven and one-half (7.5) acres of parks are incorporated into *Pioneer Meadows*. The parks are strategically located throughout *Pioneer Meadows* within walking distance from the various residential villages. The parks proposed include a two and one half (2.5) acre park located in the southeastern portion of the SFR4 area and a five (5) acre park centrally located along the western project boundary adjacent to the MF15 within the large Common Area south of Wingfield Hills Drive. All of the parks will be accessible by a trail system (refer to Parks and/or Common Area in **Section III - Development Standards and Descriptions**.)

Table II-1 describes the land use breakdown for *Pioneer Meadows* and compares it to Master Plan Amendment #1 prepared in 1999:

TABLE II-1
LAND USE BREAKDOWN
PIONEER MEADOWS LAND USE BREAKDOWN BETWEEN
MASTER PLAN AMENDMENT #1, #2, AND #4
DECEMBER 10, 2019

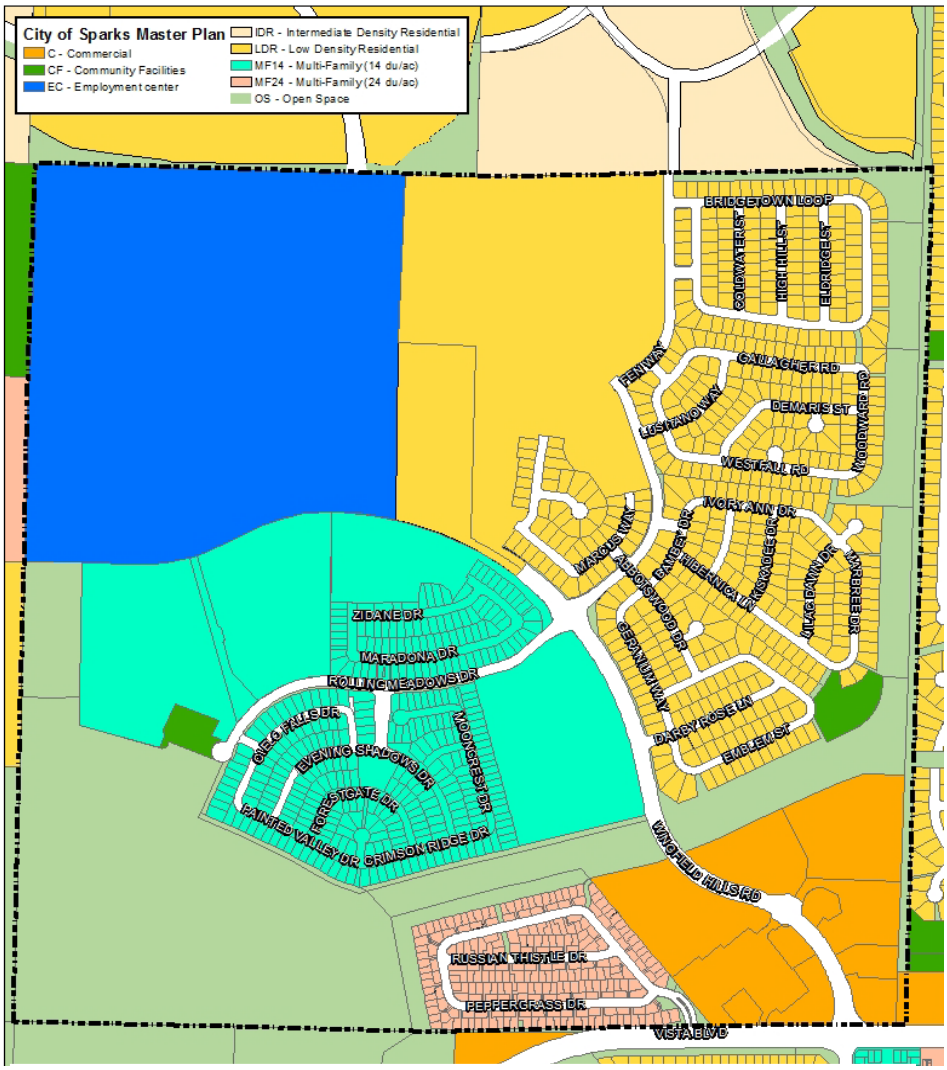
PIONEER MEADOWS MPA #1 PREPARED 7/99			COMBINED MASTER PLAN AMENDMENT #1 AND #2 PREPARED 2006			COMBINED MASTER PLAN AMENDMENT #1, #2, & #4 PREPARED 2018			
PIONEER MEADOWS MPA #1	AREA (AC)	MAX.UNIT COUNT (DU/AC)	OVERALL AREA MASTER PLAN FOR 1 AND 2	AREA (AC)	MAX.UNIT COUNT (DU/AC)	OVERALL AREA MASTER PLAN FOR 1, 2, & 3	AREA (AC)	MAX.UNIT COUNT (DU/AC)	ACTUAL UNIT COUT
GENERAL COMMERCIAL	47		GENERAL COMMERCIAL	25		GENERAL COMMERCIAL	30		
BUSINESS PARK	109		BUSINESS PARK	102		BUSINESS PARK	107		
MF15	84	1260	MF15 & MF15A 15 DU/AC	91	1365	MF15 & MF15A 15 DU/AC	97	1455	938
RD10A	60	600	RD10A 10 DU/AC	60	600	RD10A 10 DU/AC	62	620	536
SFR4	182	728	SFR4	197.8	791	SFR4	211	844	844
COMMON AREA	139		COMMON AREA	146.7		COMMON AREA (*includes 7.5 ac of Parks)	133		
PARKS	9		PARKS	9					
SCHOOL	10		SCHOOL	8.5					
TOTALS	640	2588	TOTALS	640	2756	TOTALS	640		2318
						Max Residential Units			2756
						Remaining Units			438
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.04	MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31	MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31	

FIGURE II-1



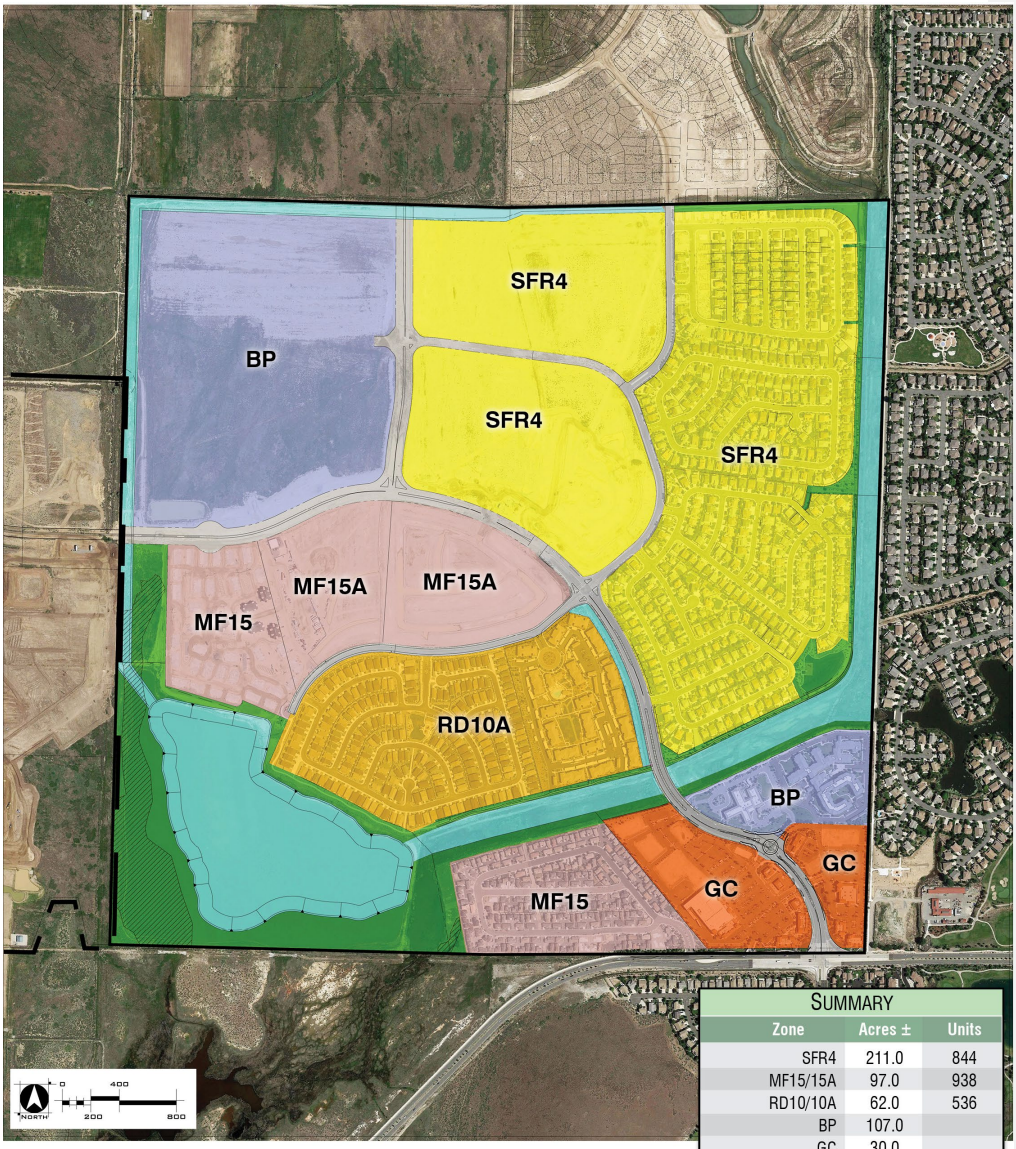
CITY OF SPARKS EXISTING MASTER PLAN
(PRIOR TO 7/99)

FIGURE II-2



CITY OF SPARKS CURRENT MASTER PLAN (10/2016)

FIGURE II-3



SUMMARY

Zone	Acres ±	Units
SFR4	211.0	844
MF15/15A	97.0	938
RD10/10A	62.0	536
BP	107.0	
GC	30.0	
Common/Parks	133.0	
TOTAL	**640.0**	

MASTER PLAN AMENDMENTS

The 1999 Pioneer Meadows Master Plan included an increase in Business Park from forty-seven (47) acres to 109 acres, a decrease in General Commercial from 109 acres to forty-seven (47) acres and realignment of the intersection of Hills Drive and Kiley Drive. The realignment of the intersection was completed in conjunction with the RTC, the City of Sparks' Public Works Department, the City of Sparks' Planning and Community Development Department, Pioneer Meadows LLC and a representative of the Kiley Ranch property.

The 2006 Pioneer Meadows Master Plan included twenty-five (25) acres of General Commercial (a decrease of twenty-two (22) acres from original Master Plan (MP-1-99), 102 acres of Business Park (a decrease of seven (7) acres form MP-1-99), ninety-one (91) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of seven acres from MP-1-99), sixty (60) acres of Ten (10) du/ac - Single Family, 197.8 acres of Four (4) du/ac - Single Family (an increase of 15.8 acres from MP-1-99) and 146.7 acres of Common Area (an increase of 7.7 acres from MP-1-99).

The 2018 Pioneer Meadows Master Plan includes thirty (30) acres of General Commercial (a decrease of seventeen (17) acres from original Master Plan (MP-1-99), 107 acres of Business Park (a decrease of two (2) acres from MP-1-99), ninety-seven (97) acres of Fifteen (15) dwelling units per acre (du/ac) - Multi-Family (an increase of thirteen acres from MP-1-99), sixty-two (62) acres of Ten (10) du/ac - Single Family (an increase of two acres from MP-1-99), 211 acres of Four (4) du/ac - Single Family (an increase of 29 acres from MP-1-99) and 133 acres of Common Area/Parks (a decrease increase of 6 acres from MP-1-99).

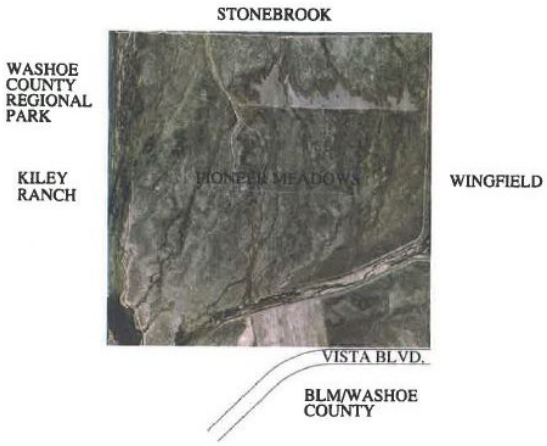
GENERAL SITE AND SURROUNDINGS

Pioneer Meadows is 640 acres located in the heart of the Spanish Springs Valley, Section 11 Range 20 East, Township 20 North, Mount Diablo Meridian (M.D.M.). The site is bordered on the east by Wingfield Springs, on the north by Stonebrook, on the west by Kiley Ranch and the Washoe County Regional Park and on the south by Vista Boulevard.

Pioneer Meadows and Wingfield Springs will be separated on the eastern border by a minimum of 140 feet due to a regional drainage facility (open channel) that services the Spanish Springs Valley. A trail system developed within *Pioneer Meadows* will connect Wingfield Springs to the Washoe County Regional Park.

Pioneer Meadows is a flat site with a gradient of not more the 0.003 feet per foot (ft/ft), which does not meet the threshold established in the City of Sparks' Hillside Ordinance for hillside development.

FIGURE II-4



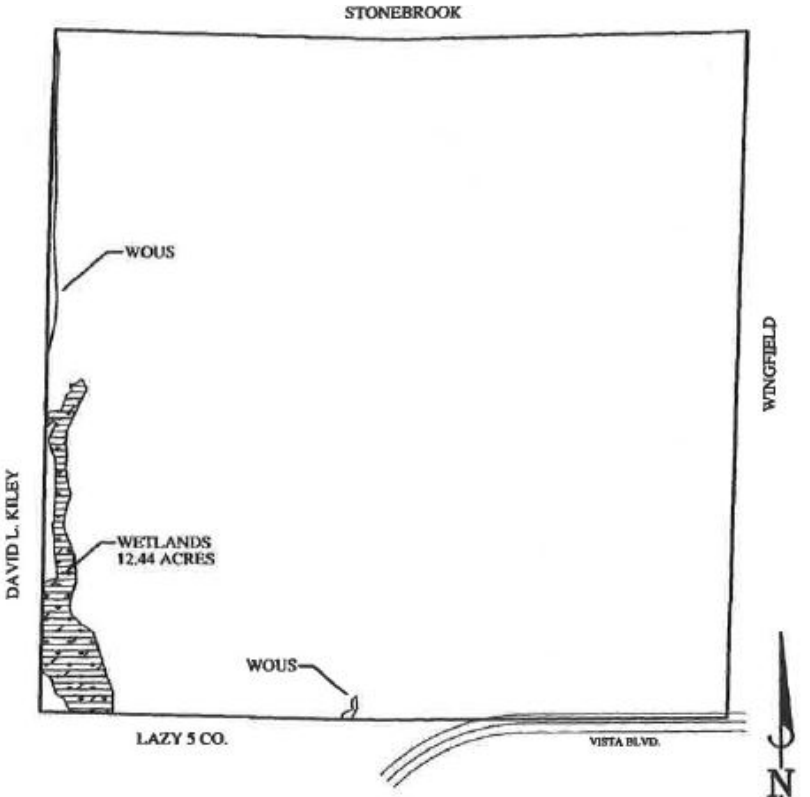
WETLANDS

Huffman and Associates were employed to perform a Wetlands Delineation on the *Pioneer Meadows* site. These reports were reviewed and verified by the Army Corps of Engineers. The findings reported in the delineation detail approximately 12.44 acres of wetlands and two locations where Waters of the United States (WOUS) are applicable (reference to **Figure II-5**). These wetland areas will be incorporated into the Common Area and trail system. These reports are included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*.

CULTURAL RESOURCES

Kautz Environmental Consultants, Inc. were employed to conduct an archaeological reconnaissance of the *Pioneer Meadows* site. This study was completed in conformance with Federal Standards (Bureau of Land Management, Nevada Guidelines) and will satisfy the local reviewing agencies (Washoe County and the Nevada State Historical Preservation Office [SHPO]). The results of the study revealed one regionally significant site, KEC-38-1. A treatment plan was prepared, accepted and executed in conjunction with the SHPO. These reports are included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*.

FIGURE II-5



WETLANDS AND WATERS
OF THE US (WOUS)

PROCEDURES

Once the *Pioneer Meadows* application is approved, a Development Agreement will be entered into between Pioneer Meadows LLC and the City of Sparks that will incorporate this Handbook. The review and approval process for subsequent submissions will be subject to the following guidelines:

Definitions

- Administrators: The City of Sparks' Public Works Director and the City of Sparks' Community Development Director shall be the Administrators, hereinafter referred to individually or collectively as the "Administrator" of this process. The Administrator shall have the principal authority to interpret and make decisions based on the plans, standards and guidelines contained herein which are in accordance with the scope of the responsibilities granted to them in Titles 15, 17 and 20 of the City of Sparks' Municipal Code.
- Applicant/Developer: Pioneer Meadows LLC, or assignee, shall be the Applicant/Developer, and will be hereinafter referred to as "Applicant" or "Developer" during this process. All communication between the City of Sparks and the Applicant or Developer must be directed to Pioneer Meadows LLC.
- Builder: The person or entity which will construct final improvements with respect to a parcel of the property.

Design/Flexibility
The development standards and design guidelines contained herein are intended to depict the general nature and relative intensity of the residential and non-residential development at *Pioneer Meadows*. Sufficient flexibility shall be allowed to permit detailed planning and design at the time of actual development. The configuration and acreage of development parcels and phases may be altered from what is shown on the Master Land Use Plan to accommodate detailed site conditions. Land uses may also be transferred between development parcels, providing this transfer does not conflict with the standards described in this Handbook. The land use "*transfers*" reflect a market driven project that has the flexibility to adjust to the possible fluctuations that may occur in the future market conditions.

Omissions
When issues arise that are not covered in this Handbook, the provisions and definitions of the City of Sparks' Zoning Ordinance and Subdivision Regulations in effect at the time of application shall apply.

Minor Deviations
The Administrator shall have the authority at his/her discretion to administratively approve minor deviations in the plans, standards and guidelines as requested by the Developer prior to the submission of a final development plan for each phase. Minor deviations include such items as parcel configurations, parcel sizes, irregular lots and special setback conditions (up to 20% of the required setbacks).

Major Deviations
Major deviations will be defined as any deviation that changes the intent of the approved Handbook, such as zoning changes, deviations greater than twenty percent (20%) to the established development standards and/or movement of land use classifications which are not

in conformance with the development standards described within this Handbook. Major deviations will be handled as amendments to this Handbook (reference to ***Amendments***, this section).

Appeals
The Applicant may appeal any decision made by the Administrator to the City of Sparks' Planning Commission. The Planning Commission shall hear the appeal and either affirm, modify or reverse the determination of the Administrator. Any decision made by the Planning Commission may be appealed to the City of Sparks' City Council.

Amendments
Any amendments made to the approved Handbook will be processed through the City of Sparks' Planning Commission and City Council. Prior to Planning Commission action, the applicant shall hold a neighborhood meeting. Noticing of such a meeting shall conform to the Noticing requirements stated in **Section V** of this Handbook. Amendment noticing shall be from the perimeter of the area proposed for amendment. The City of Sparks may amend this Handbook subject to the provisions of the Development Agreement.

Site Plan Review and Special Use Permits
It is the intent of this Handbook to assure the Developer that the design requirements for *Pioneer Meadows* are understood and agreed upon between all parties involved, including the City of Sparks. This will give the Developer a high level of comfort, accurate costs of each of the developments and specific criteria for determining the cost of improvements related to the project. This Handbook describes specific criteria for the development of each land use. Defined in each land use are particular uses which will require a ***Site Plan Review*** or a ***Special Use Permit***. Within the criteria of these review processes, condition(s) may be added to specific project. These conditions will be limited to the necessary infrastructure to complete the individual project. All condition(s) related to these reviews will conform to the standards set forth in this Handbook.

The Developer shall begin the Tentative Map process by preparing the Tentative Map Application. Following application submittal, the Community Development Department will process, review and distribute materials in preparation for the Tentative Map review. This may be accomplished and is precedent to the Planning Commission Meeting. At this stage, the Tentative Map may be approved, approved subject to conditions, or denied. If approved or approved subject to conditions, a final map is to be submitted that meets the conditions of approval of the Tentative map and is in compliance with the tentative map. If denied, the Developer may choose to appeal to the district court.

All previously approved subdivisions, including but not limited to Villages 1-4, 5A, 6A, BP-A (the fourteen (14) acre Business Park), and the thirty (30) acre MF15 subdivision, are not subject to the conditions of the Tentative Map procedure. For further detail or information, please reference **Section V – Plan Processing and Submittals**.

SECTION III

DEVELOPMENT STANDARDS

AND

DESCRIPTIONS

INTRODUCTION

Pioneer Meadows identifies a series of residential and non-residential development parcels. The configuration of the parcels depicted on the Master Plan may vary in accordance with this Handbook. The following development standards are intended to direct the nature, intensity and quality of residential and non-residential development uses with *Pioneer Meadows*. These standards shall be used by the Administrator in determining the acceptability of the individual final development plans submitted for each phase of development. Each standard describes ***Permitted Uses***, Uses Requiring a ***Site Plan Review*** and Uses Requiring a ***Special Use Permit***. The procedure by which plans are processed and submitted for each of these uses is described in detail in **Section V-Plan Processing and Submittals**.

SFR4

Description

SFR4 encompasses 211 acres at four (4) dwelling units per acre (du/ac), yielding a total of 844 units. The 844 units have been separated into six individual Villages of approximately 120 units per Village. Some Villages, when evaluated on a stand-alone basis, may contain higher densities, but in no case will the aggregate total exceed 844 units on a total of 211 acres. SFR4 is serviced by unloaded (no driveways) residential collectors feeding into two arterials which service the entire project (reference to **Section VII - Infrastructure and Public Services**).

The minimum lot size associated with SFR4 is 6,000 square feet (SF). Minimum side yard setbacks are seven-and one-half feet (7.5') and exterior side yard setbacks are fifteen feet (15') with a combined total of twenty feet (20'). These setbacks give the option to move the structure from side to side to accommodate recreational vehicle parking on the garage side of the structure, if desired. Please reference to **Table III-1**.

TABLE III-1
SFR4 CLASSIFICATION STANDARDS

	SIDE YARD	FRONT YARD	REAR YARD	EXTERIOR SIDE YARD	INTERIOR LOTS	CORNER LOTS
PIONEER MEADOWS SFR4	7.5' MINIMUM 15' MINIMUM – EXTERIOR SIDE YARD	15' TO HOUSE OR SIDE LOADED GARAGE 10' TO PORCH 20' TO GARAGE	20' OR 15' WHEN ADJACENT TO OPEN SPACE (PUBLIC OR PRIVATE)	15'	6,000 SF	6,500 SF

The streets within SFR4 are standard City of Sparks' sections; fifty-five foot (55') right-of-way and forty-six (46') right-of-way for cul-de-sacs.

Gated Communities with Private Streets Are Permitted

A private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities will be granted the flexibility to reduce street right-of-ways to accommodate a twenty-nine foot (29') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced right-of-ways.

Permitted Uses

- Single family dwellings of a permanent nature and their accessory buildings and uses.
- Gated community with private streets
- In-home child care for the number of children one care giver may care for in accordance with Washoe County's Rules and Regulations for child care facilities.
- Home occupations.
- Accessory structures.
- Model home complex with sales office for the same Village.
- Sales office trailers for same Village.
- Temporary construction yards for the same Village.

Uses Requiring a Site Plan Review

- Recreational facilities (for the use of residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.

Lot Design Criteria

- Minimum corner lot size – 6.500 SF.
- Minimum lot size - 6,000 SF.
- Minimum lot frontage - Sixty feet (60') at building setback line.
- Side yard setback - Minimum seven and one-half feet (7.5').
- Front yard setback - Twenty feet (20') to garage.
  Fifteen feet (15') to house or side loaded garage.

Ten feet (10') to porch.

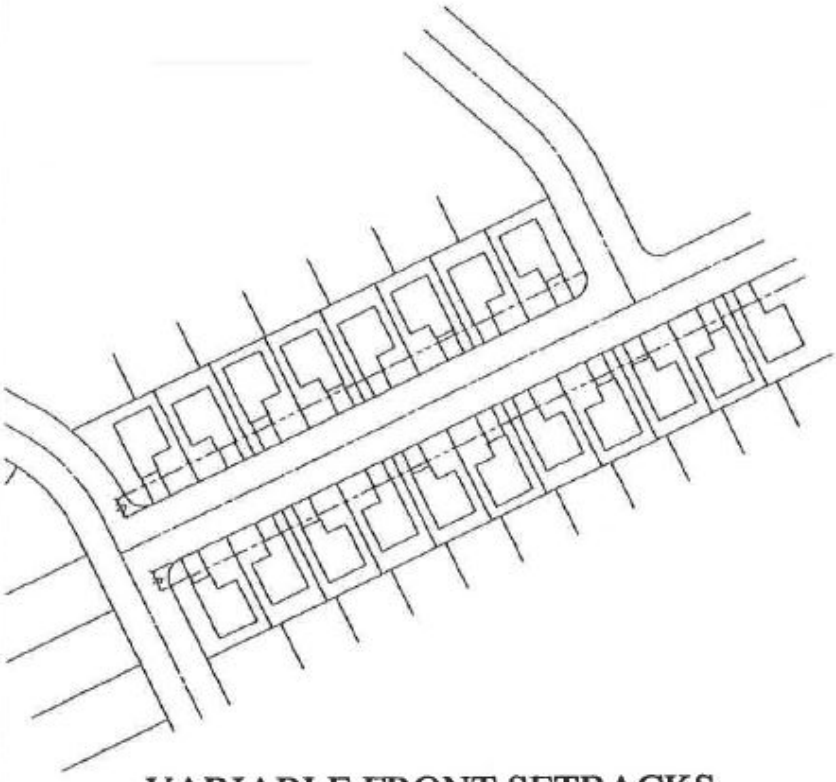
- Rear yard setback - Twenty feet (20') or fifteen feet (15') when adjacent to pen space (public or private).

- Maximum building height - Thirty feet (30').

Variable Setbacks

Variable setbacks will be applicable when four (4) or more contiguous structures are located on a linear street. When this criteria is met or exceeded, the homes shall be staggered such that the front setback of any two (2) dwellings shall vary by not less than three feet (3') (please reference to **Figure III-1**). The minimum front yard setbacks listed above shall be maintained.

FIGURE III-1



VARIABLE FRONT SETBACKS

WHERE THE CENTER LINE OF THE STREET DOES NOT VARY AND FOUR (4) OR MORE STRUCTURES LINE THE STREET, STRUCTURES SHALL BE STAGGERED SUCH THAT THE FRONT SETBACK OF ANY TWO (2) STRUCTURES SHALL VARY BY NOT LESS THAN THREE FEET (3'). THE INTENT IS TO AVOID THE APPEARANCE OF A SOLID WALL OF BUILDING FRONTS ALONG THE STREET FRONTAGE.

SFR6

SFR6 is an acceptable residential use within all residential zones. SFR6 is a small lot single family designation that allows for either public or private streets.

The minimum lot size associated with SFR6 is 3,500 square feet (SF). Minimum side yard setbacks are three and one-half feet (3.5'). Please reference to **Table III-2**.

TABLE III-2
SFR6 CLASSIFICATION STANDARDS

	SIDE YARD	FRONT YARD	REAR YARD	EXTERIOR SIDE YARD	INTERIOR LOTS	CORNER LOTS
PIONEER MEADOWS SFR6	3.5' MINIMUM 7' BETWEEN STRUCTURES **NO ENCROACHMENT WITHIN THIS SERBACK IS ALLOWED INCLUDING, BUT NOT LIMITED TO EAVES, CHIMNEYS, AND WINDOWS**	10' TO STRUCTURE, 5' TO COVERED OR UNCOVERED PORCHES 20' TO GARAGE	15' TO STRUCTURE 10' TO PORCHES (COVERED OR UNCOVERD)	8.5' TO STRUCTURE 5' TO PORCHES (COVERED OR UNCOVERED	3,500 SF	4,000 SF

Gated Communities with Private Streets

SFR6 is conducive to a private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities. Such a community will be granted the flexibility to reduce street rights-of-way to accommodate a twenty-six foot (26') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced rights-of-way.

Permitted Uses

- Single family residential.
- Gated community with private streets
- Temporary and permanent model home complexes and sales offices.
- Sales trailers for the same Village.
- Temporary construction yards.

Uses Requiring a Site Plan Review

- Structures over thirty feet (30') in height.
- Recreational facilities (for the use of residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.

Lot Design Criteria

- Minimum lot size – 3,500 SF.
- Minimum lot frontage – Forty feet (40') on linear streets, twenty feet (20') on non-linear streets.
- Side yard setback - Minimum three and one-half feet (3.5').
- Exterior and corner side yard setback – Minimum eight and one-half feet (8.5') to structure and five (5') to covered or uncovered porch.

Note: No Encroachment within this side setback is allowed including, but not limited to eaves, chimneys, and windows.

- Front yard setback - Twenty feet (20') to garage.
  Ten feet (10') to structure.
  Five feet (5') to covered or uncovered porch.
- Rear yard setback - Fifteen feet (15') to structure.
  Ten feet (10') to covered or uncovered porch.
- Maximum building height - Thirty feet (30').

Variable Setbacks

Variable setbacks will be applicable when four (4) or more contiguous structures are located on a linear street. When this criteria is met or exceeded, the homes shall be staggered such that the front setback of any two (2) dwellings shall vary by not less than three feet (3') (please reference to **Figure III-1**). The minimum front yard setbacks listed above shall be maintained.

RD10A

Description

RD10A encompasses sixty-two (62) acres at ten (10) dwelling units per acre (du/ac), yielding 620 total units. This area is serviced by an unloaded (no driveways) residential collector which feeds into the arterial that services the entire development. The site is bounded on the north and east by an arterial and a residential collector with common area to the south and west. Access to the exterior trails that border the southern portion of the site will be provided within each development.

RD10A will be developed with multi-family or single family uses, but in no case will the overall densities on this sixty- two (62) acres exceed a unit count of 620 units (ten (10) du/ac).

With the submittal of the first development defining the first uses, the developer will determine the remaining parcel configurations (subject to change) and preliminary uses (if necessary), illustrating traffic circulation patterns, points of connections and conformance with this Handbook within the sixty (60) acres designated as RD10A.

Permitted Uses

- Single family residential.
- Multi-family residential (not in excess of 15 du/ac).
- Gated communities with private streets.
- Cluster housing (reference SFR10 section).
- Neo traditional residential (reference NT section).
- Temporary and permanent model home complexes and sales offices.
- Sales trailers for the same village.
- Temporary construction yards.

Uses Requiring a Special Use Permit

- Above ground public utility structures.
- Multi-family residential and apartment developments not requiring a tentative map.

Development Criteria

- Minimum development size - Ten (10) acres
- Minimum lot frontage - Reference individual classifications.
- Side yard setback - Reference individual classifications.
- Front yard setback - Reference individual classifications.
- Rear yard setback - Reference individual classifications.
- Maximum building height - Reference individual classifications.
- Rear yard abutting main arterial - Reference individual classifications.
- Rear yard abutting residential collectors - Reference individual classifications.

Fencing

The fencing around the perimeter of each development (if more than one) will be consistent throughout the development of the RD10A. Please reference each individual classification and **Section IV - Design Standards**.

SFR10

Description

SFR10 is an acceptable residential use within RD10A. SFR10 is cluster type housing units with a maximum of six (6) units per cluster or a minimum of two (2) units per cluster serviced by one (1) private driveway (reference to **Figure III-2**) serviced by either the City of Sparks' standard street sections or a private street (reference to **Section VII-Infrastructure and Public Services-Figures VII-11 through VII-14**).

The average lot size is 3000 square feet (SF) determined by calculating the area of the individual cluster and dividing by the number of units associated with the block. Minimum distance between structures is seven feet (7') and each unit will have a minimum of 680 SF of exterior area, not including the driveway (reference to **Figures III-2 through III-5**).

General Criteria

All of the following items will be addressed in detail in the Covenants, Conditions and Restriction's (CC&R's) for this development:

- All front yards within the clusters and exterior side yards located along the right-of-way shall be landscaped by the builder (reference to **Figure III-2**).
- The above mentioned landscaped areas shall be maintained by the Homeowners' Association (reference to **Figure III-2**).
- All access and maintenance easements associated with the clusters will be addressed on the individual Tract Maps.
- Parking on the driveways within the individual clusters will be prohibited (reference to **Figure III-5**).

Gated Communities with Private Streets

SFR10 is conducive to a private gated community, with adequate units to support items such as private streets, a community center and private recreational facilities. Such a community will be granted the flexibility to reduce street right-of-ways to accommodate a twenty-nine foot (29') travel way (fire access requirements) with adequate off street parking and pedestrian access to support the reduced right-of-ways.

Permitted Uses

- Single family dwellings of a permanent nature and their accessory uses.
- Gated community with private streets.
- Model home complexes with sales office for the same Village.

- Sales office trailers for the same village.
- Temporary construction yards for the same Village.
- Accessory uses.
- Home occupations.

Uses Requiring a Site Plan Review

- Structures over thirty feet (30') in height.
- Any new multi-family residential and apartment development under 110 units not requiring a tentative map.
- Recreational facilities (for the use of the residents of the immediate neighborhood).

Uses Requiring a Special Use Permit

- Above ground public utility structures.
- Any new multi-family residential and apartment development of 110 units or more not requiring a tentative map.

Lot Design Criteria (reference to Figure III-3)

- Minimum lot size - 2770 SF.
- Minimum average lot size per cluster - 3000 SF.
- Minimum usable area - 680 SF (per unit).
    - Usable area adjacent to or access from - Family room, living room or kitchen.
- Maximum units (lots) per cluster shall be six (6) serviced by one private driveway.

Cluster Setbacks (reference to Figure III-4)

- Rear - Zero feet (0').
- Front - Zero feet (0').
- Side - Zero feet (0').
- Exterior side yard - Ten feet (10').
- Rear property line abutting main arterials - Thirteen feet (13').

(reference to **Figure III-4**)

- Rear property line abutting residential collectors - seven feet (7').

(reference to **Figure III-4**)

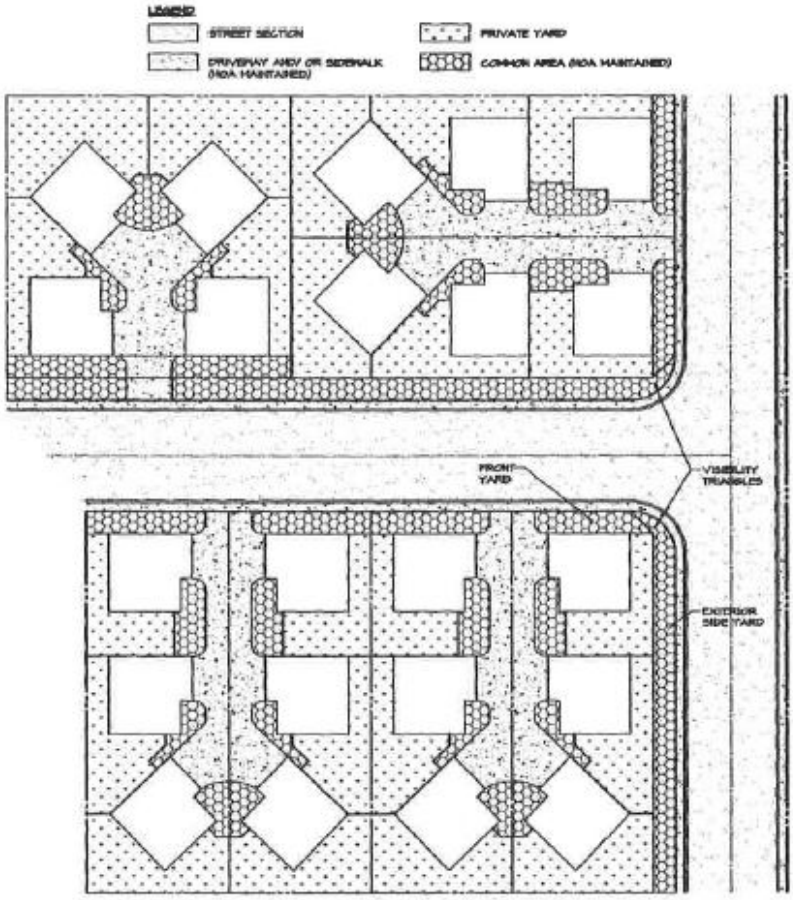
Interior Cluster Design Criteria (reference to Figure III-3)

- Minimum distance between buildings - Seven feet (7').
- Minimum rear yard setbacks - Ten feet (10').
- Minimum driveway width - Sixteen feet (16').
- Minimum Shared driveway width – Twenty feet (20')
  (reference to **Figure III-3**)
- Minimum side yard setbacks - Zero feet (0').
- Minimum setbacks from driveway shall be less than or equal to six feet (6') or greater than or equal to twenty feet (20').
- Maximum building height - Thirty feet (30').
- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

Parking Standards

- Private streets twenty-nine feet (29') in width will provide off street parking. All units will provide for two (2) parking spaces within an individual garage. Additional guest parking will be required at a count of one (1) per every two (2) units. Parking within the right-of-way will not be included. Tandem parking is allowed on lots with a minimum eighteen foot (18') drive.
- All vehicles will exit the clusters forward. Turning radii will be supplied with the submittal of each development to demonstrate this movement (exception; when a cluster is one (1) unit).

FIGURE III-2



TYPICAL LAYOUT - SFR10
CLUSTER HOUSING

FIGURE III-2A

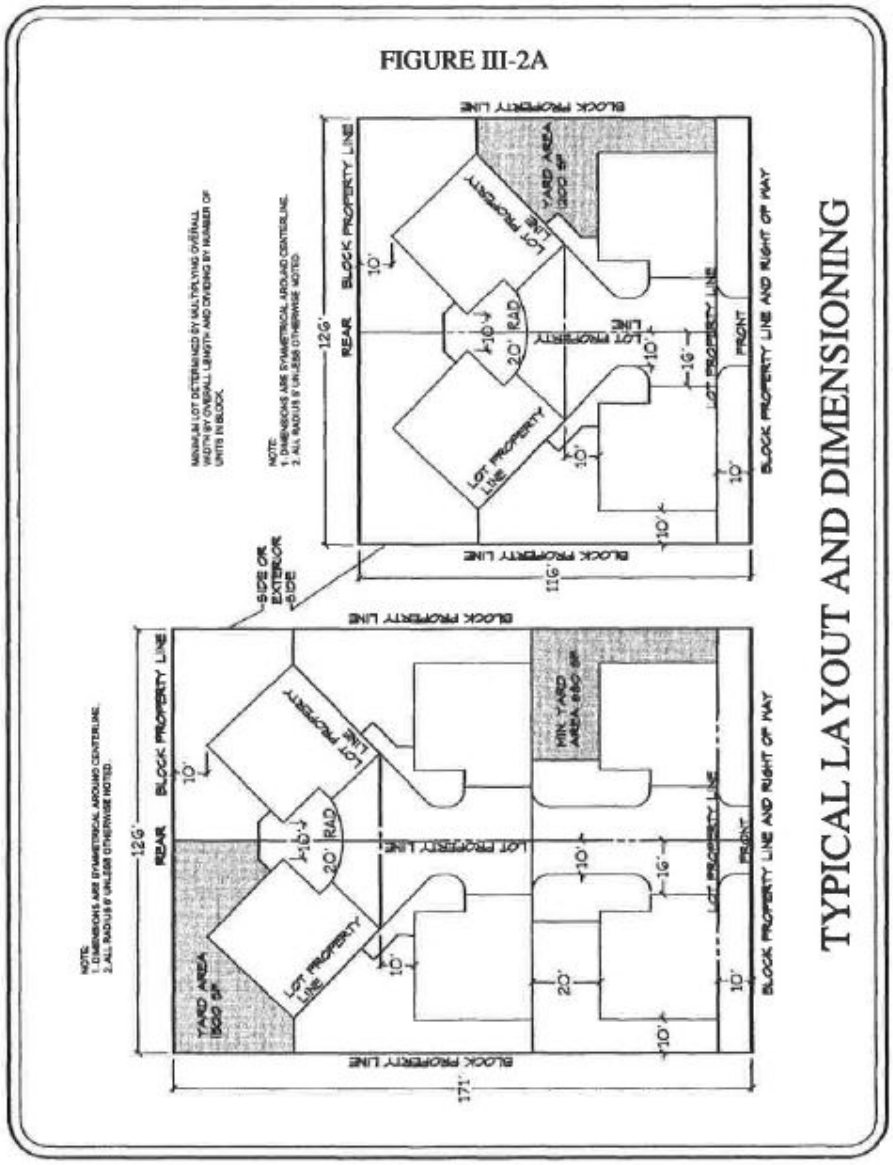
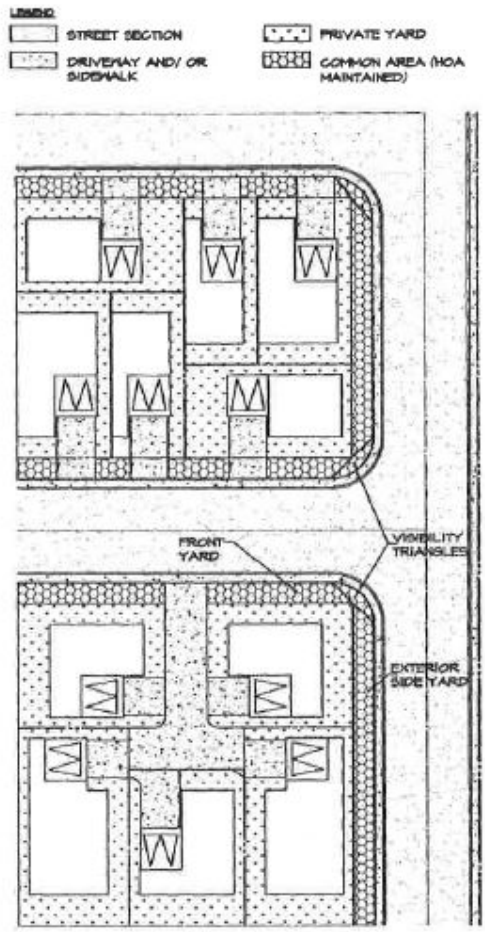


FIGURE III-3



TYPICAL LAYOUT - 3-PAK & 5-PAK CLUSTER HOUSING

FIGURE III-3A

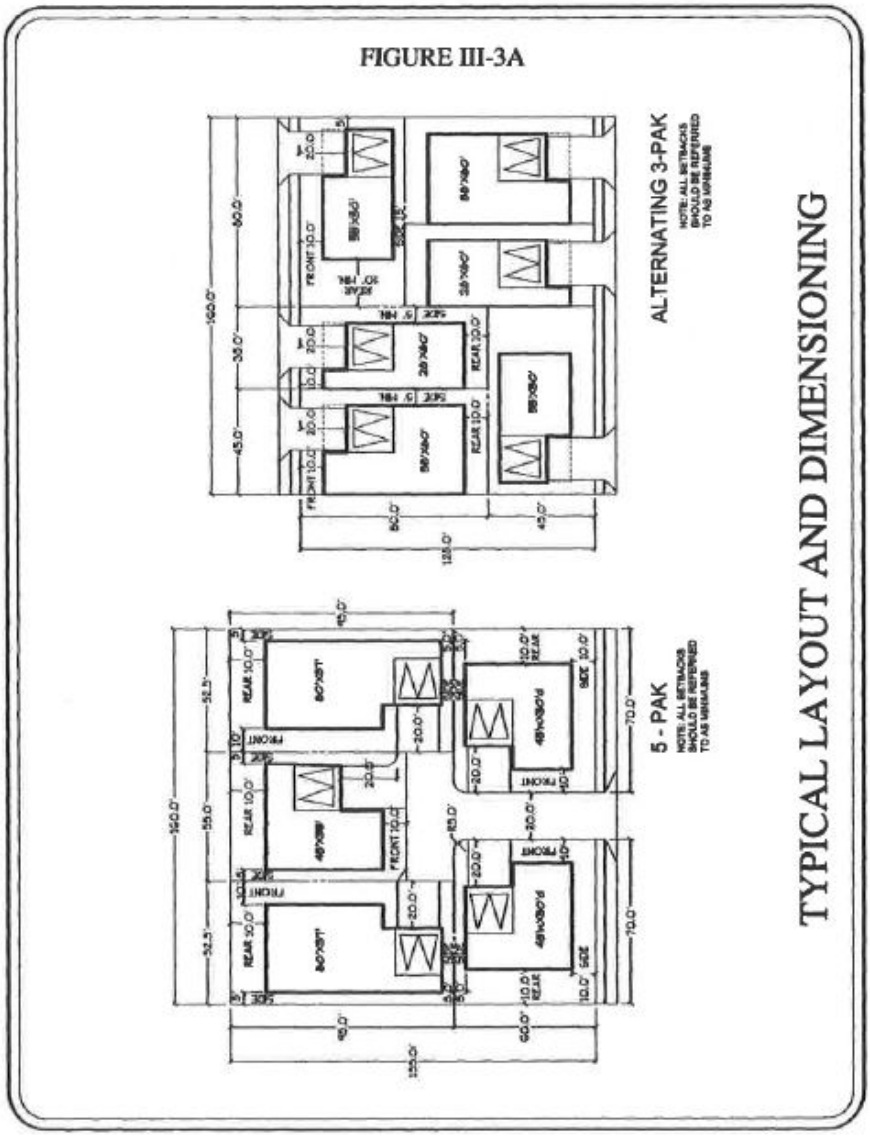
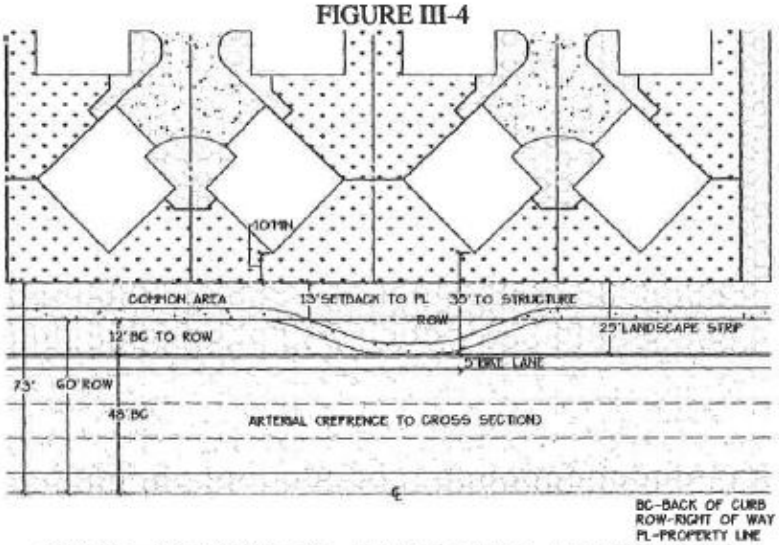
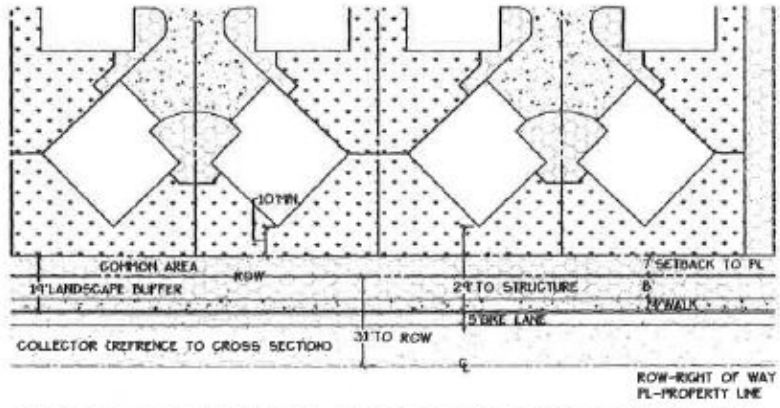


FIGURE III-4



SETBACKS RELATIVE TO ARTERIAL

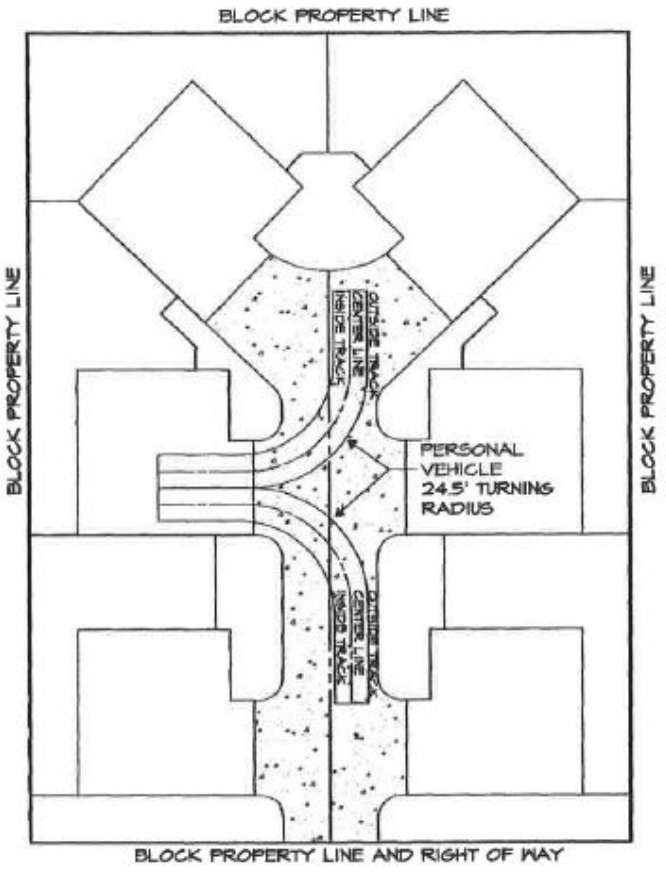
35' TO STRUCTURE WITH A 25' LANDSCAPE BUFFER FROM BC TO PL



SETBACKS RELATIVE TO COLLECTOR

29' TO STRUCTURE WITH A 19' LANDSCAPE BUFFER FROM BC TO PL

FIGURE III-5



TURNING MOVEMENTS

MF15

Description

MF15 (multi-family) for *Pioneer Meadows* is located in two (2) areas: a thirty (30) acre parcel located along Vista Boulevard and a twenty-three (23) acre parcel located in the southwest portion of the site.

The thirty (30) acre parcel located along Vista Boulevard contains densities of fifteen (15) dwelling units per acre (du/ac), yielding a maximum of 450 units. The main access into this parcel is common with the commercial site to the east. No primary access will be permitted on to Vista Boulevard. This site is bordered by Common Area on the west and north, Vista Boulevard on the south and Hills Drive on the east. The southern boundary, which is common to Vista Boulevard, will require a six foot (6') decorative masonry wall to reduce the noise generated from traffic along Vista Boulevard. All fencing standards shall comply with **Section IV - Page IV-14**.

The twenty-three (23) acre site is located in the southwest portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding 350 units. The primary access serving this parcel will be located on the arterials running along the northern and eastern boundaries (Hills Drive). This parcel is bordered by an arterial on the northern and eastern sides, Common Area on the southern and western sides and a residential collector on the southeastern side (Rolling Meadows Drive). All fencing standards shall comply with **Section IV - Page IV-14**.

Each parcel or unit will provide recreational facilities for resident's use. These facilities will provide a minimum of three (3) activities including, but not limited to, club houses, swimming pools, multi-purpose courts for basketball, volleyball or tennis, common barbecue areas and tot-lot facilities. These facilities will be integrated throughout the multi-family area. If this multi-family area is developed in phases, each phase will be reviewed for sufficient recreational amenities during the entitlement process.

The cumulative density of all the MF15 areas must equal 10 du/acre or greater.

Parking

- One (1) per efficiency, studio, or one (1) bedroom.
- Two (2) per unit for two (2) bedroom or larger units.
- One (1) per twenty-five (25) spaces or a fraction thereof will be accessible spaces (refer to current City of Sparks' Standards or the Americans with Disabilities Act requirements, whichever is more restrictive).

Characteristics

- Maximum density - Fifteen (15) du/ac.
- Maximum impervious coverage - Eighty percent (80%).

- Minimum landscaped area - Twenty percent (20%).

Lot Setbacks

- Front – Contiguous to Parking or Private Drive – 10 feet (10');
  Contiguous to Local Street – Twenty feet (20');
  Contiguous to Arterials - Thirty feet (30').

- Interior Side Yard – Ten feet (10')

- Rear - Ten feet (10').

- Exterior side yards - Twenty feet (20').

- Minimum building separation – Twenty feet (20')

Building Standards

- Ten feet (10') from back face of curb, parking or access roads.

- Any one-story building, a minimum of fifteen feet (15') between adjacent buildings; any two-story building, a minimum of twenty feet (20') between adjacent buildings; any three-story building, a minimum of twenty-five feet (25') between adjacent buildings. If a combination of building heights occurs, the taller building setback shall prevail.

- Maximum building height: Forty-five feet (45').

- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

Parcel Size

- Minimum lot size - 15,000 square feet (SF).

Permitted Uses

- Sales office.

- Sales Trailer

- Condominiums and associated maps

- Accessory Buildings.

- Temporary construction yards.

Uses Requiring a Site Plan Review

- Multi-family residential and apartment development under 110 units not requiring a tentative map.
- One single family dwelling of a permanent nature for a Caretaker or Manager.

Uses Requiring a Special Use Permit

- Buildings in excess of forty-five feet (45') in height.
- Multi- family residential and apartment development of 110 units or more not requiring a tentative map.
- Childcare facilities.
- Above ground public utility structures

MF15A

Description

MF15A (multi-family) for *Pioneer Meadows* is located in two (2) areas: a seventeen (17) acre parcel and a twenty-six (26) acre parcel located in the central portion of the site.

The seventeen (17) acre site is located in the central portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding a maximum of 255 units. The primary access is off the residential collectors that surround the site. Alternative access servicing this parcel could be located at the east boundary. All fencing standards shall comply with **Section IV - Page IV-14**.

The twenty-six (26) acre site is located in the central portion of *Pioneer Meadows* and contains densities of fifteen (15) dwelling units per acre (du/ac), yielding 390 units. The primary access is off the residential collectors that surround the site. All fencing standards shall comply with **Section IV - Page IV-14**.

Deleted: The cumulative density of all the MF15A areas must equal eight (8) du/acre or greater.¶

Permitted Uses

- Single family residential (reference SFR6 sections).
- Sales office from a trailer.
- Multi-family residential.
- Single family residential – cluster housing (reference SFR10 section)
- Neo traditional residential (reference NT section)
- Gated communities with private streets.

Uses Requiring a Site Plan Review

- Multi-family residential and apartment developments under 110 units not requiring a tentative map.

Uses Requiring a Special Use Permit

- Multi-family residential and apartment developments of 110 units or more not requiring a tentative map.
- Above ground public facility structures.

Development Criteria

- Minimum development size – Ten (10) acres.
- Minimum lot frontage – Reference individual classifications.
- Side yard setback – Reference individual classifications
- Front yard setback – Reference individual classifications
- Rear yard setback – Reference individual classifications
- Maximum building height – Reference individual classifications
- Rear yard abutting main arterial – Reference individual classifications
- Rear yard abutting residential collectors - Reference individual classifications
- Attached multi-family requires a minimum of 20% landscape area. Half (50%) of the landscape area may include: public areas (plazas, recreational amenities, etc.), utilizing decorative hardscape materials (pavers, stamped and colored concrete, etc.)

NEO-TRADITIONAL (NT)

Description

NT (Neo-Traditional) is an acceptable use within the residential classifications of *Pioneer Meadows*, as defined within this Handbook. NT is an alternative to typical residential developments. The NT classification can incorporate the following criteria into the development standards:

- Reduction of public street sections.
- Alleyways.
- Reduction of setbacks.
- Relocation of driveways to the rear of the unit, accessible via the alleyways.
- Gated communities with private streets.
- Common area features such as village greens, paseo walkways and parkway landscaping.

Permitted Uses

- Single family residential.
- Multi-family residential.
- Temporary and permanent model home complexes and sales offices.
- Temporary construction yards.
- Gated communities with private streets. *See Figure III-6 "Alternative Private Street section".*

Special Use Permit

- Above ground public utility structures.

General Criteria

Overall densities for NT developments shall not exceed densities set forth in this handbook.

- All front yards and corner side yards shall be landscaped by the builders and maintained by a Homeowner's or Landscape Maintenance Association.

- Where provided, sidewalks and pathways within the development shall be Portland Cement Concrete a minimum of four (4) feet in width.

- Where provided, common area paseos shall include pathways and landscaping.

Lot Design Criteria

- Minimum lot size – 2,500 SF.

- Minimum lot frontage – 25' feet.

- Minimum Front yard setback – 10 feet to structure; 20 feet to garage; 5 feet to covered or uncovered porch.

- Minimum Side yard setback – 3.5 feet (interior lots); 3.5 feet (corner lots).

- Minimum building-to-building separation – 7 feet (even to eve separation 6 feet).

- Minimum Rear yard setback – 10 feet (standard lots); 3.5 feet (Z lots). *See Figure III-7 – 'Z-Lot'*.

- Minimum usable rear yard – 300 sq. ft.

- Maximum building height – 30 feet.

Development Criteria

- Minimum street sections – 26 feet flowline-to-flowline (*See Figure #1 'Alternative Private street section')*.

- Minimum sidewalk requirements – 4 feet on both sides of the street.

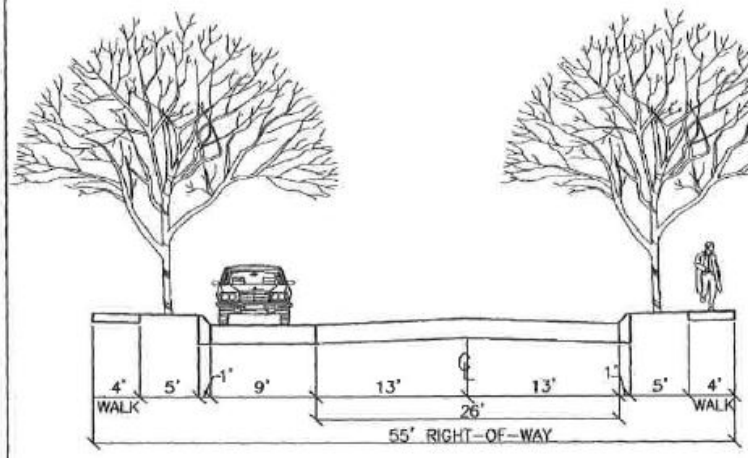
- Minimum parkway area, if provided – 5 feet.

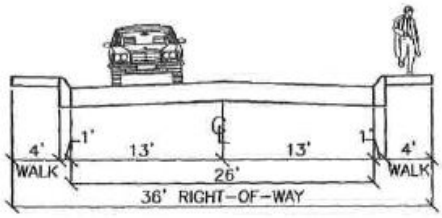
- Minimum on street parking requirement – one side of the street (9 feet wide) or equivalent provided in parking bays.

- Minimum on site parking requirement – one space per bedroom (tandem garages or driveway spaces permitted).

- Minimum width of paseo connections – 10 feet (paseo's are not required).

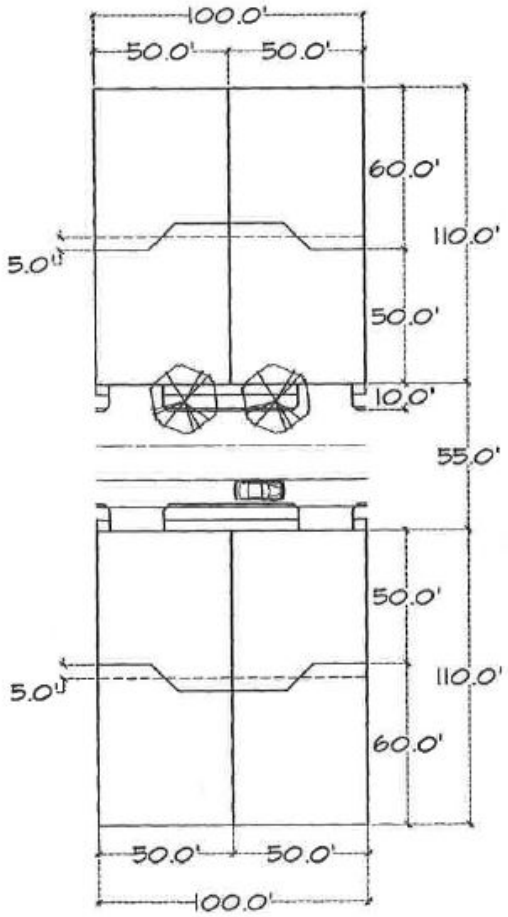
FIGURE III-6





ALTERNATIVE PRIVATE STREET EXAMPLES

FIGURE III-7



Z-LOT

GENERAL COMMERCIAL (GC)

Description

Pioneer Meadows includes two parcels set aside as General Commercial (GC), totaling thirty (30) acres.

The parcels are located in the southeast corner of *Pioneer Meadows* where they abut Vista Boulevard and are split between Wingfield Hills Drive. The primary access for the western parcel is common to the 30 acre MF15 parcel to the west. The access for the eastern parcel is common to the 14 acre BP-A parcel to the north via a roundabout. Ingress right and egress right turning movements and uncontrolled left turning movement into the site (reference to the traffic report included in *The Supplement to the Development Standards Handbook for Pioneer Meadows*) will be the sole turning movements allowed on to and off of Vista Boulevard and Wingfield Hills Drive. A twenty-five foot (25') landscape buffer will be required along both of the arterials that border the site (reference to **Section VII-Infrastructure and Public Services-Figure VII-10**).

Permitted Uses

Once the building has been constructed, the uses listed below as ***Uses Requiring a Site Plan Review*** shall be permitted without additional review. If the site plan and/or exterior of the building changes in any way, then it shall no longer be considered a permitted use and shall require additional ***Site Plan Review***.

Uses Requiring a Site Plan Review

- Retail stores and personal service shops conducted wholly within a building.
- Shopping facilities.
- Comparison goods.
- Retail and wholesale stores.
- Business Park (not to exceed ten (10) acres in any one (1) designation area).
- Recreation facilities and fitness centers.
- Permanent sales offices and association headquarters.
- Temporary sales offices and association headquarters.
- Public facilities.
- Clinics and Medical Offices.
- Temporary construction yards for site construction.

- Offices (business, professional, real estate, banking, etc.)
- Restaurants.
- Child care facilities requiring more than one caregiver.
- Assisted living care facilities.
- Convenience stores.
- Mini-warehouse/self-storage (including outdoor vehicle storage) with or without caretaker (*subject to Design Standards*)

Uses Requiring a Special Use Permit

- Amusement and entertainment centers.
- Bars, brew-pubs and taverns.
- Churches, clubs, lodges or social halls.
- Drive through facilities.
- Outdoor sales and service operations.
- Automotive service stations.
- Gas stations.
- Outdoor storage of material related to nursery, garden and building materials. This outdoor storage shall be accessory to retail stores.
- Structures over forty feet (40') in height.

Characteristics

- Maximum impervious coverage - Eighty-five percent (85%).
- Minimum landscape area - Fifteen percent (15%).

Lot Setbacks

- Front and exterior side - Twenty feet (20').
- Side or rear yard abutting any residentially zoned property - One foot (1') for each one foot (1') of building height.

- Side - Zero feet (0').
- Rear - Ten feet (10').
- Maximum building height - Forty feet (40').

Parking Standards

Commercial centers with mixed uses will be encouraged to use shared parking. Shared parking will reduce the "seas" of asphalt that remain unused much of the time, reduce runoff and maintenance costs and increase the aesthetic value of the center.

- Parking to comply with the City of Sparks' Municipal Code.
- Commercial centers greater than ten (10) acres in size with mixed uses will be encouraged to use shared parking as outlined in the City of Sparks' Municipal Code.

Lot Design Criteria

- Minimum lot size - 6,000 SF (interior), 7,000 SF (exterior).
- Minimum corner lot size - 7,000 SF.
- Minimum lot width - Sixty feet (60') (interior), seventy feet (70') (corner).
- Maximum coverage of lot by structure - Fifty percent (50%).

Self-Storage developments (including outdoor vehicle storage) shall comply with the following Design Standards

The following standards apply to self-storage projects (including outdoor vehicle parking) and are intended to ensure compatibility between other permitted uses in the Pioneer Meadows project area.

Lot coverage, Setbacks, and Height:

- Total building coverage shall not exceed 93,000 square feet.
- Front and exterior side – Twenty Feet (20); abutting any residentially zoned property – one foot (1') for each one foot (1') of building height; interior side – Zero feet (0'); Rear – Ten feet (10'); abutting any residentially zoned property – one foot (1') for each one foot (1') of building height
- Maximum building height – Forty feet (40'). Self-storage buildings may include a mix of one and two story structures.

Architecture

- Architectural design shall comply with *Section IV-Design Standards Non-Residential* as referenced in this handbook and be subject to approval by the Design Review Committee.

- Primary building entrances shall be clearly identified. They may be recessed or framed by a sheltering element such as an awning or eave(s).

- Lighting treatment on the storage units shall consist of light fixtures that are attached to the storage structure with downward lighting. A photometric plan demonstrating zero-foot candle light values at an adjacent residential property line is required with building permit applications.

- The building exterior elevations, including second story facades, and landscaping treatment shall be constructed and installed in substantial compliance with Section IV of the Pioneer Meadows Development Standard Handbook as approved, and adopted, by the Sparks City Council.

- Screening:

  - All exterior mechanical and electrical equipment, service areas, and trash enclosures shall be screened in accordance with Chapter IV – Design Standards of this handbook and as approved by the DRC.

  - Any storage roll-up doors shall face the inside of the facility.

- Access and Parking:

  - Parking shall be provided at a rate of 1/500 square feet of office for customers plus 2 additional spaces (marked private) for the caretaker facility. Additionally, for the storage facility, parking shall be provided at a rate of 1/2,000 square feet and may be provided in front of units if access and circulation drive aisles can remain unimpeded.

  - Parallel parking is allowed in front of roll-up doors as long as 25 foot drive aisles widths are provided.

- No more than one caretaker residence shall be provided. No other residence is allowed. The office/caretaker residence building may be two story structure with a maximum height of 50 feet.

- No business shall be conducted from or within a mini-warehouse unit. Retail or auction sale of stored items is prohibited. This prohibition does not apply to auction sale of abandoned items by the owner of the mini-warehouse business, as allowed by Nevada state law.

- Vehicle repair is prohibited within mini-warehouse units and on the premises.

- Production, fabrication or assembly of products is prohibited.

- Painting, the use of power tools and the use of welding equipment or similar is prohibited within mini-warehouse units, except for repair or maintenance to the unit by an employee of the mini-warehouse business.

- Storage units shall not be used as a musical practice or recording space.

- Mini-warehouses may include outdoor storage of vehicles including trailers and recreational vehicles as an accessory use to the indoor self-storage use, not to exceed 25% of the overall site. Parking areas must be within the mini-warehouse facility and behind screening walls.

BUSINESS PARK (BP)

Description

In contrast to other Commercial District options, which establish suitable locations for a wide range of activity, it is also desirable to provide some locations for individual corporate facilities. These types of facilities offer a high level of environmental standards in a campus like setting and can bear a symbiotic relationship with nearby residential districts. Benefits from such an association may include: an interrelation of support services and activities, a broader available pool of employment opportunities for nearby residents and minimization of travel for employees within nearby residential areas.

BP must bear a special burden of compatibility with adjacent uses. As such, use and site standards must be designed to allow this district to function in areas adjacent to residential areas and areas of other uses. BP permits research and development, accessory assembly, corporate facilities, offices, financial and medical facilities, warehouse and distribution, along with retail services selected to support these broader activities.

Two sites exist within the Pioneer Meadows with the Business Park (BP) designations. A ninety-two (92) acre site in the northwest corner (BP), and a fifteen (15) acre site in the southeast corner adjacent to Wingfield Hills Drive (BP-A).

Permitted Uses

Any new buildings, or building additional shall require a site plan review.

Uses Requiring a Site Plan Review

Within the BP areas, no building, structure or use shall be made of land for any purpose other than any one of the following, provided that such use shall meet the standards as set forth in this section:

- Warehouse and Distribution Use (no building in excess of 200,000 sqft permitted).
- Medical offices and clinics.
- General offices.
- Research and development, for corporate or regional headquarters.
- Medical and dental laboratories.
- Warehousing, ancillary to research and development up to fifteen percent (15%) of the total floor area.
- Assembly of finished products or sub-assemblies, so long as the primary use of the property is not the basic processing and compounding of raw material or food products.

- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP area (92-acre site in the northwest corner) including individual Units with or without kitchens, duplex residential units, and others uses commonly associated with a Assisted Living/Skilled Nursing Facility and only when accessory to a medical hospital.

- Assisted living care facilities, and Skilled Nursing Facilities are allowed in the BP-A (15-acres southeast site) including Individual Units with or without kitchens, duplex residential units, and others uses commonly associated with a Assisted Living/Skilled Nursing Facility.

- Conference/Convention Center

- Pharmaceutical Manufacturing

- Software Development

- Broadcast Studios

- Governmental Institutions, including but not limited to, Public Safety Facilities and other City offices

- Hospitals

- Veterinary offices; No outdoor kenneling allowed.

- Hotels specifically oriented to business travel.

- Building and loan associations, brokerage houses, saving and loan associations, finance companies, title insurance and trust companies.

- Facilities for the furnishing of meals and sales of refreshments and personal convenience items solely to the employees of such establishments provided that such facilities be within a building or enclose such that there are no external signs or other evidence of such use. There shall be no external access to such a use.

- Parking structures.

Ancillary uses at a maximum of 15% of the cumulative business park area that has received Site Plan Review approval

- Public facilities.

- Restaurants, subject to the following conditions:

    1. All alcoholic beverages shall be sold only for consumption on the premises.

    2. Outdoor dining permitted as an accessory use.

3. No restaurant shall be located closer than forty feet (40') from a residential district.

- Recreational facilities and/or health spas.
- Pharmacy, provided that such facility be within a building or enclosure such that that there are no external signs or other evidence of such use. There shall be no external access to such a use.
- Support services, including but not limited to: Banks, Fitness Centers, Convenient Stores, Daycare Centers, Copying Services, Barber Shops, Beauty Salons, and Restaurants.

Characteristics

- Minimum lot frontage - Fifty feet (50').
- Maximum impervious area - Eighty percent (80%).
- Minimum landscaped area – Twenty percent (20%).
- Minimum lot width - One hundred feet (100').
- Minimum lot size - 20,000 square feet (SF).
- Minimum distance between buildings - Thirty feet (30').
- Cumulative Minimum Floor Area Ration (F.A.R.) – 0.30
  Cumulative means the Business Park (BP designation only, not included BP-A) as a whole – 88 acres.

Deleted: 5

Lot Setbacks

- Front and exterior side – Fifteen feet (15') to structure*, twenty (20') to parking areas. Encourage parking on sides and rear.
- Side and rear - Twenty feet (20') to structure*, five feet (5') to parking.
- Minimum Building Separation – Twenty feet (20')
- Minimum Parking Setback Along Residential – Ten feet (10')

*Minimum setbacks along a residential district to increase when building height exceeds thirty feet (30') in height - one foot (1') increase for every one foot (1') in height.

Parking

Business Parks with mixed uses will be encouraged to use shared parking. Shared parking will reduce the "seas" of asphalt that remain unused much of the time, reduce runoff and maintenance costs and increase the aesthetic value of the center.

- Parking to comply with the City of Sparks' Municipal Code.
- Business Parks greater than ten (10) acres in size with mixed uses will be encouraged to use shared parking as outlined in the City of Sparks' Municipal Code.
- Other than required access drives, no parking or loading shall be located in the required setback adjacent to public streets or to residential districts.

Fencing

- A six foot (6') decorative masonry wall shall be provided on any lot line which abuts a residential district, unless that lot line abuts a street. All walls to be treated with an anti-graffiti coating.
- Any loading space or dock shall be screened by an eight foot (8') high or higher solid, decorative wall when located adjacent to a public street or residential district as determined under the ***Site Plan Review***. All walls to be treated with an anti-graffiti coating.

Warehouse/Distribution Facilities
The following shall apply to warehouse/distribution projects proposed on the Business Park parcel(s):

- With any application for warehouse distribution, the applicant shall provide, with their entitlement application, a structural pavement analysis showing that the existing primary access roadways (i.e., Wingfield Hills Drive) are structurally able to support anticipated truck loading.
- With any application for warehouse distribution, the applicant shall provide, with their entitlement application, a queue analysis for left turn pockets from Wingfield Hills to Pyramid Highway to the satisfaction of the Administrator.

PARK

Description

Pioneer Meadows has several parks located throughout the site. The parks generally are accessible by a trail system that surrounds the development. The two and one half (2.5) acre park located in the eastern portion of the site is also encompassed by SFR4, and accessible by both the trail system and residential collectors associated with the contiguous Villages. A second park, approximately 5 acres in size, is located along the western project boundary adjacent to the MF-15 within the large Common Area south of Wingfield Hills Drive. It is accessible by bike lanes along with trails and walkways associated with the residential collectors and the trail system.

The parks described within this development are designed for pedestrian use by the property owners within the surrounding neighborhoods. All park designs within this development will be reviewed and approved by the City of Sparks' Parks and Recreation Director and maintained by the City of Sparks. The area and location of the park sites within Pioneer Meadows may be revised with the administrative approval of both the Parks and Recreation Director and the Administrator of the Community Development Department. A Master Plan Amendment will not be required to relocate the park sites, however the sum total acreage of the parks within Pioneer Meadows must equal 7.5. A relocated park site may only be replaced with a residential land use designation and a park site may only be relocated to an area with a residential land use designation or Common Area. If a change in land use acreage results in an increase of residential density from the approved Maser Plan, then a Master Plan Amendment may be required as determined by the administrator.

Parcel Characteristics

- Setbacks for structure/fields/play equipment - Ten feet (10')
- Maximum structure height - Twenty-five feet (25').

Special Considerations

The park may include:

- Half court basketball courts.
- Soccer fields
- Playground area
- Parking

COMMON AREA

Description

Pioneer Meadows contains 144 acres of Common Area, of which 133 acres are designated open space. The City of Sparks requires a minimum of twenty percent (20%), or 128 acres. The majority of Common Area associated with *Pioneer Meadows* is located around the perimeter of the site, with three (3) plus miles of trails connecting all residential areas, the parks and the regional park located at the northwest border of the site.

A regional drainage facility is located within the Common Area of this development. This facility is to be maintained in part by the Homeowners' Association and the City of Sparks. This drainage facility is to be redesigned with a twenty foot (20') cut off channel on each side of the bottom width to channelize nuisance flows and reduce sediment deposition throughout the channel. The bottom width and banks of the channel will be seeded with native vegetation (no trees) to the approval of the Administrator. The areas which are associated with the trail system will be planted with trees, intermittently spaced in groups, and singles to the approval of the Administrator. (reference to **Section VII-Infrastructure and Public Services-Figure VII-8**).

The Homeowners' Association (HOA) will maintain the following areas: all areas depicted as Common Area on all plat maps (excluding private common areas within the Multi-Family, Commercial and Business Park boundaries); all landscaped areas along and within the dedicated right-of-ways, as described within this Handbook; all private drainage facilities located within the designated Common Areas (excluding onsite drainage facilities within the Multi-Family, Commercial and Business Park boundaries); all infrastructure and associated areas relating to the trail systems designated within this Handbook. Each developed parcel will clearly indicate all privately (HOA) or publicly maintained facilities to the satisfaction of the Administrator and the Development Review Committee (DRC) (reference to **Section IV-Design Standards** for definition of DRC-**Page IV-2**).

The regional drainage facility will be maintained both by the City of Sparks and the HOA as previously stated. The nuisance channels within the drainage facility will be maintained by the City of Sparks. The remaining portions of the facility will be maintained by the HOA at the direction of the Public Works Director (reference **Figure VII-8**).

Additional improvements within the Common Area will be allowed. If the HOA decides to add additional improvements into the Common Area not described within this Handbook, the appropriate permits and approvals from the City of Sparks will need to be obtained. Approval by the Development Review Committee will also be required.

If the City of Sparks wishes to add additional recreational facilities in the designated Common Areas not described within this Handbook, the appropriate permits and approvals will need to be obtained. All additional recreational improvements requested by the City of Sparks within the designated Common Area will be maintained and operated by the City of Sparks. Concurrently with the first development, the appropriate

easements for improvements will be given to the City of Sparks at the direction of the Public Works Director.

If the Homeowners' Association, Developer or the City of Sparks constructs multi-purpose fields, such as baseball or soccer fields, within the Common Area, field lighting will be acceptable within these areas, with the approval of the Administrator. This language will be included in the Covenants, Conditions and Restrictions (CC&R's) and the Development Agreement.

SECTION IV

DESIGN STANDARDS

ARCHITECTURAL STANDARDS

Residential

All residential developments within *Pioneer Meadows* will comply with the following criteria:

- Each single family Village developed by a home builder shall have a minimum of four (4) models each having a minimum of three (3) elevations.
- Front yard setbacks shall vary (reference to **Figure III-1**).
- Flat or rock covered roofs will not be acceptable. All roofing material will be a minimum of thirty (30) year architectural class A grade composition asphalt shingles or concrete tile. Air conditioning units, heating units, etc. shall not be mounted upon or attached to any roof structure.
- Exterior wall surfaces shall be wood siding, stucco, brick, stone or a combination subject to the approval of the Administrator.
- Detailing and articulation shall be required on all elevations to the approval of the Administrator (front, side and rear) as well as on any accessory structure(s).
- The architectural review process for residential developments is as follows: All building elevations will be submitted to the Design Review Committee (DRC) (described below under Non-Residential). The DRC will review building elevations and material for conformance with the **Architectural Standards** set forth within this Handbook.

Non-Residential

All non-residential (including multi-family) developments within *Pioneer Meadows* will comply with following criteria:

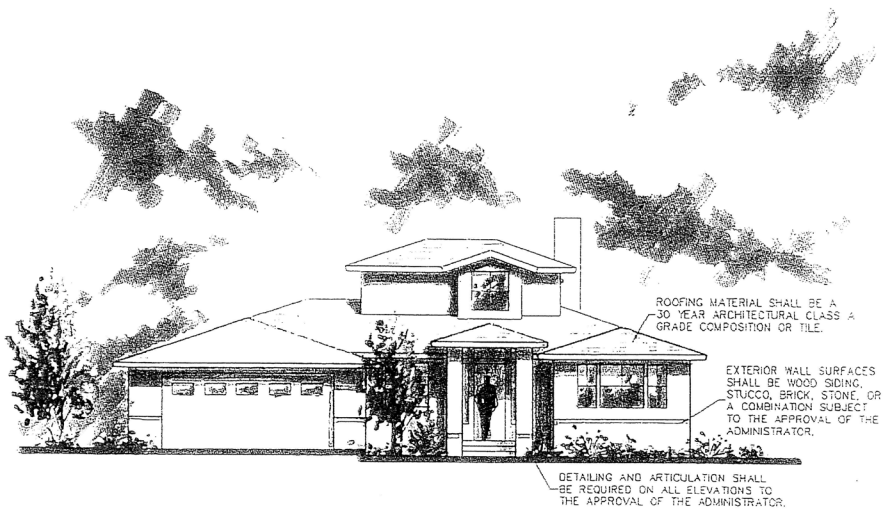
- A Design Review Committee (DRC) will be set up to review plans for the development of all non-residential areas within *Pioneer Meadows*. The DRC will have the option to include one staff member from the City of Sparks and or one member of the City Council or Planning Commission. DRC responsibilities will include the review of site plans, building plans, elevations, materials, colors, fencing, signage, lighting, landscaping and parking arrangements for compliance with the architectural and design standards set forth within this Handbook.
- After approval from the DRC, all new non-residential (including multi-family) buildings and building additions shall require site plan review when a special use permit is not required.

The non-residential areas offer an opportunity to ensure a positive impact and reinforce the community character of *Pioneer Meadows* as well as the City of Sparks. The intent of these standards is to avoid long linear, square or rectangular buildings without architectural relief detail on the exterior facade. Pioneer Meadows should set standards

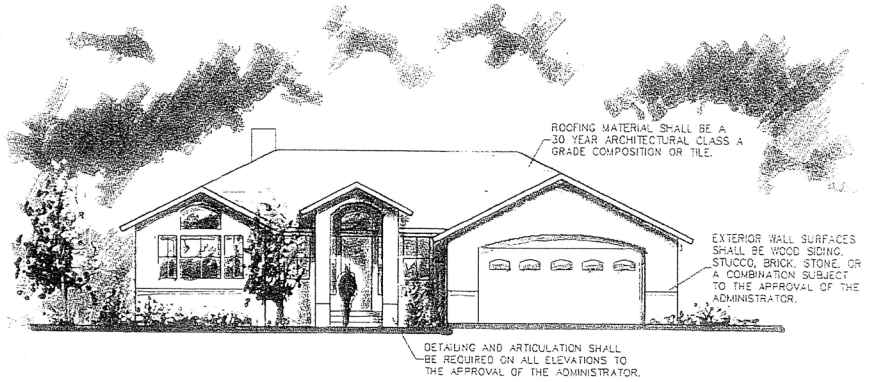
for highly amenitized design and architecture. All non-residential areas within *Pioneer Meadows* will be subject to the following criteria:

- Long facades within public view shall be articulated by varying building mass, form and texture.
- Columns, posts, projections or exterior detailing shall be used to architecturally enhance the structures.
- Entry ways shall be delineated with architectural elements.
- Signage shall be incorporated into the overall design.
- A minimum of 3 building materials shall be required.
- Commercial service areas and loading facilities shall be located in the rear or side of the structure screened from the view of the public right-of-way and shall be located away from any property line. Specific mitigation shall be provided when adjacent to residential uses.
- Roofs visible from the adjacent property or the right-of-way shall not appear flat. This shall be accomplished by the use of parapets or other architectural features incorporated into the structure.
- Air conditioning units, heating units and mechanical equipment mounted on the roof tops shall be screened from the view of the public.
- Any metal roof shall have a non-glare matte of flat finish.

FIGURE IV-1

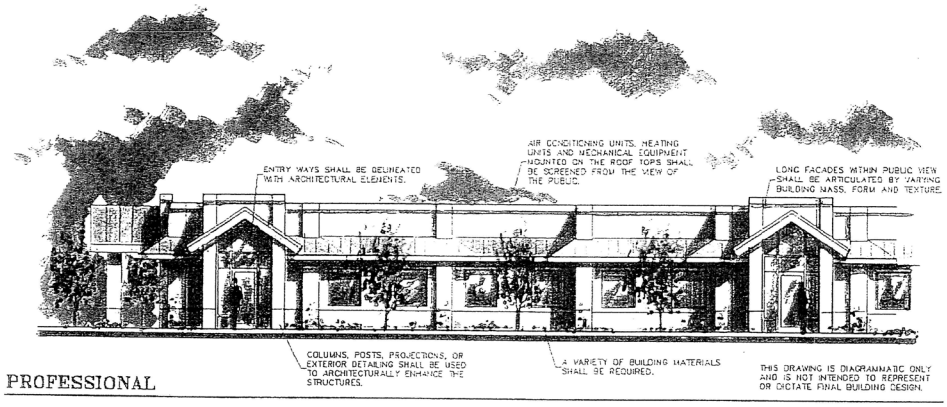


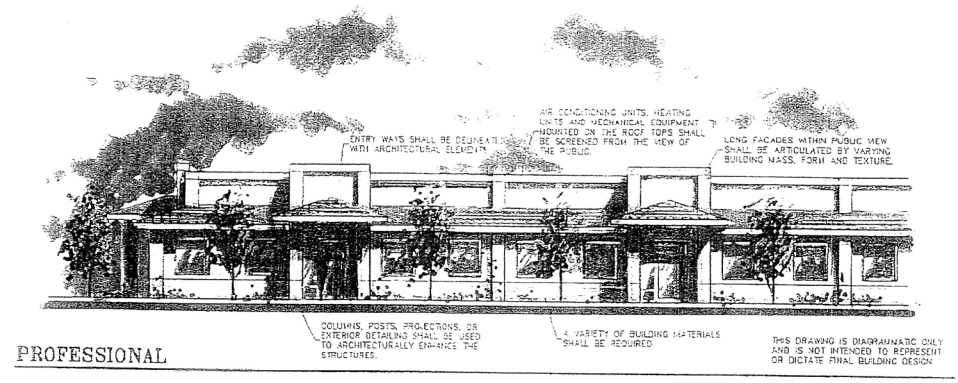
RESIDENTIAL



RESIDENTIAL

FIGURE IV-2


ENTRY WAYS SHALL BE DELINEATED WITH ARCHITECTURAL ELEMENTS.
AIR CONDITIONING UNITS, HEATING UNITS AND MECHANICAL EQUIPMENT MOUNTED ON THE ROOF TOPS SHALL BE SCREENED FROM THE VIEW OF THE PUBLIC.
LONG FACADES WITHIN PUBLIC VIEW SHALL BE ARTICULATED BY VARYING BUILDING MASS, FORM AND TEXTURE.
COLUMNS, POSTS, PROJECTIONS, OR EXTERIOR DETAILING SHALL BE USED TO ARCHITECTURALLY ENHANCE THE STRUCTURES.
A VARIETY OF BUILDING MATERIALS SHALL BE REQUIRED.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
PROFESSIONAL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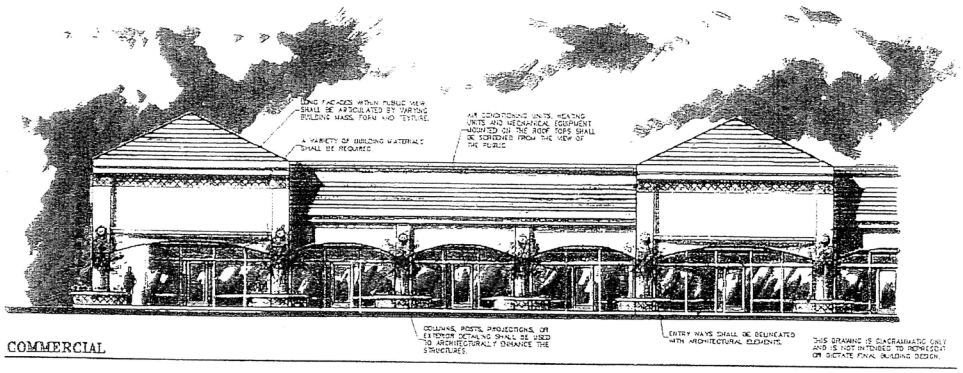
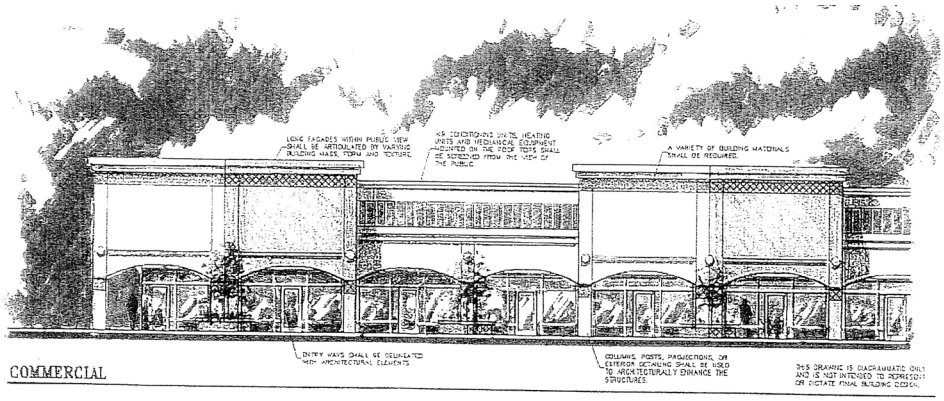
A VARIETY OF BUILDING MATERIALS SHALL BE REQUIRED
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
PROFESSIONAL

FIGURE IV-3



COMMERCIAL



COMMERCIAL

FIGURE IV-4

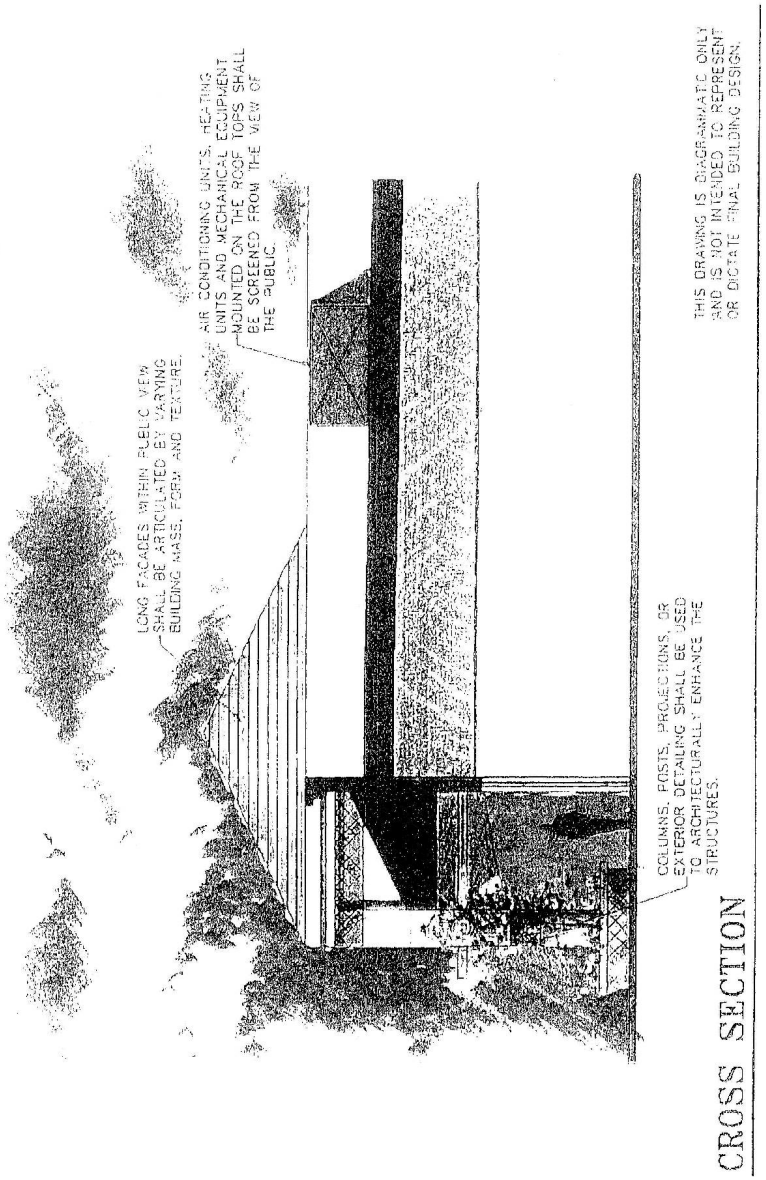
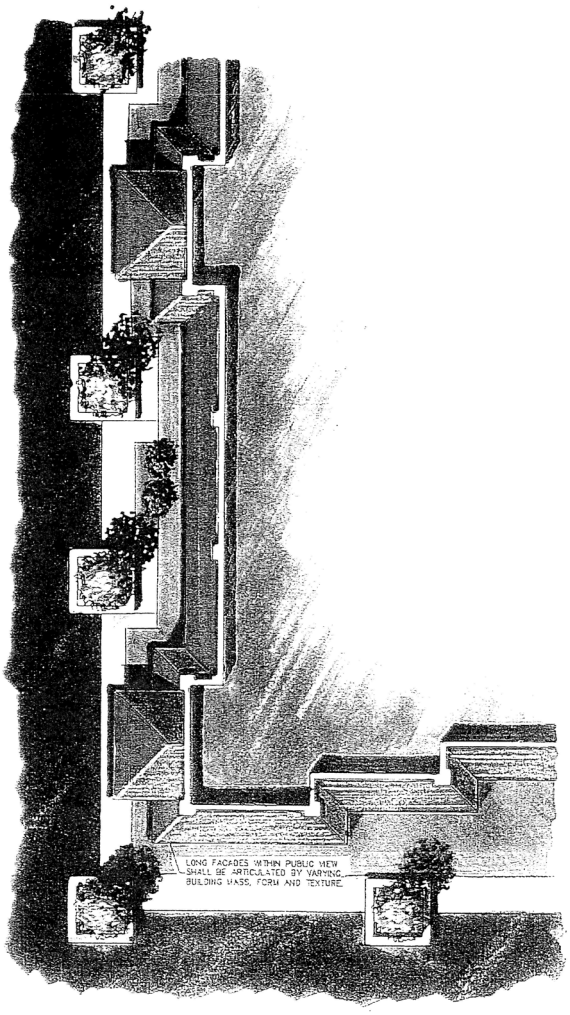

LONG FACADES WITHIN PUBLIC VIEW SHALL BE ARTICULATED BY VARYING BUILDING MASS, FORM AND TEXTURE.
AIR CONDITIONING UNITS, HEATING UNITS AND MECHANICAL EQUIPMENT MOUNTED ON THE ROOF TOPS SHALL BE SCREENED FROM THE VIEW OF THE PUBLIC.
COLUMNS, POSTS, PROJECTIONS, OR EXTERIOR DETAILING SHALL BE USED TO ARCHITECTURALLY ENHANCE THE STRUCTURES.
THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.
CROSS SECTION

FIGURE IV-5



PARTIAL PLAN

THIS DRAWING IS DIAGRAMMATIC ONLY AND IS NOT INTENDED TO REPRESENT OR DICTATE FINAL BUILDING DESIGN.

IV-6

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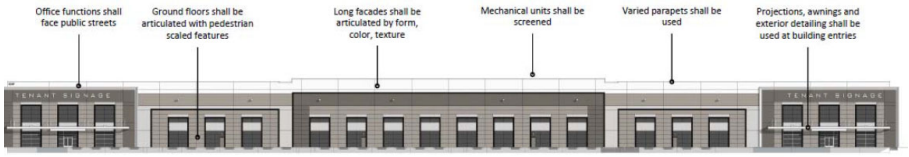
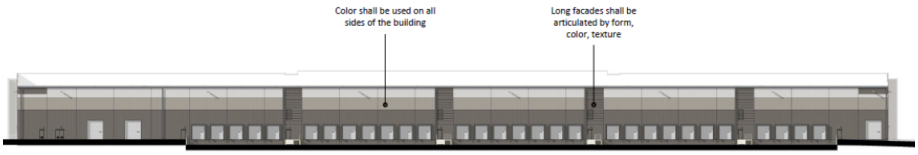
Industrial/Warehouse/Light Industrial



Front Elevation



Rear Elevation

LANDSCAPING

All classifications within *Pioneer Meadows* will be consistent with the City of Sparks' Municipal Code, Landscape Ordinance (except for area requirements, which are set forth within this Handbook).

Residential

All residential developments within *Pioneer Meadows* shall comply with the following criteria:

Single Family

The Builder of the individual units shall landscape the front yards in accordance with the following criteria:

- All front yards and exterior side yards shall require a fully automatic sprinkler system and drip irrigation system. The sprinkler system will be stubbed to the rear yard for future improvements to be completed by the individual homeowner.

- The Builder will landscape the front yards with exterior side yards with sod and incorporate one (1) tree with a 2" caliper for deciduous or 6' height for evergreen and three (3) shrubs (five (5) gallon size minimum) into this area.

- Landscape plans will be required at the time of submittal for all Common Areas and areas landscaped within the right-of-way for review and approval by the Administrator and the DRC. A typical front yard landscape plan shall also be reviewed and approved by the Administrator as part of the Final Map.

Multi-Family

- Landscape plans will be required at the time of Final Map or Special Use Permit submittal for all Common Areas (private and public) and areas landscaped within the right-of-way for review and approval by the Administrator and the DRC, prior to or at the time of adjacent development.

Non-Residential

All non-residential developments within *Pioneer Meadows* shall comply with the following additional standards:

- Where a lot line not on a street abuts a residential district, there shall be a landscape strip containing evergreens at least eight feet (8') in height planted twenty feet (20') on center along the property line.

- All non-residential developments will be required to submit landscape plans for each development to the DRC for review prior to submittal of the Site Plan Review or Special Use Permit.

- Landscape plans will be required for all Common Areas (private and public) and areas landscaped within the right-of-way at the time of Site Plan Review or Special Use Permit.

Median Landscaping (Islands Within the Right-of-Way)

- Medians less than five feet (5') in width shall be concrete.

- Medians five feet (5') or greater in width and less than ten feet (10') in width shall be limited to low growth shrubs and ground cover (twenty-four inch (24") maximum height).

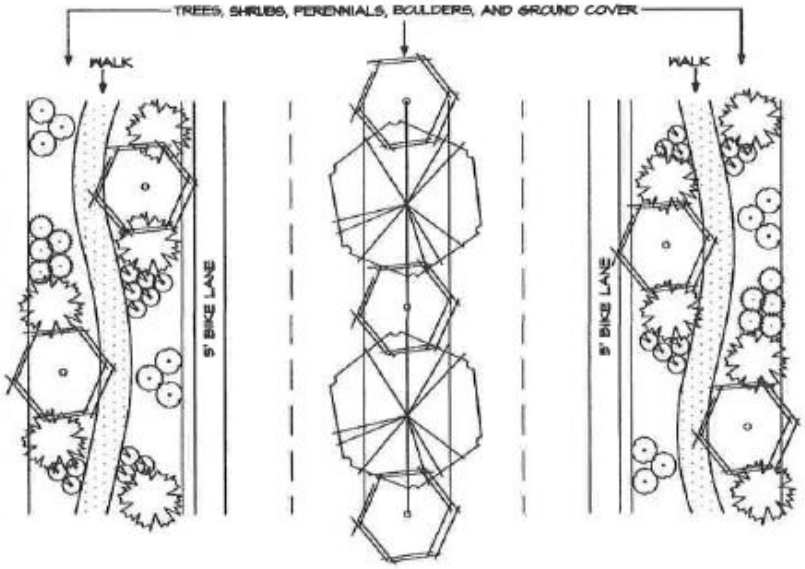
- Medians ten feet (10') or greater in width shall have a minimum two (2) to three (3) foot buffer (no grass) against the back face of curb.

- All landscaping within the medians and returns will be designed as to not impede or encroach into the visibility triangles.

FIGURE IV - 6

ARTERIAL STREET STANDARDS

SECTION
NOT TO SCALE

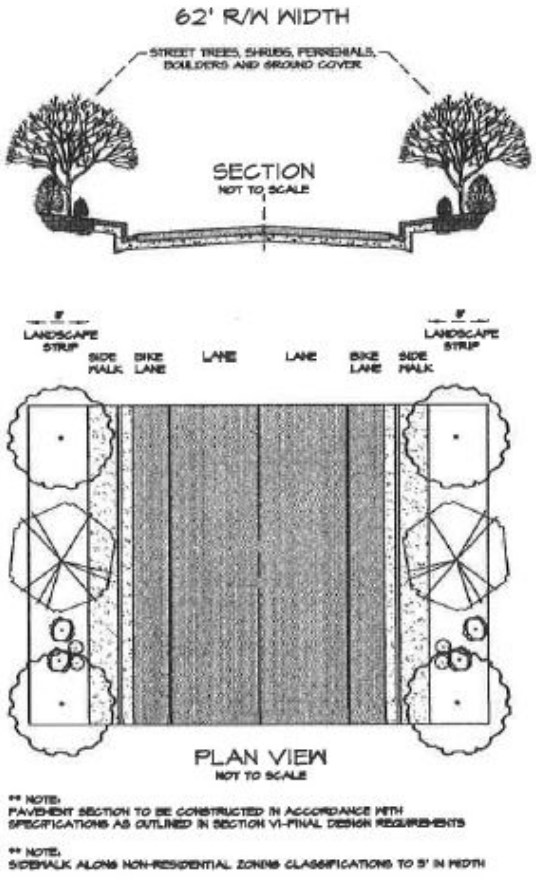


PLAN VIEW
NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

FIGURE IV - 7

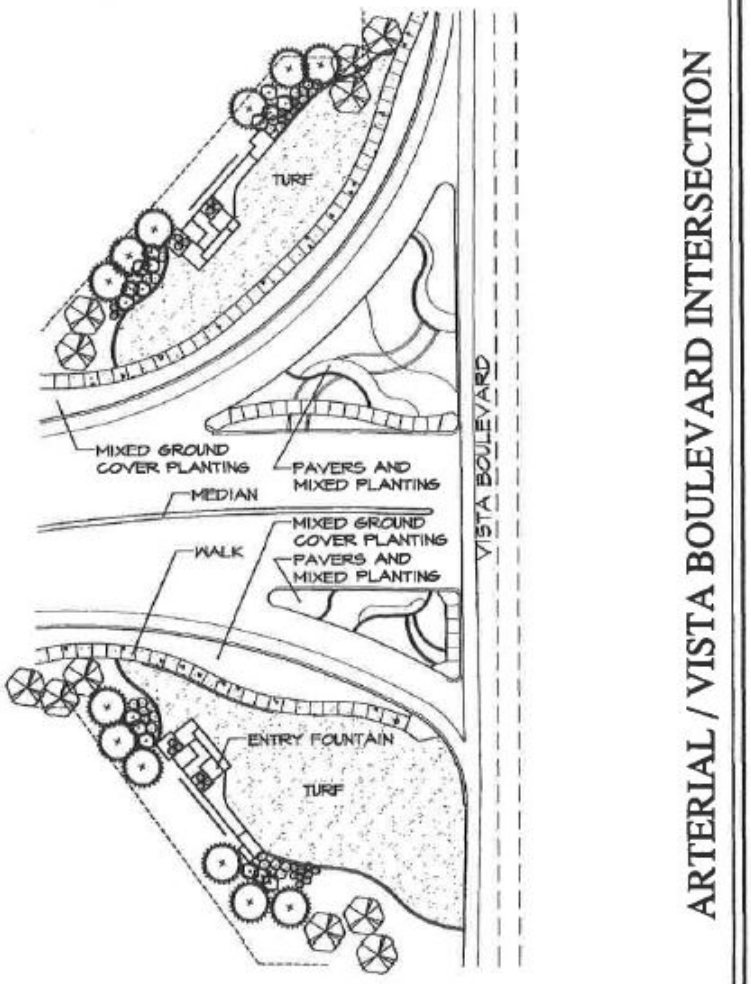
COLLECTOR STREET STANDARDS



** NOTE:
PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

** NOTE:
SIDEWALK ALONG NON-RESIDENTIAL ZONING CLASSIFICATIONS TO 5' IN WIDTH

FIGURE IV-8



ARTERIAL / VISTA BOULEVARD INTERSECTION

FENCING

Definitions

- Development Property Line - The property lines that describe future interior parcels located within the interior of *Pioneer Meadows*.

- Boundary Line - The property lines that make up the exterior boundary of *Pioneer Meadows*.

General

All developments within *Pioneer Meadows* will comply with the following criteria:

- Decorative perimeter fencing will be consistent throughout *Pioneer Meadows*.

- Decorative masonry block walls will be located between contiguous residential and non-residential areas (including multi-family). All walls shall be treated with an anti-graffiti coating.

- Decorative masonry block walls will be located on the southeastern boundary of the non-residential areas (except in areas where non-residential abuts non-residential). All walls shall be treated with an anti-graffiti coating.

- Decorative masonry block walls will be located on the southern boundary line in the residential areas (MF15). All walls shall be treated with an anti-graffiti coating.

- Decorative perimeter fencing will be located on the perimeter of all residential areas. All walls shall be treated with an anti-graffiti coating.

- All decorative perimeter fencing will be stained or painted a like color throughout *Pioneer Meadows*. No homeowner will be allowed to alter the original stain or color of the decorative perimeter fencing. This criteria will be placed within the Covenants, Conditions and Restrictions (CC&R's).

- All trash enclosures will be constructed according to the standards set forth by the City of Sparks Design Standards Manual. The location of the trash enclosures shall be located to the approval of Sparks Sanitation and the Administrator.

- All rear and side yards located within residential areas (excluding MF15) will be fenced by the builder with a six-foot (6') fence. This fencing will be consistent throughout each "Village", and consistent with the fencing standards.

- MF15 fencing will have several options:

    1. If fencing is placed abutting Common Areas, it shall be six foot (6') ornamental iron.

    2. If fencing is place along the right-of-way, it shall be integrated into the landscaping and may be either decorative masonry or ornamental iron.

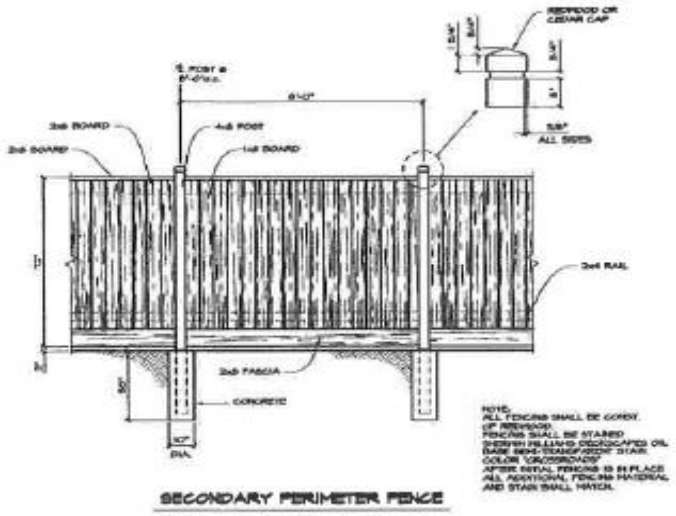
3. Within the MF15 designation, a six foot (6') decorative masonry wall shall be required between multiple complexes and different land uses. All walls shall be treated with an anti-graffiti coating.

4. All fencing will be subject to the review and approval of the DRC and the Administrator.

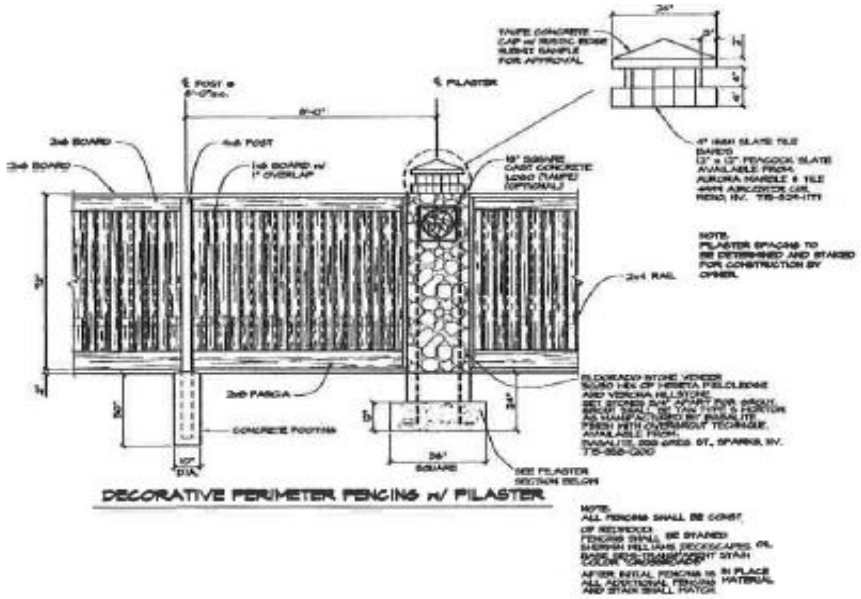
- The fencing around the park sites located within this development will be determined by the City of Sparks' Park Director at the time of submittal of the park site(s).

- Reference to **Figures IV-9 through IV-11** for architectural depictions of fencing options.

FIGURE IV-9

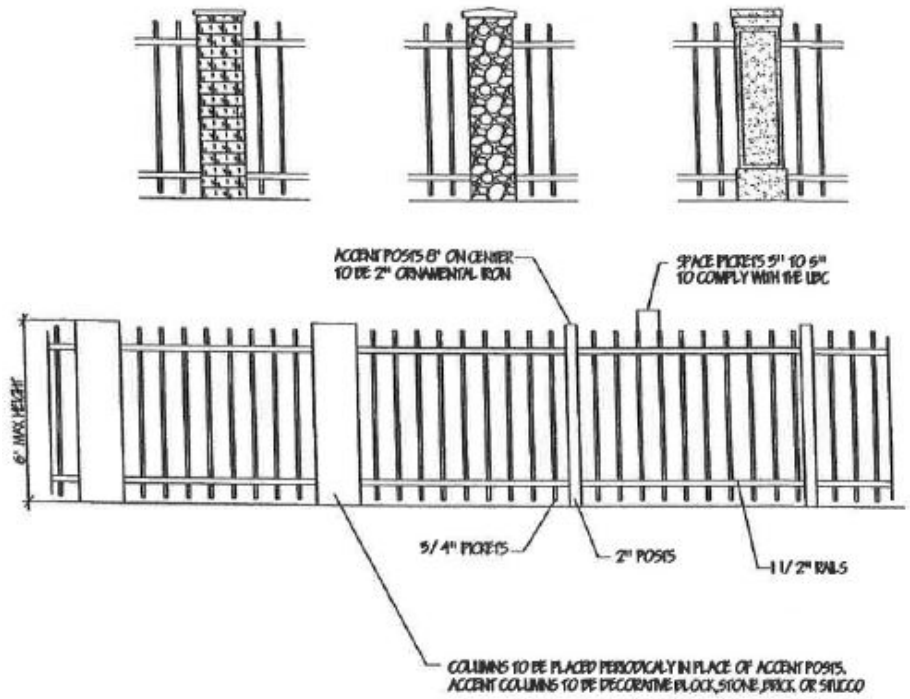


SECONDARY PERIMETER FENCE



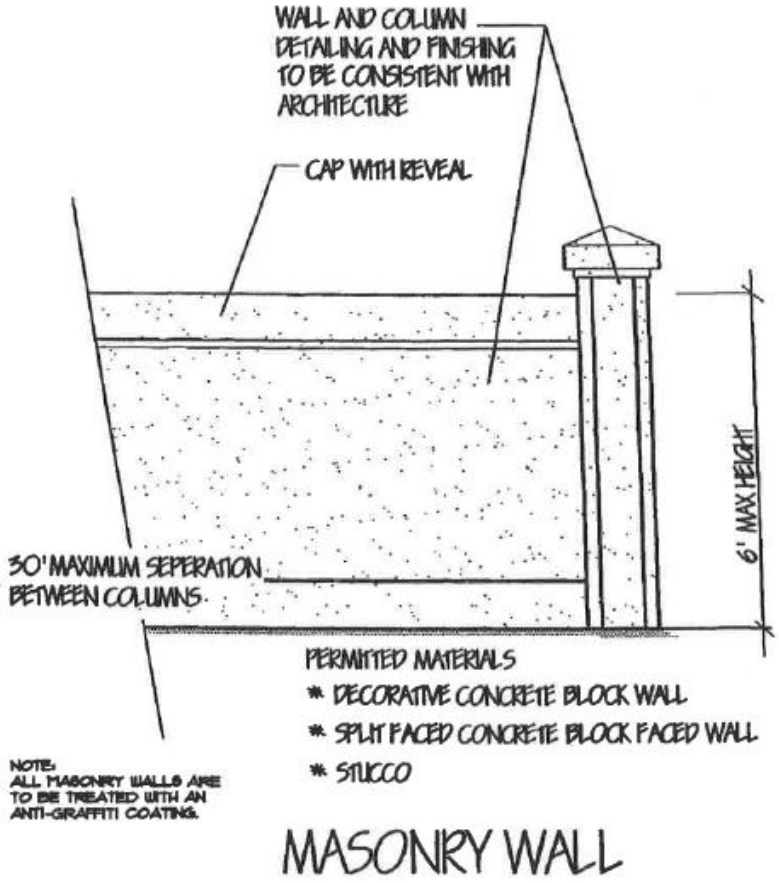
DECORATIVE PERIMETER FENCING w/ PILASTER

FIGURE IV-10



ORNAMENTAL IRON FENCING

FIGURE IV-11



MASONRY WALL

SIGNS

General

Pioneer Meadows will incorporate directional signs and monument signs into the development. All signs within *Pioneer Meadows* will conform to the City of Sparks' Municipal Code with the following additions:

- General Commercial districts within *Pioneer Meadows* will comply with the current City of Sparks' Sign Ordinance set forth in the C2 - General Commercial District (ON-PREMISES SIGNS).

- Business Park districts within *Pioneer Meadows* will comply with the current City of Sparks' Sign Ordinance set forth in the PO - Professional Office District (ON-PREMISES SIGNS) with the following addition: all signs placed on the side of the building shall be visually integrated with the building architecture.

- All signs within this development will be approved by the DRC.

- A Signage Master Plan will be submitted with each non-residential development, detailing size, type, location, material and square footage and design style of the sign(s).

- No pole signs or canned plastic signs shall be permitted. Any free-standing sign shall be decorative and integrate the area's architecture (pylon sign). Each site is limited to one (1) pylon sign.

- Engineered plans will be required for all pylon signs and monument signs, indicating that adequate sight distances are maintained. These plans shall be submitted with the application for a building permit for the sign.

Directional Signs

Directional signs will be located throughout *Pioneer Meadows* to direct the public to certain locations. The directional sign will be free standing and a maximum of seven feet (7') in height with individual panels designating the direction to certain developments within *Pioneer Meadows* (reference **Figure IV-13** for architectural depiction of directional signs).

Information placed on the directional signs will be limited to Commercial and Business Park Complexes (not individual businesses), residential villages, multi-family developments, schools and parks. Signs shall receive DRC approval before sign permit application to the City of Sparks. Signs may deviate from the attached diagram Figure 4-12 but must be approved by the DRC.

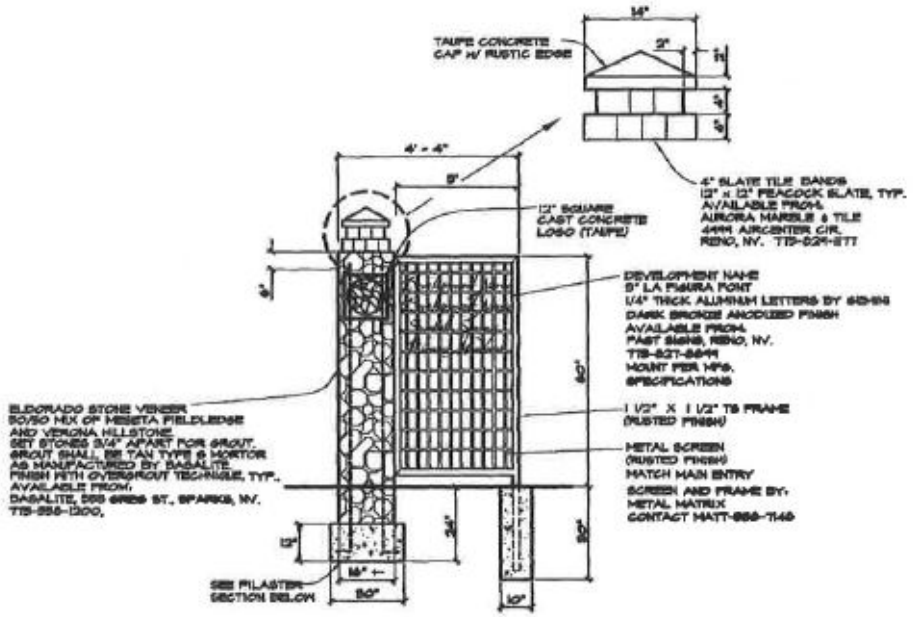
Monument Signs

Monument signs are to be constructed at the main entrance to each individual development, both residential and non-residential uses (excluding some larger commercial developments). The monuments shall be low profile brick or stone encompassing a wood inscription, designating the name of that particular development or business. Signs shall receive DRC approval before sign permit application to the City of Sparks.

Main Entry Signs

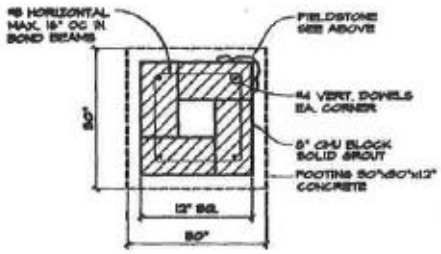
Pioneer Meadows will allow Main Entry signs at the three (3) primary access points, Vista Boulevard and Hills Drive, and the western and northern boundaries of Kiley Drive. These signs shall be a low profile, monument type. The Entry sign shall go through the review process identified for non-residential architecture.

FIGURE IV-12



LADDER DIRECTIONAL SIGN

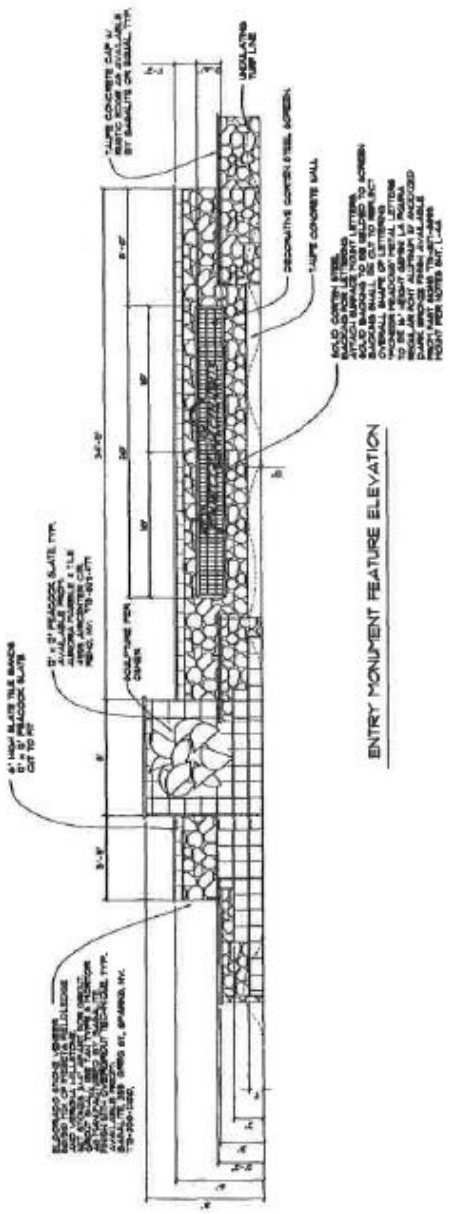
N.T.S.



PILASTER SECTION

N.T.S.

FIGURE IV-13



TEMPORARY SALES OFFICE WITHIN A MODEL HOME AND MODEL HOME COMPLEX

Within *Pioneer Meadows*, the Builders will construct Model Home Complexes within their respective development(s). The following requirements will apply to all residential developments within *Pioneer Meadows*:

- The model homes, sales office and associated parking lot shall be landscaped to the approval of the Community Development Director.

- A building permit shall be obtained for the temporary sales office trailer. A landscaping and irrigation plan as well as a parking plan that meets the standards set forth in; **TEMPORARY SALES OFFICE WITHIN A MODEL HOME AND MODEL HOME COMPLEX,** shall be submitted for approval with the temporary sales office trailer. All landscaping, irrigation, and parking shall be installed prior to the issuance of a certificate of occupancy for the sales trailer.

- A permit for a temporary sales office trailer may be applied for once a final map has been approved for the subject village.

- A temporary sales office trailer may only be placed within the village its purpose serves.

- Once the construction of the model homes has been completed, the sales trailer shall be removed from the site and the area previously occupied by the sales trailer shall be landscaped or used for additional parking.

- The landscaping and irrigation shall be installed, per the approved plans, prior to the issuance of the Certificate of Occupancy.

- The landscaping plans shall exemplify xeriscape-style design and plant material on a minimum of one (1) model home.

- A paved parking area (minimum fifty foot (50') wide by ninety foot (90') deep) for the model homes and sales office will be constructed. The parking area shall include a minimum of five (5) standard and one (1) van accessible parking space that complies with City of Sparks' Standards at the time of development.

- Hours of operation shall be Sunday through Thursday, 9:00am to 7:00pm, Fridays and Saturdays 9:00am to 10:00pm.

- A Model Home Complex and sales office will be allowed for each Village. The sales office and models will be for that Village only. The sales office and models will be closed and converted to a conforming use subject to the approval of the Administrator.

CONSTRUCTION YARDS

Within *Pioneer Meadows*, construction yards will be necessary. The following requirements will apply to all construction yards within *Pioneer Meadows*:

- An all weather, dust free surface will be required for construction yards. Best Management Practices shall be used to protect the area from pollutants such as hydrocarbons.

- A six foot (6') fence with a solid gate will be constructed around the construction yard. All materials will be stored behind and below the fence, out of public view.

- Once the construction is completed within the particular development, the construction yard shall be removed. The area shall be reclaimed to the approval of the Administrator.

- The developer shall limit all construction and construction-related activities to the time between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 9:00 a.m. to 5:00 p.m. Saturday. An exception shall be allowed for large tenant concrete (10,000 sqft or larger) pours that shall be authorized by the City of Sparks prior to commencement of work. The developer shall install signs in both English and Spanish at all access point to the project that clearly indicate these limited hours of activity on-site prior to the start of any construction related activities to the approval of the Administrator. The developer shall maintain these signs in good repair for the duration of the construction of the project. Once construction is complete, the developer shall remove the signs. Dust control can be performed outside the working hours to the approval of the Administrator. A construction vehicular circulation and staging plan shall be submitted for the approval of the Administrator concurrent with the submittal of the initial grading permit for the development. The plan shall indicate proposed vehicle routes that minimize the use of and impacts to public streets.

SECTION V

PLAN PROCESSING AND SUBMITTALS

INTRODUCTION

This section defines the procedures and definitions for submittals for ***Permitted Uses*** submittals for uses requiring a ***Site Plan Review*** and submittals for uses requiring a ***Special Use Permit***. These procedures and definitions should be used in conjunction with the uses described for each development area within *Pioneer Meadows* as they are described within **Section III-Development Standards and Descriptions**.

Design Review Process

The design review process is required for all new development and construction as well as exterior remodels and site revisions to projects within Pioneer Meadows. The Pioneer Meadows Development Review Committee, (DRC) established through the Pioneer Meadows CC & R's and City of Sparks shall utilize these Design Standards in their reviews of those proposed projects. The standards within this Handbook apply to and govern all new construction, remodeling, signs, walls/fences and landscape.

New construction, remodeling and grading projects in Pioneer Meadows must obtain approval of their Site, Architectural and Landscape plans from the Pioneer Meadows Development Review Committee (DRC) PRIOR to submitting to the City for their review and approval, and for any and all entitlements and permits necessary (i.e. Parcel Maps, Tentative Maps, Final Maps, Site Plan Review, Building Permits, Special Use Permits (SUP) or others as warranted by the City of Sparks.

A written DRC approval letter, or stamped plans, must accompany all submittals to the City of Sparks.

The Administrator shall have responsibility to interpret these standards as provided for in this document and, where the handbook is silent, current City of Sparks ordinances and policies at the time of submission for permit shall apply.

Prior to initiating design work, the Applicant is encouraged to contact and meet individually with both the DRC and the City of Sparks Staff in pre-application conferences to review preliminary plans and determine general conformance with Pioneer Meadow's design intent and permitted uses.

The design review process shall culminate as follows:

City of Sparks Review

Upon receipt of a letter of approval from the DRC, the Applicant shall submit to the City of Sparks for all Parcel Map, Tentative Map, Final Map, Special Use Permit, Site Plan Review and other reviews, permitting and/or entitlements as required by the City of Sparks. The Applicant may not proceed with construction until all such permitting has been approved by the City of Sparks.

Handbook Modifications. Deviations/Waivers and Appeals:

Any proposed amendments or modifications of this Handbook should be submitted to the Administrator. The Administrator will then determine whether it will be reviewed and approved administratively or require an amendment to the Handbook following the process defined in NRS. Nothing contained in the content of this Section shall in any way be construed as placing the City or its Administrator in an appellate capacity in the event of a prior DRC disapproval of any proposed amendment, deviation or variation.

Deviations/Waivers: All requests by an applicant for waivers or deviations from the standards or requirements contained in the Handbook must be approved by the DRC prior to submittal to the City of Sparks for their review and approval.

Deviations/Waivers Approval Procedures and Parameters: The Administrator shall have the authority to process and approve deviations and waivers from these standards consistent with City Code and the Handbook in effect at the time of the request.

Appeals: Any aggrieved party may appeal the decision of the Administrator to the Planning Commission or other body designated by the City of Sparks, and the decision of the Planning Commission to the City Council pursuant to the current provisions of the Code.

City Review

The developer shall submit the final hydrology report and final sewer report, for review and approval by the Engineering Services Manager of Community Development and the Administrator with the submittal of the first final map. Each final map submittal shall include civil improvements plans that include all open space, trail/pathways, and streetscape improvements, internal or adjacent to the area being final mapped in accordance with Sparks Municipal Code and the Handbook.

All development plans to establish new construction and building expansion as defined in the appropriate land use section, will require Site Plan Review and/or Special Use Permit (when applicable) by the City of Sparks, as defined in the description of land uses in this handbook.

Development Review Committee - DRC

The DRC for Pioneer Meadows shall be a committee comprised of at least three individuals who are owners, tenants, or occupants of projects located within Pioneer Meadows, or their designated representatives. The DRC shall be created by the granter CC&R's for the Planned Development.

The DRC shall employ the services of a Nevada licensed architect, landscape architect, engineer, or other professional(s) to advise the DRC as warranted by the DRC.

Individual Project Approval Process

General Provisions

Prior to development of an Individual Project within the Pioneer Meadows Planned Development, such Individual Project shall be reviewed to determine that it meets and conforms with the standards and guidelines of the Handbook, following the plan review approval process. In addition, Individual Projects requiring a Special Use Permit must adhere to the normal Sparks Special Use Permit process; provided that the application for a Special Use Permit may be processed concurrently with the Tentative Map, or Site Plan Review for the Phase in which the Individual Project is located and/or the review process and illustrated in **Exhibit V-1.**

A developer or builder of an Individual Project is referred to hereinafter as the "Project Applicant". Prior to submitting plans for an individual Project to the City for review and approval, a Project Applicant shall first obtain approval of the plans from the Pioneer Meadows Architectural Committee (the DRC), pursuant to a review and certification process set forth in covenants and conditions recorded by the Master Developer that encumber the entirety of Pioneer Meadows ("Pioneer Meadows Covenants"). After obtaining such certification, the plans shall be submitted to the City for Tentative Map, Site Plan Review or other actions to assure that each Individual Project meets or exceeds the Development Standards and fits within the Design Parameters established by this Handbook. Refer to **Exhibit V-1** for a graphic illustration of the process.

With regard to all determinations made by the City, the City may grant a deviation of up to twenty percent (20%) from the standards and guidelines in the Handbook without conducting a hearing as long as such deviation will not impair the purpose of the Handbook (each a "Minor Deviation".) Adjustments to the boundaries of such land use designations due to changes in the locations of streets dividing two such designations shall not constitute a relocation of a land use designation.)

Approval of the plans for an Individual Project may be sought either after final handbook approval of the Phase in which the Individual Project is located, or concurrently with the final handbook approval process; provided, however, that in no event shall the Tentative Map or Site Plan Review be completed prior to completion for the final handbook approval process. In the event of any conflict between the process set forth in this Handbook and any other review process used by the City, this Handbook shall control. Where this Handbook is silent on a particular approval procedure, the Sparks Municipal Code or other regulations governing development of land in effect at the time shall prevail.

Applications for commercial and residential Individual Projects are subject to different approval processes and are addressed separately in the following sections. For definition purposes, an "Individual Residential Project" is defined as one that Is built as "for sale" residential housing, whether attached or detached; an "Individual Commercial Project" is defined as one that involves commercial, office/business park and multi-family "for rent" projects.

Individual Business/Commercial Project Site Plan Review Approval

All new building construction requires a site plan review, provided that some construction must first be authorized by a Special Use Permit. The review process for Individual Business/Commercial Projects consists of three distinct, but interrelated phases: (refer to **Exhibit V-1**)

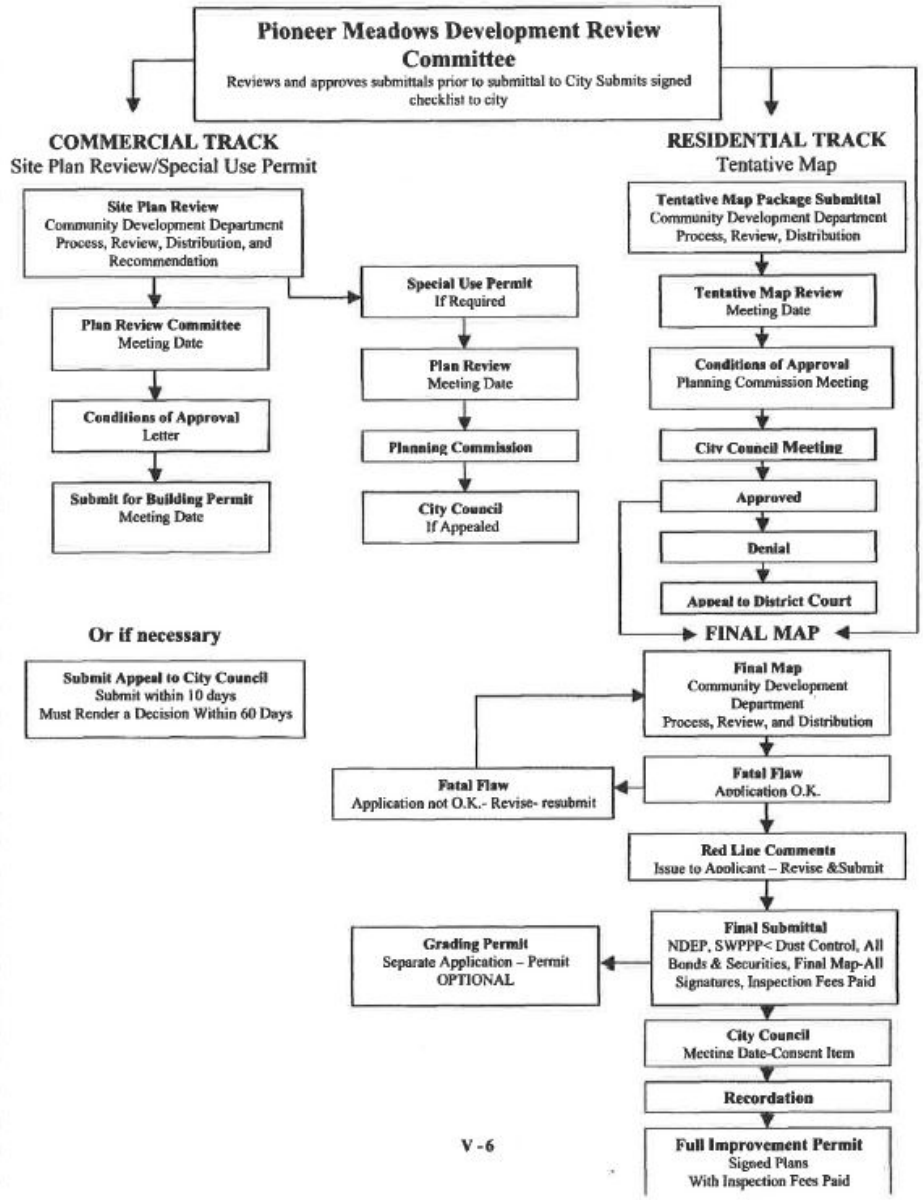
1) The first phase is the pre-application process. It is during this phase that a Project Applicant becomes familiar with the application requirements and obtains feedback on preliminary design ideas from the DRC and the city.

2) The second phase is the DRC review/certification process.

3) The third phase consists of the City's process for approving the Individual Business/Commercial Project, including a Special Use Permit approval, if applicable. Here the City will make its determination as to whether the Project meets and conforms to the standards set forth in this Handbook.

The Project Applicant shall become familiar with the City's review process and application requirements. (Refer to **Exhibit V-1**, Individual Project Approval Process - Commercial Track, for Specific steps required for project approval.)

TABLE V-1


Pioneer Meadows Development Review Committee
Reviews and approves submittals prior to submittal to City Submits signed checklist to city
COMMERCIAL TRACK
Site Plan Review/Special Use Permit
RESIDENTIAL TRACK
Tentative Map
Site Plan Review
Community Development Department
Process, Review, Distribution, and Recommendation
Special Use Permit
If Required
Plan Review Committee
Meeting Date
Plan Review
Meeting Date
Conditions of Approval
Letter
Planning Commission
Submit for Building Permit
Meeting Date
City Council
If Appealed
Tentative Map Package Submittal
Community Development Department
Process, Review, Distribution
Tentative Map Review
Meeting Date
Conditions of Approval
Planning Commission Meeting
City Council Meeting
Approved
Denial
Appeal to District Court
FINAL MAP
Or if necessary
Submit Appeal to City Council
Submit within 10 days
Must Render a Decision Within 60 Days
Final Map
Community Development Department
Process, Review, and Distribution
Fatal Flaw
Application not O.K.- Revise- resubmit
Fatal Flaw
Application O.K.
Red Line Comments
Issue to Applicant – Revise &Submit
Grading Permit
Separate Application – Permit
OPTIONAL
Final Submittal
NDEP, SWPPP< Dust Control, All Bonds & Securities, Final Map-All Signatures, Inspection Fees Paid
City Council
Meeting Date-Consent Item
Recordation
Full Improvement Permit
Signed Plans
With Inspection Fees Paid

V - 6

Residential Project Approval Process

Like the review process for Individual Commercial Projects, the review process for Individual Residential Projects includes review by both the DRC and the City of Sparks. In addition, the review process for Individual Residential Projects includes approval of a Tentative Map and a Final Map. The process consists of three distinct, but inter-related phases:

1) The first phase is the pre-application process. It is during this phase that the Project Applicant becomes familiar with the application requirements and obtains feedback on preliminary design ideas from the DRC and the city.
2) The second phase consists of both the DRC and the City of Sparks Tentative Map process
3) The third phase is the Final Map approval process by the DRC and the City of Sparks.

It is incumbent upon the Project Applicant to become familiar with the DRC and City review process and application requirements. (Refer to **Exhibit V-1** Individual Project Approval Process - Residential Track, for specific steps required for project approval.)

SECTION VI

FINAL DESIGN REQUIREMENTS

FINAL DESIGN REQUIREMENTS

Subdivision Design and Construction

Subdivision design and construction shall conform to the City of Sparks' Standards and the "Orange Book" Standard Specifications for Public Works Construction (latest version) to the approval of the Public Works Director. All plans submitted to the Administrator for approval shall clearly indicate all proposed improvements in both plan and profile. Existing grades and final grades shall be clearly shown on profiles. All designs will be certified by a Nevada Registered Engineer. Each sheet of plans shall carry in the lower right hand corner a title block, which shall contain the name of the subdivision, owners, the type of design shown on the plans, the name of the registered engineer, date, sheet number, total number of sheets and any information necessary to clarify the design.

Each sheet of plans shall have a north arrow and shall indicate the scale used. The plans shall be on standard 24" (twenty-four inch) by 36" (thirty-six inch) or 24" (twenty-four inch) by 32" (thirty-two inch) original or reproducible sheets. A legible 8 1/2" (eight and one half inch) by 11" (eleven inch) copy of each plan shall also be submitted.

All improvement drawings shall be submitted to the Development Operations Division of the Public Works Department, with an approval block for City of Sparks signature and date on each sheet of the Civil Improvement Drawings.

Street Design

Maximum length of cul-de-sac streets shall be 400'. Each cul-de-sac shall be designed with a turnaround which shall have a minimum dedicated right-of-way radius of forty-five feet (45'), with an improved section of not less than thirty-six feet (36').

All streets shall have a minimum grade of three-tenths of one percent (0.3%) where L-type gutters are used. Vertical curves shall be designed into all changes in grade where the algebraic difference is two percent (2%) or more.

No centerline curve radius of less than 100' shall be designed on any street (in lieu of a 100' radius, a knuckle with a minimum radius of forty-five feet (45') can be used).

Street right-of-way widths and street dimensions shall meet the minimum requirements of the Regional Transportation Commission (RTC) to the approval of the Public Works Director. For those roads meeting the criteria for designation as regional roads, the design requirements are described in this Handbook (reference to **Section VII-Infrastructure and Public Services - Table VII-2, Year 2007 Criteria**). Right-of-way widths and street dimensions for other roads within this development shall meet the minimum requirements of the Administrator and as shown in the corresponding figures throughout this Handbook.

Horizontal curves, vertical curves and minimum speed design criteria shall meet the requirements set forth by the Public Works Director and the RTC. Design shall include the provision for adequate sight distance in accordance with standard engineering practice.

Any street or highway intersecting any other street or highway shall intersect at an angle as near to a right angle (90°) as is practicable. Intersections shall not be designed at angles less than 60 degrees (60°).

At each intersection, the property line at each block corner shall be rounded with a curve. This curve will have a radius of not less than twenty feet (20') on collector streets or less than thirty feet (30') on arterial streets.

No street name will be used which will be duplicated or confused with the name of an existing street in the City of Sparks or Washoe County. All street names will be approved by the Washoe County Street Naming Committee.

New streets that are extensions of, or obviously in alignment with, existing streets, shall bear the name of the existing street.

Structural street sections shall be as follows:

- Residential - Four inches (4") asphaltic concrete (AC) and eight inches (8") aggregate base.*
- Collectors - Five inches (5") asphaltic concrete (AC) and eight inches (8") aggregate base.*
- Arterials - Six inches (6") asphaltic concrete (AC) and ten inches (10") aggregate base.*

* Note: Structural street sections may be revised and reduced based upon review of R-values taken during construction on subgrade. These values will be reviewed and approved by the City of Sparks' Public Works Director.

Additional depth of structural section may be required if projected traffic volumes and/or soil conditions warrant a greater structural section.

A site specific Geotechnical and Traffic Report (if deemed necessary by the City of Sparks' Public Works Director) will be provided for each development (submitted to the City of Sparks) for approval by the Public Works Director.

Public Utility Easements

Public utility easements will be provided where required to adequately accommodate all public utilities.

Underground Utilities, Electrical Supply and Street Lights

Street lights within the public right-of-way shall be in accordance with a street light survey. This survey will be provided by the Developer for approval by the Public Works Director prior to the submittal of the first final map and/or public improvement plans. The survey will indicate the type of lighting proposed for each village and for those roads outside of the villages. Standard minimum spacing based upon road and lighting criteria

shall be established to assist in the design and plan review process. The lighting will be in accordance with Sierra Pacific Power Company standards.

The electrical supply shall be adequate for domestic use and street lighting.

Street lights will be placed on subdivision utility drawings after Sierra Pacific Power Company (or provider) completes the electrical improvement drawings and after review and acceptance of the locations by the City of Sparks' Public Works Director.

The spacing of street lights shall be such that they provide a level of lighting approved by the City of Sparks' Public Works Director.

Water Supply and Fire Hydrants

The water supply shall be adequate for all domestic use and fire protection needs.

Fire hydrants will be located not less than eighteen inches (18") from the back of the curb to the center of the fire hydrant. Locations of hydrants shall be subject to the approval of the City of Sparks' Fire Department and the Public Works Department.

Water lines to hydrants shall conform to recommendations of the National Board of Fire Underwriters and shall be clear of pedestrian lanes.

The minimum domestic service shall not be less than three quarters of an inch (3/4") in diameter.

Sanitary Sewer

Sewage collection and/or treatment shall comply with the laws of the State of Nevada and all local ordinances, shall be subject to the approval of the Public Works Director and shall conform to all City of Sparks' Standards and Specifications.

Sewer facilities within easements between lots will not be allowed within this development, unless a twenty foot (20') all weather access is provided.

Drainage

Each Developer shall provide the necessary means to assure complete drainage of his/her property. State or City drains, natural water courses or constructed tributaries will be used, and shall comply with the requirements as set forth in this section, and the approved Master Drainage Report (reference **Section VII-Infrastructure and Public Services**).

Drainage facilities shall be designed and provided in accordance with the requirements of the approved Master Drainage Report and the City of Sparks' Hydrologic Criteria and Drainage Design Manual. Construction shall be in accordance with the City of Sparks' Standards and the "Orange Book" Standard Specifications for Public Works Construction.

Backyard drainage facilities, such as drain inlets and swales, will not be allowed within the Single Family residential districts. All lots shall drain to the abutting streets or regional drainage facility.

The Applicant shall submit a development plan for each subdivision clearly showing the drainage for each lot. Each lot will be designed so that water will not run off onto adjacent lots.

Geotechnical

A Geotechnical Report titled "PRELIMINARY GEOTECHNICAL INVESTIGATION - Pace Properties, Spanish Springs, Nevada" dated January 1999 was prepared by Stantec Consulting Inc. and shall be used as a reference and updated with each development of each individual parcel (as described in the cover letter of the report). Each development submitted to the City of Sparks' for review shall address all issues associated with this report and conform to Section 8.0 of the aforementioned report.

SECTION VII

INFRASTRUCTURE AND PUBLIC SERVICES

INFRASTRUCTURE AND PUBLIC SERVICES

Hydrology

The *"Addendum Drainage Master Plan for the Spanish Springs Valley"* was prepared by S.E.A. and financed by the City of Sparks, Pioneer Meadows LLC, Bighorn, Tucker and Wingfield. This analysis serves as a basis for development in the Spanish Springs Valley, defining flow rates, locations of regional drainage facilities, channel sizing and hydraulic grade line connections at property lines. An agreement was formed with the City of Sparks and the aforementioned land owners describing the process each developer would follow for the hydraulic and hydrologic analyses of their respective parcels. This agreement was set up to ensure the City of Sparks that each development would consider its impacts to the valley as a whole and assure a working system at full buildout. *Pioneer Meadows* will follow the procedures set forth in this agreement, incorporating this development into the *"Addendum Drainage Master Plan for the Spanish Springs Valley"*, demonstrating no adverse effects on the Spanish Springs Detention Facility and ensuring upstream flows are mitigated in conformance with the guidelines set forth. The report demonstrated that no onsite detention will be necessary to control the proposed flows from this development. All flows generated from this development will be conveyed to the regional detention facility or the Pioneer Meadows pond by approved methods as discussed in **Section VI-Final Design Requirements**. The report also discusses the removal of material from the detention facility. This material will be removed in order to increase the volume of the detention facility, and for fill material throughout the site.

A Master Drainage Report will be provided prior to or concurrent with the first development for the approval of the City of Sparks' Public Works Director. The report will be provided to facilitate the understanding and review of subsequent individual drainage plans. The Master Drainage Report will identify the existing conditions, impacts to the existing conditions and mitigation with sufficient details so as to identify the requirements of each individual unit.

As part of the Master Drainage Plan, a phasing plan will be provided which will identify the sequence of construction (both onsite and offsite storm drainage improvements) as related to the overall site development. The approved phasing plan will be adhered to such that improvement plans will not be submitted for approval until key elements of the drainage system, as determined by the Public Works Director, are constructed.

Pioneer Meadows is currently located within Federal Emergency Management Agency (FEMA) Flood Zones A, AO and C. *Pioneer Meadows* will prepare a Conditional Letter of Map Revision (CLOMR) shortly after the submittal of the Master Drainage Report and submit to the proper agencies. Upon the submittal of the CLOMR and acceptance of the Master Drainage Report, improvements will begin. Once the final drainage improvements are constructed and certified, a Letter of Map Revision (LOMR) will be prepared and submitted to the proper agencies. The LOMR will be done in phases as opposed to one single submittal. This will ensure timely achievement of the removal of the associated flood zones for that particular site.

Temporary drainage facilities that may be proposed shall be designed in accordance with permanent facilities, and constructed utilizing alternative methods subject to the approval of the Public Works Director.

Sewer Demands and Disposals

The following calculations in **Table VII-1** reveal the total sewer outflow from *Pioneer Meadows*:

TABLE VII-1
TOTAL SEWER CONTRIBUTION OF *PIONEER MEADOWS*

CLASSIFICATION	ACRES (AC), UNITS (UN) OR STUDENTS	CONTRIBUTION PER AC/DAY OR PER UN/DAY	TOTAL GALLONS/DAY	EQUIVALENT DWELLING UNITS (EDU'S)
GC	25 AC	3,330/AC/DAY	83,250	257
BP	102 AC	1,100/AC/DAY	112,200	346
MF15	1,369 UN	325/UN/DAY	444,925	1,369
RD10A	600 UN	325/UN/DAY	195,000	600
SFR4	843 UN	325/UN/DAY	273,975	843

TOTAL(gallons/day)=	**1,109,350**
TOTAL(average mgd)=	**1.11**
TOTAL(with peaking factor of 2) (gallons/day)=	**2,218,700**
TOTAL(with peaking factor of 2) (mgd)=	**2.22**

In the Northern Sparks Sphere of Influence (NSSOI), two (2) sanitary sewer interceptors are planned, both of which will be utilized in sewering the *Pioneer Meadows* site. The interceptors are known as the Northeast Interceptor and the Northwest Interceptor. The Northwest Interceptor is currently in the planning stages, while the Northeast Interceptor is already constructed. The interceptors were planned within the *Wastewater Facilities Plan and Environmental assessment for the Spanish Springs Valley*, prepared for the City of Sparks by Pyramid Engineers of Reno. *Pioneer Meadows* was assumed to outflow 1520 Equivalent Dwelling Units (EDU's) (0.988 million gallons per day (mgd)) into the Northeast Interceptor, determined by calculating the difference in EDU's between Manholes V13 and V17, with the remaining outflow to the Northwest Interceptor. **Figures VII-1 and VII-2** show Manholes V13 and V17, and depict alternatives for the sewering of this project. Alternative 1 (**Figure VII-1**) allows a peak flow rate of 1520 EDU (approximately 0.99 mgd) into the Northeast Interceptor with the remaining peak flow rate of 1895 EDU (approximately 1.23 mgd) flowing into the Northwest Interceptor. Alternative 2, the preferred alternative, (**Figure VII-2**) allows a peak flow rate of 1834 EDU (approximately 1.19 mgd) into the Northeast Interceptor with the remaining peak flow rate of 1581 EDU (approximately 1.03 mgd) flowing into the Northwest Interceptor. The flow rates in excess of the 1520 EDU within the Northeast Interceptor in Alternative 2 were determined by calculating the difference in EDU's between Manholes V13 and V17 (1520 EDU = 0.99 mgd), subtracting this from the peak calculated outflow at Manhole V13 (average flow rate of 2.90 mgd times a peaking

FIGURE VII-1

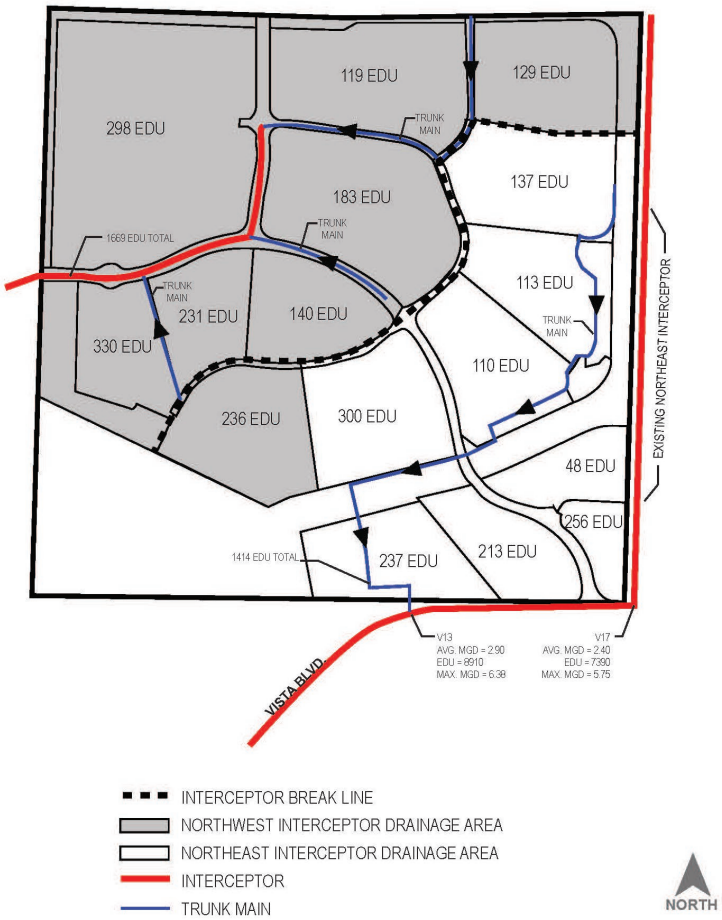
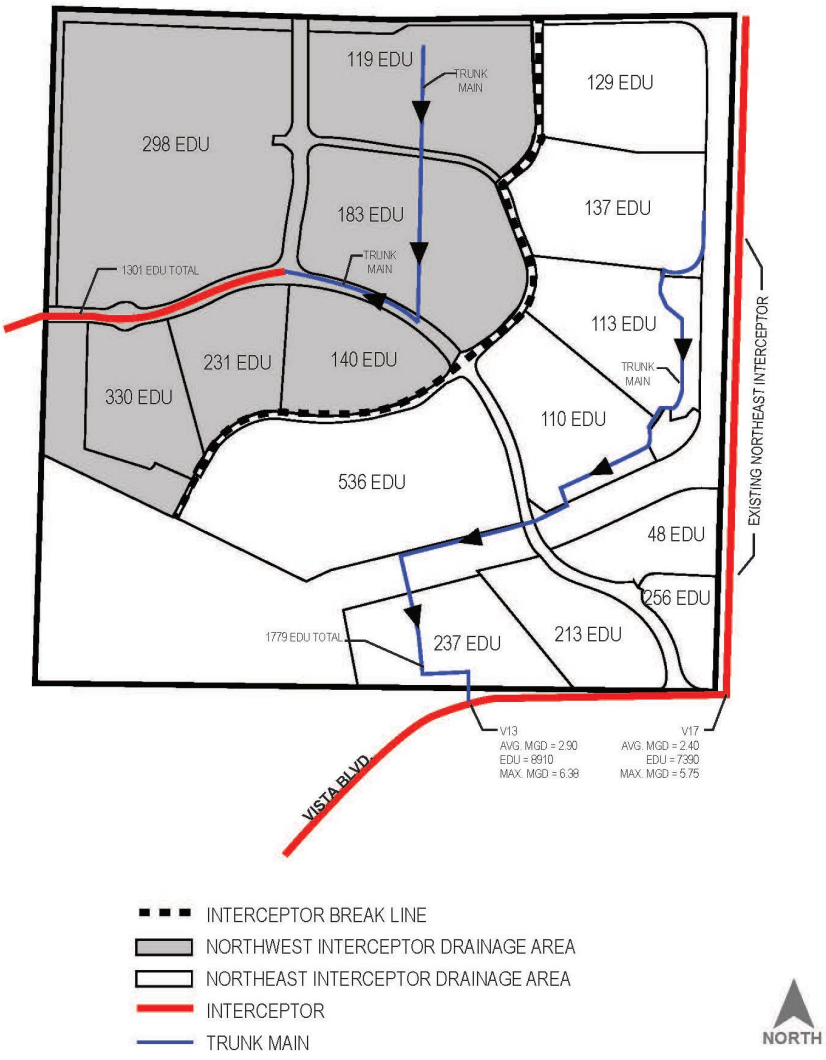

119 EDU
129 EDU
298 EDU
TRUNK MAIN
137 EDU
183 EDU
TRUNK MAIN
1669 EDU TOTAL
113 EDU
TRUNK MAIN
231 EDU
140 EDU
330 EDU
TRUNK MAIN
110 EDU
236 EDU
300 EDU
48 EDU
EXISTING NORTHEAST INTERCEPTOR
256 EDU
1414 EDU TOTAL
237 EDU
213 EDU
V13
AVG. MGD = 2.90
EDU = 6910
MAX. MGD = 6.38
V17
AVG. MGD = 2.40
EDU = 7390
MAX. MGD = 5.75
VISTA BLVD.
INTERCEPTOR BREAK LINE
NORTHWEST INTERCEPTOR DRAINAGE AREA
NORTHEAST INTERCEPTOR DRAINAGE AREA
INTERCEPTOR
TRUNK MAIN
NORTH

FIGURE VII-2


119 EDU
TRUNK MAIN
129 EDU
298 EDU
183 EDU
137 EDU
1301 EDU TOTAL
TRUNK MAIN
113 EDU
231 EDU
140 EDU
TRUNK MAIN
330 EDU
110 EDU
536 EDU
48 EDU
EXISTING NORTHEAST INTERCEPTOR
256 EDU
1779 EDU TOTAL
237 EDU
213 EDU
V13
AVG. MGD = 2.90
EDU = 6910
MAX. MGD = 6.38
V17
AVG. MGD = 2.40
EDU = 7390
MAX. MGD = 5.75
VISTA BLVD.
INTERCEPTOR BREAK LINE
NORTHWEST INTERCEPTOR DRAINAGE AREA
NORTHEAST INTERCEPTOR DRAINAGE AREA
INTERCEPTOR
TRUNK MAIN
NORTH

factor of two (2) for a peak outflow of 5.80 mgd) for a total of 4.81 mgd. The maximum capacity of the sewer line downstream of Manhole V13 is 6.38 mgd. This leaves an excess capacity in the line of 1.57 mgd. The use of this additional capacity will be justified by a final sanitary sewer report, which will be prepared prior to or concurrent with the first submittal, and will detail the locations and sizes of the mains, design flow rates, capacities and points of connection into the interceptors.

Grading

This section will apply to all residential and non-residential developments. Areas located within the Common Area but not affected by any land disturbing activities will remain in their natural state. Areas located within the Common Area where land is disturbed will be stabilized as follows:

- Planting shall be designed to and shall achieve eighty percent (80%) ground coverage of any disturbed area within three (3) years.

- Slopes located within the residential lots for this development will not exceed 3:1 (horizontal to vertical). All slopes shall have a solution presented that stabilizes the slope. Erosion control applications for slope treatment shall be provided to the approval of the Public Works Director.

- No grading or clearing of any kind may be initiated until a grading permit is issued associated with an approved development or grading plan. Stock piling of material will not be allowed unless indicated on the grading permit and approved by the Administrator.

- Grading of the residential lots will be accomplished as required for the construction of homes or buildings. Elevation differences between adjoining lots will be taken up by using 3:1 or less side yard slope, or walls.

- Residential lot grading shall conform to the drainage requirements outlined in **Section VI-Final Design Requirements**. Single family residential lot grading shall be designed such that all drainage will be directed to the abutting street or regional drainage facilities.

Arterials and Common Area

Pioneer Meadows is serviced by two (2) arterials and two (2) local collectors (reference to **Figure VII-3** for vehicular circulation plan). *Pioneer Meadows* has set aside a twenty-five-foot (25') landscape buffer along both sides of the arterials, a five foot (5') wide meandering sidewalk on both sides, two (2) - five foot (5') wide bike lanes in either direction and a fourteen foot (14') landscaped median in the center of the arterials. The residential collectors within this development are designed to include a four-foot (4') wide Portland Cement Concrete (PCC) sidewalk on both sides, eight-foot (8') landscape buffers on both sides and two (2) five-foot (5') wide bike lanes in either direction. All bike lanes will be located within the right-of-way and will be striped and marked. All landscaped areas located along the arterials and residential collectors will conform to the landscaping requirements set forth within this Handbook, and be maintained by the Homeowners' Association

(reference to **Section VIII-Covenants, Conditions and Restrictions**). *Pioneer Meadows* will include three (3) plus miles of paths and trails throughout the site. No motorized vehicles will be allowed in these areas (reference to sidewalk, trails, paths, bike lanes and pedestrian circulation figures for material types). All walking paths and trails will be maintained by the Homeowners' Association. All bike lanes, sidewalks and regional trails shall be maintained by the City of Sparks (reference to **Figure VII-7**).

The Applicant, or its agent, reserves the right to construct and/or place any public utilities and/or improvements, excavate fill material, place material, disturb or grade within the designated Common Areas without the consent of the Homeowners' Association.

Entries

Pioneer Meadows Homeowners' Association will maintain a visually pleasing environment, incorporating landscaping into the entry ways into all residential and non-residential developments.

The main entrance into *Pioneer Meadows* is located on Vista Boulevard. This entrance includes left and right ingress and egress turn pockets and a fourteen foot (14') center median, all of which will be landscaped with a mixture of ground cover, trees, shrubs and lawn. All collector street entrances off of arterials shall be designed with a one foot (1') wide concrete median and have two (2) eleven foot (11') lanes to allow left and right ingress and egress.

Each village shall have a minimum of one (1) primary entry. All residential and non-residential **primary** entries (collector streets to local streets) shall be designed with a ten foot (10') landscaped median split along the center line, two twenty-four foot (24') paved sections and a ten foot (10') landscape buffer along all corner lots (reference to **Figures VII-5 and VII-6**). Monument signs located within the landscaped area at each of these entries will designate the name of the development, business or village. Monument signs shall not be located within the medians.

Village entry statements and landscaping must go through the Design Review Committee (DRC) process identified for non-residential architectural standards.

Pedestrian Circulation

Pioneer Meadows will develop a pedestrian circulation plan within this development. The following depict the general criteria and development standards:

- If the path is in the right-of-way or is functioning as the public sidewalk, the path shall be concrete and designated "sidewalk" within this Handbook.

- If the path is functioning as a regional trail, it shall be ten feet (10') wide (minimum) and designated "regional trail" within this Handbook.

    1. If the path is located within or contiguous to the right-of-way, it shall be concrete.

2. If the path is located within the Common Area, it shall be asphaltic concrete (AC).

- If the path is privately maintained and not functioning as a public sidewalk, it shall be a minimum of five feet (5') in width and designated "path" within this Handbook.

    1. Paths will only be allowed in the Common Areas.

    2. The paths will be constructed of fine (sandy) native material found onsite, compacted and graded to achieve a smooth walking surface.

- Exterior walks shall be located along the length of Vista Boulevard from the western property line to the eastern property line.

    1. All exterior walks shall be eight feet (8') in width.

    2. All exterior walks shall be constructed of concrete.

- At grade pedestrian crossings across arterials will be constructed with pedestrian activated walking devices subject to the approval of the Public Works Director.

- At grade pedestrian crossings across local collectors will be striped with crosswalks.

- Full continuous pedestrian access shall be provided throughout the entire development. As a minimum, sidewalks and connecting ramps for the physically disabled shall be provided on both sides of all public streets within the right-of-way. Connecting ramps into the trails and paths shall also be provided. Sidewalks and connecting ramps for the disabled shall be provided on one side of all private streets. All sidewalks, trails and paths throughout this development shall be constructed in accordance with the above standards. Within private streets, the Developer may submit an alternate pedestrian access plan for review and approval by the Administrator.

Sidewalks, Trails, Paths and Bike Lanes

Pioneer Meadows interconnects the trails, paths, bike lanes and sidewalks throughout the site (see **Figure VII-7**). Internal paths within the residential developments will be required to connect to the trail systems. These connections will be reviewed and approved by the Administrator. The following describes the locations of each facility and the type of facility:

- Bike Lanes: The bike lanes are located on all the arterials and residential collectors. They will be five feet (5') in width on each side of the roadway within the paved section.

- Sidewalks: The sidewalks will be constructed along the arterials and residential collectors on both sides. The sidewalks located along the arterials shall be five feet (5') in width and located on both sides. These sidewalks will meander throughout the landscape strip. The sidewalks located along the residential collectors will vary in width from five feet (5') along non-residential districts to four feet (4') along

residential districts. The sidewalks will be located behind the curb. All sidewalks constructed within the individual residential districts located within the right-of-way shall be four feet (4') in width and constructed behind the back face of curb. All sidewalks constructed within the individual non-residential districts located within the right-of-way shall be five feet (5') in width constructed behind the back face of curb. All designated sidewalks within this development will be constructed of Portland Cement Concrete (PCC) (reference to **Section VI-Final Design Requirements**).

- Regional Trails: *Pioneer Meadows* includes three (3) plus miles of trails generally located along the exterior of the development. The trails will connect the regional park with Kiley Ranch and Wingfield Springs in accordance with the Regional Parks Trail System. This development will set aside a twenty-foot (20') access easement for the development of this Regional Trail. Within the twenty foot (20') easement, a ten foot (10') asphaltic concrete (AC) walk will be constructed. The Regional Trail will terminate into a park located on the southwest border of *Pioneer Meadows*, which is contiguous to the twenty-two (22) acre Village 12 MF15 parcel. The landscaping along this portion of the trail shall reflect and enhance the park landscaping. All walking trails will be maintained by the Homeowners' Association. Please reference to **Figure VII-7, VII-8 and VII-9**.

- Paths: *Pioneer Meadows* will develop an internal path system that connects the Regional Trail system with the sidewalks, bike lanes and residential and non-residential developments. These paths may be associated with a drainage system that will convey portions of the developed flows into the major drainage facilities. These paths and drainage facilities will be private and incorporated into the Common Areas within this development, and maintained by the HOA. The drainage portion of these areas will be constructed in accordance with the standards described within this Handbook. The paths will vary in width, but in no case be less than five-feet (5') in width. The paths will be constructed of fine (sandy) native material found on site, compacted and graded to achieve a smooth walking surface (reference to **Figure VII-7**).

- Exterior Walks: Exterior walks within this development are located adjacent to Vista Boulevard. These exterior walks will be constructed with the developments contiguous to Vista Boulevard, within their respective boundaries.

- The designated "regional trails" within *Pioneer Meadows* are designed in accordance with the NSSOI Area Plan and are subject to reimbursement through the NSSOI development fees. Since the trails are regional and will be used by patrons other than residents of *Pioneer Meadows*, there will be maintenance issues associated with these "regional trails". The reimbursement and maintenance issues will be addressed under a separate agreement.

Vehicle Circulation Plan

There are five different street sections associated with this development, all of which are generally standard sections. They are as follows:

- Arterials - Public right-of-way (reference to attached cross section-**Figure VII-10**).
- Residential collector streets - Public right-of-way (reference to attached cross section-**Figure VII-11**).
- Local streets (two (2) different sections) - Public right-of-way (reference to attached cross sections-**Figures VII-12 and VII-13**).
- Private streets - Private right-of-way (reference to attached cross section and plan view-**Figures VII-14 and VII-15**).

Arterials (Public)

There will be two arterials associated with the *Pioneer Meadows* project. The arterials are designated within the Capital Improvement Plan (CIP) developed by the Regional Transportation Commission (RTC), as described in the Regional Road Impact Fee System (RRIFS). The arterials are designed in conformance with the current standards set forth by the RTC. Prior to any construction on the arterials, the Developer or Builder will dedicate the appropriate right-of-way to the City of Sparks in accordance with the RRIFS, and enter into a Capital Contribution Front Ending Agreement (CCFEA) with the RTC. The arterials within this project are designated in the CIP as shown in **Table VII-2**.

TABLE VII-2
REGIONAL ROAD IMPACT FEE SYSTEM
CAPITAL IMPROVEMENT PLAN (CIP)

PIONEER MEADOWS DESIGNATION	CIP DESIGNATION	EXISTING # OF LANES	2007 - # OF LANES	2015 - # OF LANES	BUILD OUT
EAST-WEST ARTERIAL	HILLS DRIVE	0	2	4	4
NORTH-SOUTH ARTERIAL	KILEY RANCH ROAD	0	4	4	4

THRESHOLD ADT FOR LANE WIDTHS			
AVERAGE DAILY TRAFFIC	0-10,030	10,030-21,660	21,660
LANE WIDTH	2	4	6

The constructed sections for the two arterials associated with this project can be described as follows:

- East-West Arterial (Hills Drive): Hills Drive is designated to be a four (4) lane minor arterial in a 120' right-of-way (reference to **Figure VII-10**) at full buildout. During the course of construction of *Pioneer Meadows*, a two (2) lane roadway will suffice until

the year 2015. This arterial will be constructed from the outside lanes to the inside lanes. Each interior development will construct the arterial to a minimum of one (1) lane in each direction on each outside portion of the right-of-way along the exterior boundary line of the individual development to properly service the site (reference to **Figure VII-16**). The number of additional lanes constructed in conjunction with the interior developments will be determined by the traffic counts at the time of development, based upon the information provided in **Table VII-2**.

- North-South Arterial (Kiley Ranch Drive): Kiley Ranch Drive is designated to be a four (4) lane minor arterial in a 120' right-of-way (reference to **Figure VII-10**) at full buildout. During the course of construction of *Pioneer Meadows*, a four (4) lane roadway will suffice until the year 2015. This arterial will be constructed from the outside lanes to the inside lanes. Each interior development will construct the arterial to a minimum two (2) lanes in each direction on each outside portion of the right-of-way along the exterior boundary line of the individual development to properly service the site (reference to **Figure VII-16**). The number of additional lanes constructed in conjunction with the interior developments will be determined by the traffic counts at the time of development, based upon the information provided in **Table VII-2**.

Residential Collectors

The residential collectors are designed in conformance with the RTC's standard sections for a two (2) lane collector. The travel lanes are twelve-foot (12') in width with a five foot (5') bike lane for a total thirty-four foot (34') paved section. The collectors are unloaded (no driveways) and no parking will be permitted in these sections. The collectors may qualify as regional roads if the minimum traffic counts are met. This will be addressed prior to the construction of the individual collectors.

Local Streets

Two (2) local street sections will be required to service this development: a fifty-five foot (55') right-of-way for standard streets and a forty-six foot (46') right-of-way for cul-de-sacs less than 400' in length. Both sections are in conformance with the standards set forth by the City of Sparks.

Private streets

Residential and non-residential developments may request to the Administrator to utilize private streets within their respective parcels. The private streets will have a minimum width of not less than twenty-nine feet (29'), which is the current minimum for fire access in the City of Sparks.

Design associated with private streets and driveways, particularly those associated with cluster type developments, shall demonstrate that safe vehicular and pedestrian interaction and movement can occur. On private streets, parking shall not be allowed (within the twenty-nine feet (29'). Street lights, storm drain and sanitary sewer facilities shall be designed and constructed to the City of Sparks' Standard Specifications for Public Works Construction and shall be privately maintained.

Developments proposing to utilize private streets shall submit a maintenance plan for the proposed private streets and utilities for review and approval by the Administrator. The plan shall include a maintenance schedule at a level equivalent to that currently employed by the City of Sparks for public streets and utilities. The plan shall also include estimated costs to perform the necessary maintenance. The plan will be submitted and approved prior to recordation. The DRC shall update the maintenance schedule on an annual basis to the satisfaction of the Administrator.

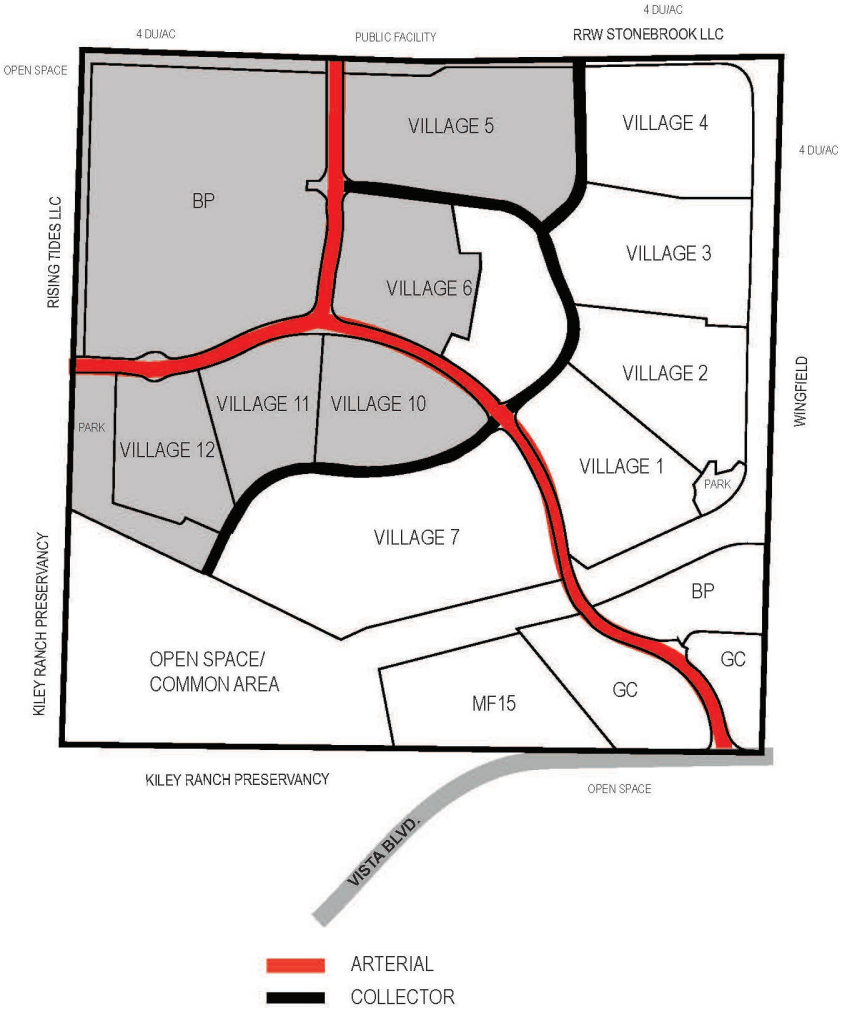
Intersections

The east-west arterial (Hills Drive) will be constructed to full width (reference **Figure VII-10**) to the entrance of the multi-family site, then taper down to the required lane widths. The intersection of Vista Boulevard and Hills Drive will be constructed in accordance with **Figure VII-4**. Improvements will be completed to the approval of the Public Works Director.

Intersection improvement within the developments that connects to the arterials will be completed to achieve safe turning movements in accordance with the traffic report submitted for the individual development, and to the approval of the Public Works Director.

The development shall be limited to signalized intersections on Vista Boulevard and Wingfield Hills Road to the approval of the Public Works Director.

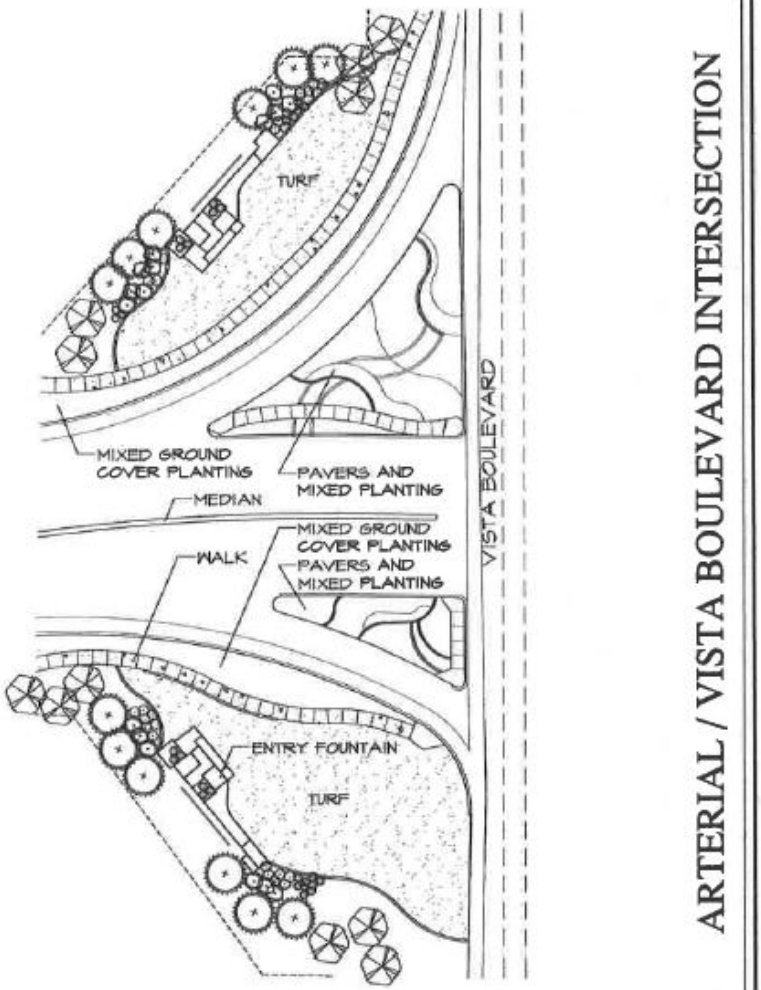
FIGURE VII-3



VEHICLE CIRCULATION PLAN

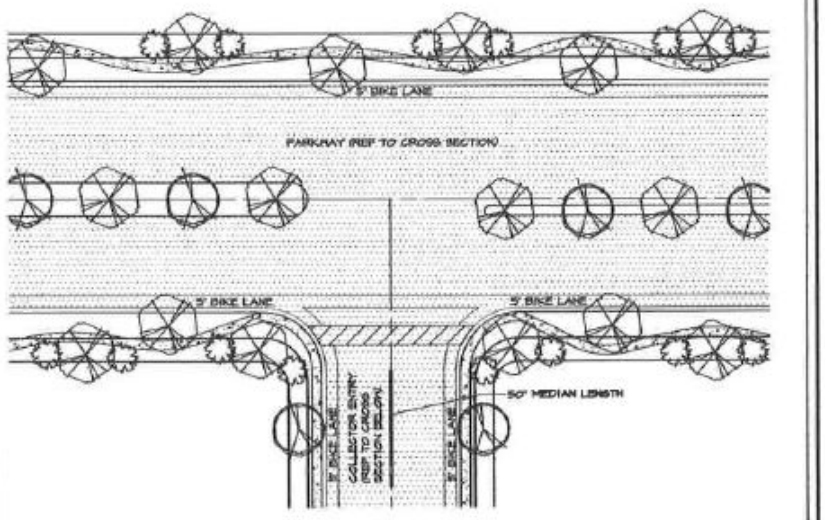
NORT

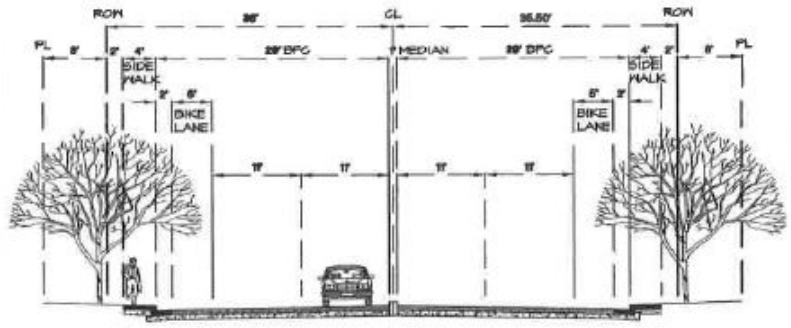
FIGURE VII-4



ARTERIAL / VISTA BOULEVARD INTERSECTION

FIGURE VII-5

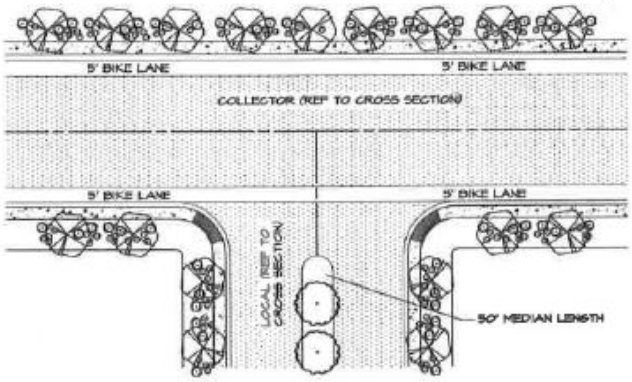




ARTERIAL TO COLLECTOR
ENTRY WAY (TYPICAL)

FIGURE VII - 6

COLLECTOR TO LOCAL ENTRY WAY (TYP)



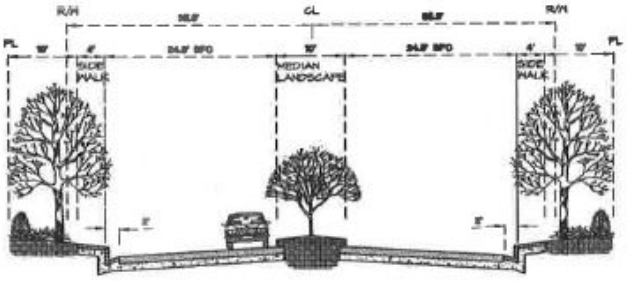
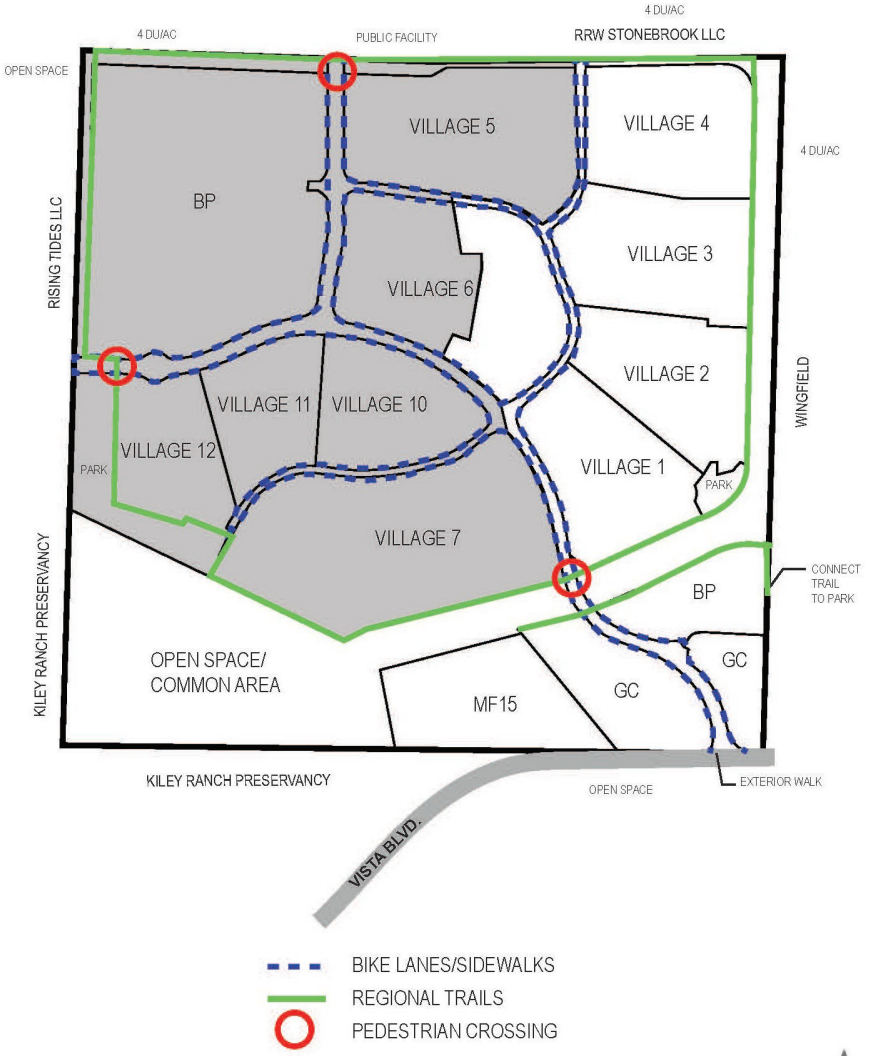


FIGURE VII-7



FOOT-TRAFFIC CIRCULATION PLAN

FIGURE VII - 8

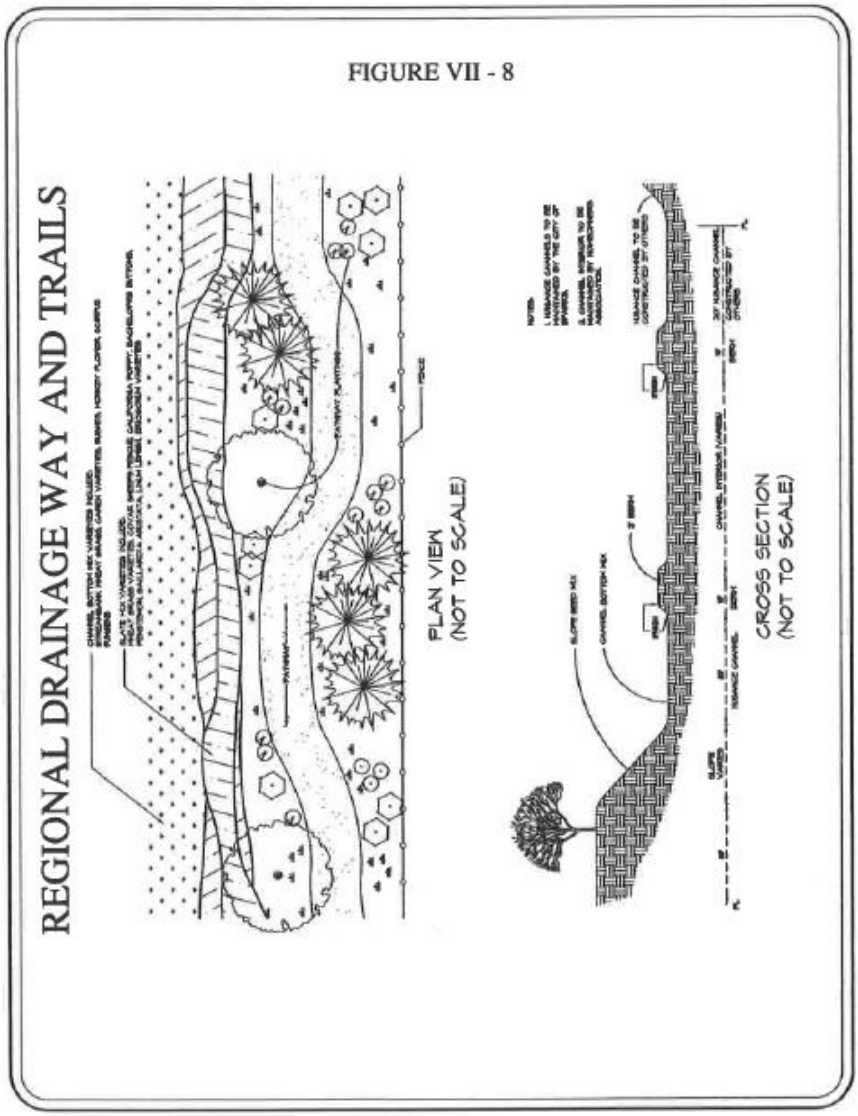

REGIONAL DRAINAGE WAY AND TRAILS
PLAN VIEW
(NOT TO SCALE)
CROSS SECTION
(NOT TO SCALE)

FIGURE VII-9

REGIONAL DRAINAGE WAY AND TRAIL

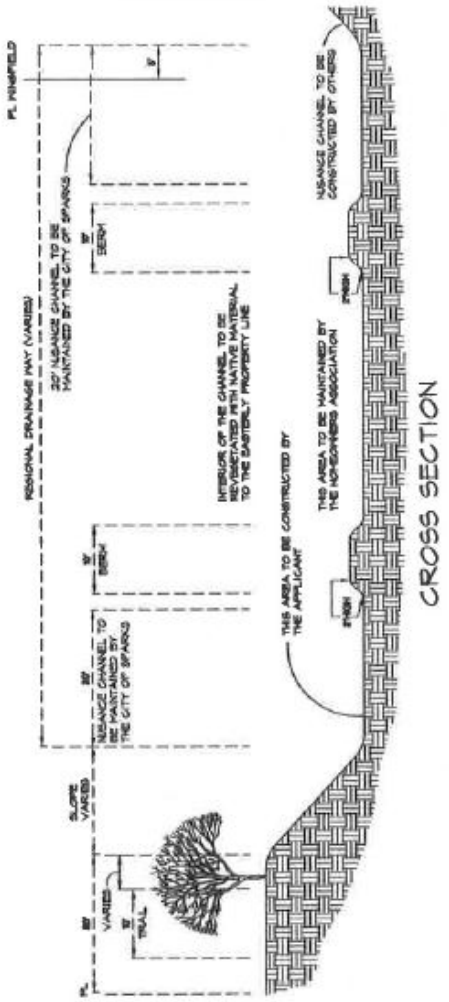
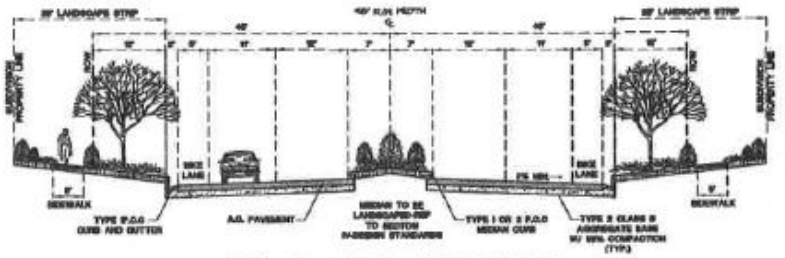
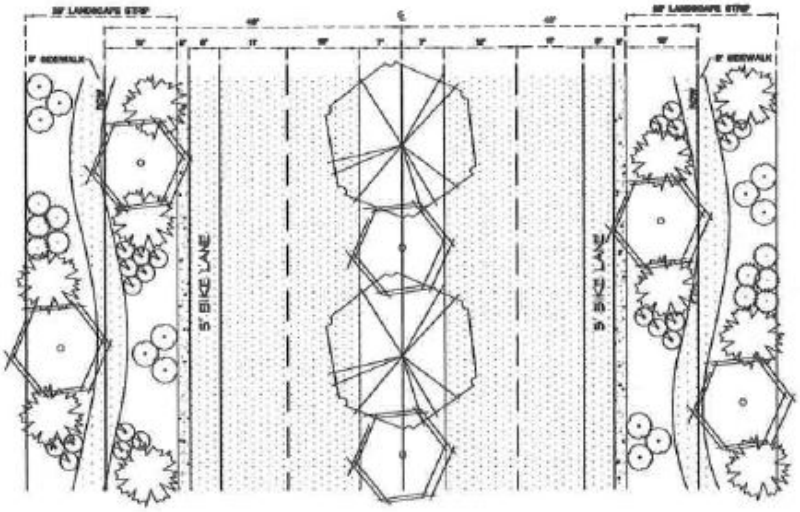


FIGURE VII-10

ARTERIAL



98' ROW STANDARD
NOT TO SCALE

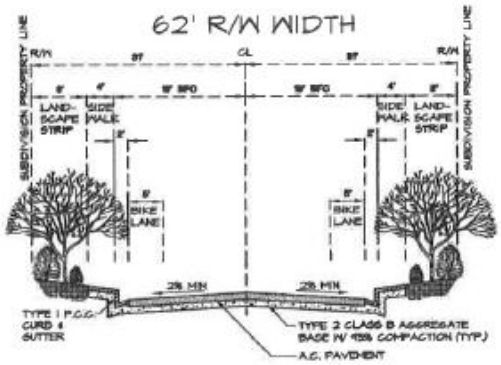


PLAN VIEW
NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS

FIGURE VII - 11

COLLECTOR STREET STANDARDS



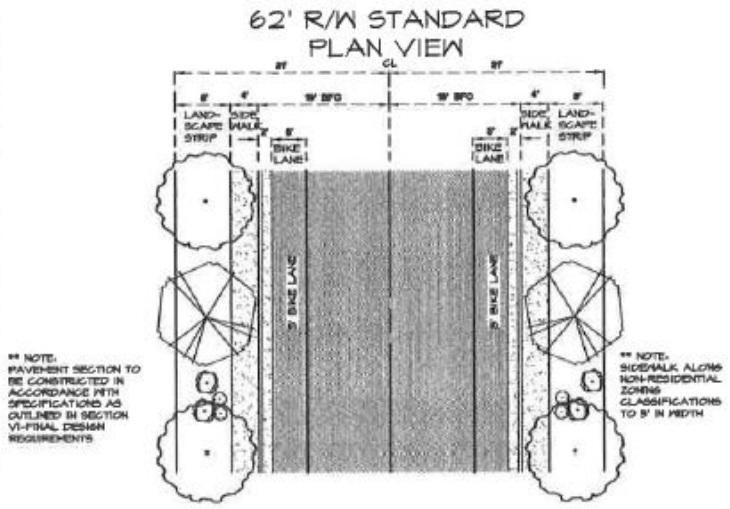


FIGURE VII - 12

LOCAL STREET SECTIONS

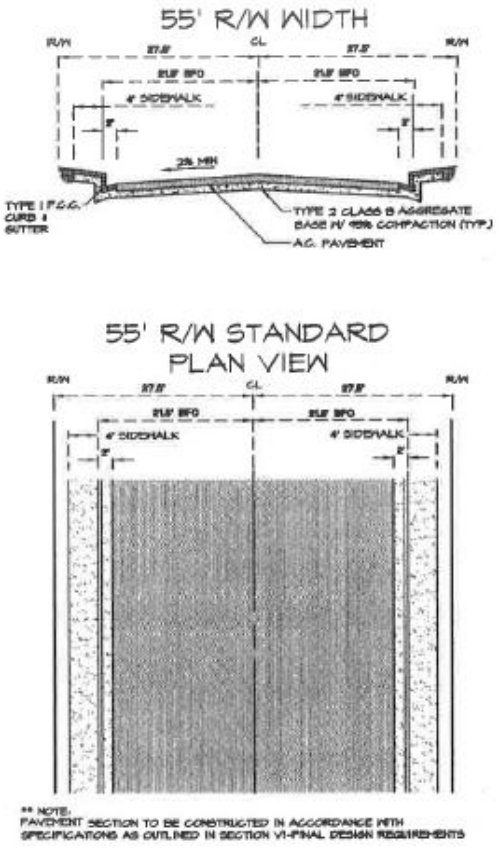
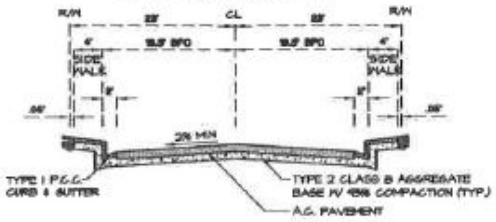


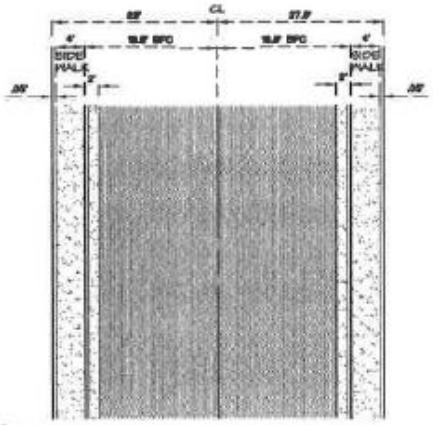
FIGURE VII - 13

LOCAL STREET SECTIONS

46' R/W WIDTH



CUL-DE-SACS LESS THAN 400' IN LENGTH



** NOTE:
PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION V-FINAL DESIGN REQUIREMENTS

FIGURE VII - 14

PRIVATE DRIVE

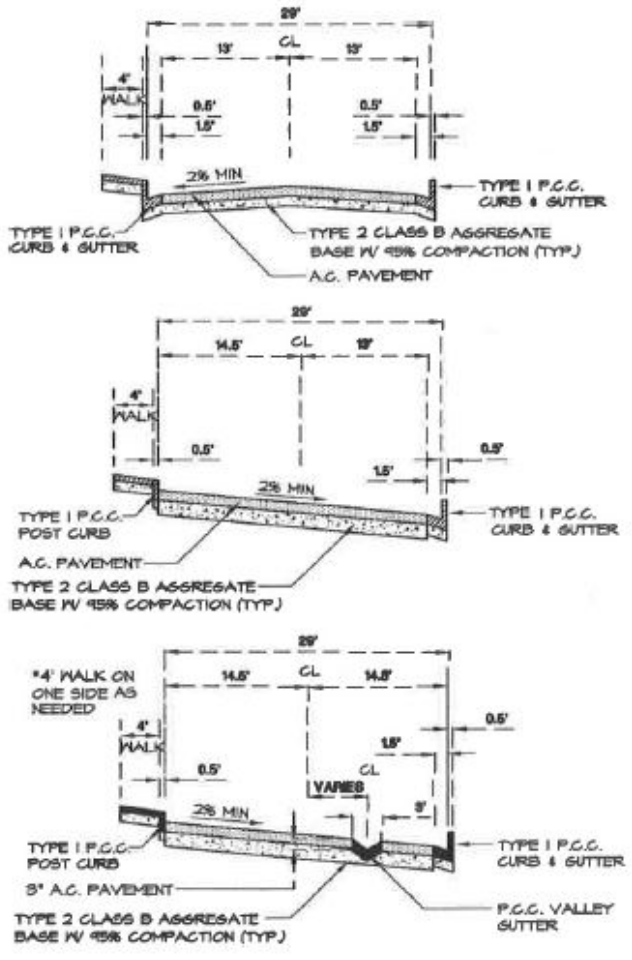


FIGURE VII - 15

PRIVATE DRIVE - PLAN VIEW

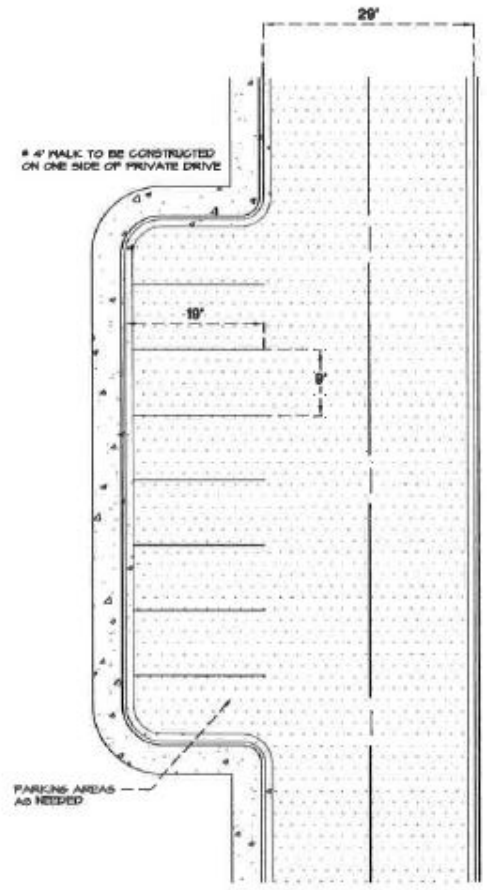
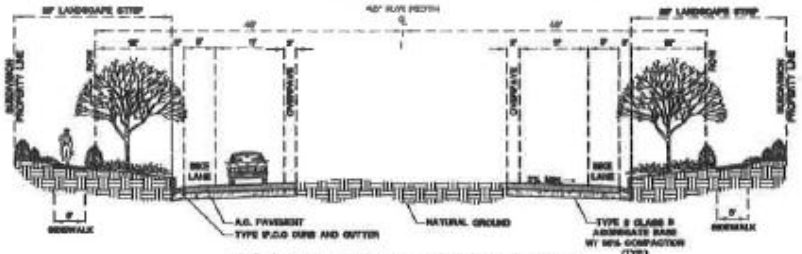


FIGURE VII-16

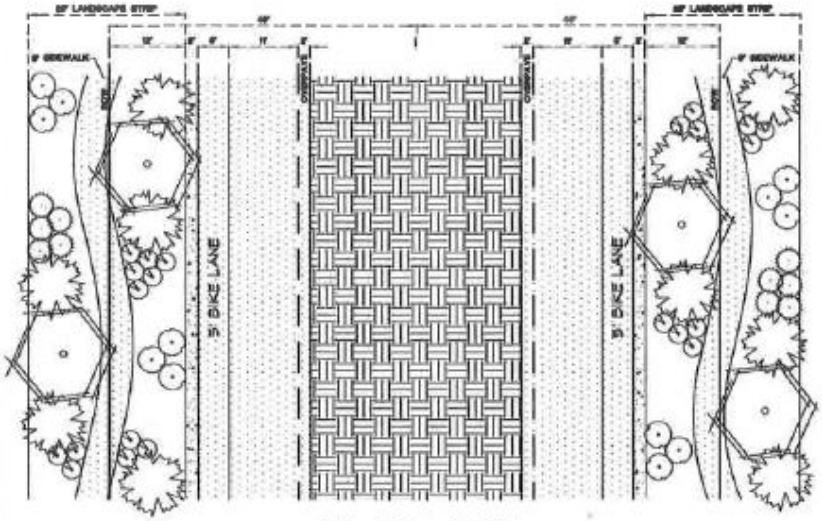
ARTERIAL-INTERMEDIATE BUILDOUT



98' ROW STANDARD

NOT TO SCALE

NOTE: PAVEMENT SECTION TO BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AS OUTLINED IN SECTION VI-FINAL DESIGN REQUIREMENTS



PLAN VIEW

NOT TO SCALE

NOTE: HILLS DRIVE TO CONSTRUCT ONE (1) 11' LANE IN EACH DIRECTION AS SHOWN. KILEY DRIVE TO CONSTRUCT TWO (2) 11' LANES IN EACH DIRECTION. REFERENCE TO SECTION VII-INFRASTRUCTURE AND PUBLIC SERVICES.

FIRE ACCESS AND PROTECTION

- Fire hydrants will be located not more than 300' apart.

- Secondary access to the *Pioneer Meadows* site will be constructed either from the north, tying into La Posada Drive, or from the west through the Kiley property to Pyramid Highway. The access road shall be twenty feet (20') in width and be improved with six inches (6") of type II aggregate compacted to 95% relative density. The secondary access road will be constructed concurrently with the construction of the "Ditch Crossing" on the arterial (Hills Drive), or prior to any stockpile of combustible materials and/or framing of any structures located on the north side of the crossing.

- Temporary secondary access from Vista Boulevard will be provided for the thirty (30) acre multi-family and the twenty-five (25) acre commercial sites located along the southern boundary line of *Pioneer Meadows*. This access will be constructed prior to the construction of the access road described above and prior to the framing of any structures located on the sites.

- Parking shall not be allowed on private streets having a width of twenty-nine feet (29').

- Gated Communities shall have roadway security gates that are operable by a device that senses emergency vehicle strobe lights. The sensing device must be compatible with the equipment used by the City of Sparks' Traffic Division. The roadway security gates shall allow fire equipment to pass safely through the roadway by fully opening upon sensing the emergency vehicle strobe light. They shall be able to open manually in the event of a power failure and shall meet the approval of the Fire Marshal.

- Any structures within the cluster home sites that are located more than 150' from fire apparatus access (as measured by an approved route around the exterior of the structure) shall be protected by an approved NFPA 13D fire sprinkler system to the satisfaction of the Fire Marshal.

- The developer must comply with any fire sprinkler ordinance in effect at the time.

- During construction phasing, fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall provide an all-weather driving surface. When the all-weather driving surface is not asphalt or concrete, it shall meet the specifications set forth in Title 14 of the City of Sparks' Municipal Code.

- The developer shall support increases in the NSSOI Public Facility fee for fire apparatus to adequately serve the development. Alternatively, if the fee is not increased, the developer will participate in discussions of alternative financing methods.

- No wood framing will be allowed on site until fire department access roads and fire hydrants meet the satisfaction and approval of the Fire Marshal.

AIR QUALITY

The primary sources of carbon monoxides are motor vehicles and wood burning stoves. The City of Sparks has banned the use of wood stoves in the area. All new homes built in this development will not be equipped with any type of wood burning apparatus. This ban on wood burning devices will help minimize the production of carbon monoxides produced by the development of this subdivision.

Prior to the commencement of construction of each phase or partial phase of this project, a Dust Control Plan will be submitted to the Air Quality Management Division of the Washoe County District Health Department for review and approval. All construction shall be conducted in accordance with the conditions placed upon the approved Dust Control Plan, as prescribed in Section 040.030(A) of the Washoe County District Board of Health Air Quality Regulations.

UTILITIES

Water

Truckee Meadows Water Authority (TMWA) will service *Pioneer Meadows. Pioneer Meadows* will be serviced from Pump Station #1 located in the Vistas. Water rights will be dedicated with each development per TMWA Rule 7.

Gas and Electric

All gas lines and underground electric service will be extended to the development with adequate capacity to service *Pioneer Meadows.*

Telephone and Cable Television

Telephone service will be provided by AT&T and cable television will be provided by Charter Communications.

Solid Waste

Solid waste materials will be removed by a disposal company. All residential developments will have mobile toters as a mandatory requirement.

Trash, dumpster and/or compactor enclosures are required for MF15, GC and BP. The enclosures will be compatible with the architectural scheme of the buildings and development.

SECTION VIII

COVENANTS, CONDITIONS AND RESTRICTIONS

COVENANTS, CONDITIONS AND RESTRICTIONS

Each residential and commercial development within *Pioneer Meadows* shall be subject to Covenants, Conditions and Restrictions (CC&R's). CC&R's will be developed prior to or concurrent with the development of the first final map for any division of land within *Pioneer Meadows*. CC&R's provided for *Pioneer Meadows* shall be consistent with this Handbook. The following describes the method with which these CC&R's will be developed for each applicable development area:

RD10A, SFR4, and SFR10

RD10A, SFR4, and SFR10 development areas shall be governed by CC&R's which, among other things, restrict certain activities on the building lot (e.g. commercial activities and number and types of pets) and impose architectural and landscaping guidelines and controls. The CC&R's shall conform with or impose greater restrictions than currently applicable ordinances and regulations. RD10A and SFR4 shall be limited expense liability planned communities pursuant to Nevada Revised Statute ξ 116.1203 and the CC&R's shall expressly restrict annual average liability for common expenses of all units as provided in Nevada Revised Statute ξ 116.1203.

The CC&R's shall also authorize the creation of a Homeowners' Association for the management and maintenance of the Common Area. The Homeowners' Association shall be organized as a Nevada nonprofit corporation. In order to ensure proper and continued landscape maintenance and an aesthetically pleasing corridor for ingress and egress to the development, the Homeowners' Association shall maintain the landscaping along the arterials and collector streets, which are located in the City of Sparks' right-of-way. Owners of GC, BP or MF15 property within *Pioneer Meadows* shall be required to enter into maintenance/license agreements with the Homeowners' Association whereby the Homeowners' Association shall manage and maintain such landscaping, at the cost of the GC, BP or MF15 property owner.

The CC&R's shall also establish an architectural control committee which shall evaluate and approve or disapprove architectural or landscaping improvements, additions or modifications to the lot or structures located thereon.

The builder shall provide incentives for rear yard landscaping (with a twelve (12) month implementation from the close of escrow) for the RD10A zoning classification.

GC and BP

Each development with the designation GC or BP shall have an exclusive set of CC&R's which shall control the architectural standards for such development and impose landscaping and maintenance obligations. All GC and BP areas shall be required to enter into the maintenance/license agreements with the Homeowners' Association as described above.

MF15 and MF15A

The MF15 and MF15A development areas shall also be subject to CC&R's which, among other things, restrict certain activities on the building lot (e.g. commercial

activities and number and types of pets) and impose architectural and landscaping guidelines and controls. Like GC and BP development areas, MF15 property owners shall be required to enter into maintenance/license agreements with the Homeowners' Association as described above.

The MF15 and MF15A property owners shall be granted nonexclusive licenses to use the common areas of the Homeowners' Association. The CC&R's shall provide that MF15 and MF15A property owners be assessed fees based upon the number of individual units constructed on the building lot, which shall be payable to the Homeowners' Association, to defer the cost of common area maintenance.

SECTION IX

APPLICATION

SITE NARRATIVE

Pioneer Meadows is located within the Northern Sparks Area. Pioneer Meadows exists in the City of Sparks and was previously approved as a residential community in July 1999. The original Pioneer Meadows Planned Development Handbook was amended to allow for the potential development of a municipal golf course and was approved in March of 2004. Also included in this amendment were some "housekeeping" changes regarding access, circulation and fencing.

The current Pioneer Meadows Handbook (MP06005) was completed by request of and in cooperation with the City of Sparks on behalf of Pioneer Meadows, LLC. The current Pioneer Meadows Handbook applies to Pioneer Meadows in its entirety (includes areas that were previously adopted as part of the original Master Plan).

The goals of the master amendment #4 are as follows:

- Clarify and correct inconsistencies with previous master plan to better reflect the City of Sparks Master Plan goals
- Incorporate the City of Sparks design and review requirements input to meet city requirements and planning goals
- Modify the land use classification locations to reflect site conditions

The Pioneer Meadows Master Plan Amendment #4. Master Plan Amendment #4 includes the following acreages as defined in the Master Plan Handbook: *acreages are approximate*

107 acres of Business Park (BP-A & BP-B)
Thirty (30) acres of General Commercial (GC)
Ninety-seven (97) acres of Multi-Family (MC15) and Multi-Family (MF-15A fifteen detached dwelling units per acre (du/ac)
Sixty-two (62) acres of Single Family (RD10) cluster development up to ten (10) du/ac
211 acres of Single Family (SF4) four (4) du/ac
133 acres of Common Area (CA)
Two parks of varying size (totaling seven and on-half (7.5) acres)

See attached Table II-1 for comparison between Master Plan Amendment #1, #2, #4

The property is surrounded by the following residential developments: Stonebrook to the north, Wingfield Springs to the east and south and Kiley Ranch North to the West. The major access to Pioneer Meadows is from Vista Boulevard. Vista Blvd delineates the southern border of the Pioneer Meadows and the northern border of Southern Wingfield Springs.

The Pioneer Meadows is a mixed-use neighborhood that integrates business parks, general commercial, single and multi-family homes, common area, open space and improved public parks. There is a mix of densities and units within the neighborhoods from single-family detached housing on single lots to neo-traditional clustered single-family home sites and zero lot line home sites. This variety of home products allow Pioneer Meadows to appeal to multiple markets and increase diversity with Sparks.

TABLE II-1
LAND USE BREAKDOWN
PIONEER MEADOWS LAND USE BREAKDOWN BETWEEN
MASTER PLAN AMENDMENT #1, #2, AND #4
DECEMBER 10, 2019

PIONEER MEADOWS MPA #1
PREPARED 7/99

PIONEER MEADOWS MPA #1	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	47	
BUSINESS PARK	109	
MF15	84	1260
RD10A	60	600
SFR4	182	728
COMMON AREA	139	
PARKS	9	
SCHOOL	10	
TOTALS	640	2588
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.04

COMBINED MASTER PLAN
AMENDMENT #1 AND #2
PREPARED 2006

OVERALL AREA MASTER PLAN FOR 1 AND 2	AREA (AC)	MAX.UNIT COUNT (DU/AC)
GENERAL COMMERCIAL	25	
BUSINESS PARK	102	
MF15 & MF15A 15 DU/AC	91	1365
RD10A 10 DU/AC	60	600
SFR4	197.8	791
COMMON AREA	146.7	
PARKS	9	
SCHOOL	8.5	
TOTALS	640	2756
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31

COMBINED MASTER PLAN AMENDMENT
#1, #2, & #4
PREPARED 2018

OVERALL AREA MASTER PLAN FOR 1, 2, & 3	AREA (AC)	MAX.UNIT COUNT (DU/AC)	ACTUAL UNIT COUT
GENERAL COMMERCIAL	30		
BUSINESS PARK	107		
MF15 & MF15A 15 DU/AC	97	1455	938
RD10A 10 DU/AC	62	620	536
SFR4	211	844	844
COMMON AREA (*includes 7.5 ac of Parks)	133		
TOTALS	640		2318
Max Residential Units			2756
Remaining Units			438
MAXIMUM ALLOWABLE DENSITY RESIDENTIAL (DU/AC)		4.31	

Sparks City Council Meeting
9/12/2022 2:00 PM

10.1. Public Hearing, consideration, discussion, and possible approval of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022, for submittal to the United States Department of Housing and Urban Development. (For Possible Action)

Item Title: Public Hearing, consideration, discussion, and possible approval of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022, for submittal to the United States Department of Housing and Urban Development. (For Possible Action)
Petitioner/Presenter: Community Services Department, Applicant/Amy Jones, Housing Specialist
Recommendation: Staff recommends the City Council approve submission of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022, to the United States Department of Housing and Urban Development.
Financial Impact: $0.00 **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This agenda items asks the City Council to approve the Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to the United States Department of Housing and Urban Development (HUD). The CAPER is an account of how the City of Sparks and the Washoe County HOME Consortium (WCHC), comprised of Washoe County and the cities of Reno and Sparks, expended CDBG and HOME funding, respectively, during Fiscal Year (FY) 2021-2022. Preparation and submission of a CAPER is a requirement of receiving CDBG and HOME funding for the City of Sparks.

Background:

The City of Sparks is designated by the United States Department of Housing and Urban Development (HUD) as an Entitlement Community under the Community Development Block Grant (CDBG) Program. As an Entitlement Community, the City receives a direct allocation of CDBG funding each Program Year (PY) of the approved Five-Year Consolidated Plan for 2020 – 2024. The City must prepare and submit a Consolidated Annual Performance and Evaluation Report (CAPER) to HUD as a condition of receiving federal CDBG and Home Partnership Program (HOME) funding. The City of Sparks partners with the City of Reno and Washoe County in the Washoe County Home Consortium (WCHC). Via the WCHC, the three jurisdictions receive an annual allocation of HOME funds, which are used to assist in the development of affordable housing. The City of Reno serves as the lead agency for the WCHC and the City of Sparks and Washoe County are Participating Jurisdictions (PJs).

Attached as Exhibit 1 is the "Final Draft" of the CAPER for PY 2, FY 2021-2022, for the City of Sparks. This submission is referred to as the "Final Draft" until such time that HUD approves the submission.

In accordance with CDBG regulations and the City of Sparks Citizen Participation Plan, HUD requires a public comment period for the community. The fifteen-day public comment period began August 26, 2022, with advertisement of the CAPER in the Reno Gazette-Journal on August 22, 2022, (advertisement attached as Exhibit 2), and concludes on September 12, 2022, at the commencement of the City Council meeting, following which all public comments will be accumulated and incorporated into the "Final Draft" of the CAPER. A community meeting soliciting public comment was held at the Sparks Legislative Building on September 7, 2022. The Final Draft must be submitted to HUD no later than September 30, 2022.

The CAPER provides an overview of the activities the City of Sparks undertook during FY 2021-2022, including the amount of funding expended, and accomplishments achieved using CDBG, HOME, and other funding. The CAPER reviews the City and WCHC's community development and affordable housing accomplishments. As such, it serves as an assessment of progress made toward the jurisdiction's goals as specified in the Five-Year Consolidated Plan. The CAPER is a programmatic review and done in addition to the City's annual financial audit.

Analysis:

The City of Sparks was allocated $695,956.00 in new CDBG funding for FY 2021-2022 and carried over $728,273.90 from previous years. The City also carried forward $28,139.00 of CDBG-CV-I CARES Grant funding and $563,113.00 of CDBG-CV-III CARES Grant funding, totaling $591,252.00, for use in response to the Coronavirus pandemic.

In June 2021, HUD performed an On-site Environmental Monitoring Review and identified two findings: 1) the City did not fully document compliance with environmental review regulations for the 2017 Pedestrian Improvement project; and 2) the City committed funds to housing rehabilitation projects prior to receiving HUD authorization and failed to properly document the environmental review record. HUD determined the City was required to return funds to the City's CDBG line of credit. Accordingly, the City paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan program, and the Emergency Repair Grant program for the period of June 2021 to June 2022 while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan and decommitted CDBG funding from specific activities in the amount of $380,748.00.

The City of Sparks has amended the FY 2021-2022 Annual Action Plan to return CDBG funds to its CDBG line of credit by removing or amending the following activities:

• Remove $50,500.00 for Housing Rehabilitation Administration activities.

• Remove $50,000.00 of new grant funding and $41,494.13 of program income for implementation of the Housing Rehabilitation Deferred Loan activities.

• Reduce Fair Housing Activities from $25,000.00 to $6,250.00, reallocating $18,750.00 to Pedestrian Improvements.

• Reduce Pedestrian Improvements activities from $969,600.77 to $699,864.00; reallocate $18,750.00 from Fair Housing Activities. Total $718,614.00.

In FY 2021-2022, the City of Sparks allocated CDBG funds to the following Activities:

The City provided $109,163.00 of its FY 2021-2022 CDBG allocation to support the operations of the Community Assistance Center (CAC), formerly located on Record Street. The CAC consisted of the Men's Drop-in Center, Women's Drop-in Center and the Family Shelter. The CAC provided a total 158 beds. However, the local jurisdictions recognized the need to provide more emergency beds and resources to address the growing homeless population. The three jurisdictions therefore combined resources, including Coronavirus Aid Relief and Economic Security Act (CARES) funds, to acquire land to develop and construct the Nevada Cares Campus. The Cares Campus opened in May of 2021 and includes both the emergency shelter (604 beds) and safe camp (45 tents). Additionally, the City of Sparks allocated $704,408 from its American Rescue Plan Act (ARPA) funds to support the operations of the Cares Campus and $3,895,765 from its general fund to support the physical expansion of the campus. Due to the City utilizing other funding resources, no ($0) CDBG funds were used on this activity.

A total of $148,366.00 was allocated for Planning and Administrative activities with $31,894.89 of actual expenditures, which cover staffing costs for the City's program. An additional $50,500.00 was allocated for Housing Rehabilitation Administration activities. However, no ($0) actual expenditures were incurred for these purposes because the Single-Family, Homeowner Occupied Housing Rehabilitation Deferred Loan Program was on hold while the city completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to $0 to allow for return of funds to the City's CDBG line of credit.

A total of $91,494.13 was allocated to the Single-Family, Homeowner Occupied Housing Rehabilitation Deferred Loan Program, which included $50,000.00 of entitlement grant funds and $41,494.13 in Program Income (i.e., money paid back from previous loans). This activity was on hold while the City completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to $0 to allow for return of funds to the City's CDBG line of credit.

A total allocation of $969,600.77 of FY 2021-2022 funds (includes prior year carry forward amounts) were made available for community investment in pedestrian improvements. This activity was on hold while the City completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to

$718,614.00 to allow for return of funds to the City's CDBG line of credit. No improvement projects were undertaken in FY 2021-2022. These funds will rollover to FY 2022-2023.

The City of Sparks and the City of Reno jointly provided the sum of $50,000.00 ($25,000.00 each) to Silver State Fair Housing Council to further Fair Housing initiatives and efforts throughout the region. Due to delays in processing the contract between the three entities, the final contract covered the fourth quarter of FY2021-2022 (April 1, 2022 to June 30, 2022). This activity was reduced to $6,250.00 to fund only the fourth quarter, with actual expenditures of $5,020.15.

A total of $591,252.00 of CDBG Covid-19 funds were available to prevent, prepare, or respond to the Coronavirus Pandemic. This amount included $28,139.00 of CDBG-CV-I CARES Grant funding and $563,113.00 of CDBG-CV-III CARES Grant funding. The City expended $0 during FY 2021-2022. These funds will rollover to FY 2022-2023.

The WCHC uses HOME funds from HUD, as well as other affordable housing funding sources, to foster the development of affordable rental housing. In FY 2021-2022, HOME funds were awarded to Northern Nevada Community Housing in the amount of $20,970.50 for predevelopment costs for their new affordable housing project, Truckee Heights, located on Prater Way in Sparks. Truckee Heights will consist of 40 affordable housing units, with eight units set aside for veterans, in partnership with the Veterans Administration of Northern Nevada. In addition, the WCHC approved four new affordable housing projects (567 units) targeting seniors and two rehabilitation projects (90 units) at existing Section 8 Project Based properties located in Washoe County.

Alternatives:

1. City Council may approve submittal of the CAPER to HUD as presented.
2. City Council may direct staff to make changes to the CAPER and submit it to HUD.

Recommended Motion:

I move to approve the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022 for submittal to the United States Department of Housing and Urban Development.

City of Sparks CAPER

Consolidated Annual Performance and Evaluation Report (CAPER) PY 2, FY 21-22

Public Hearing Draft 09/12/2022

SPARKS, NEVADA

EIN/TIN #: 88-6000202

UEI#: JC8PKJTFNM86

OMB Control No: 2506-0117 (exp. 09/30/2021)

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The City of Sparks was allocated $695,956 in new CDBG funding for Fiscal Year (FY) 2021-2022 and $728,273.90 of funding carried over from previous years. The city also carried forward $28,139 of CDBG-CV-I CARES Grant funding and $563,113 of CDBG-CV-III CARES Grant funding, totaling $591,252, for use in response to the Coronavirus Pandemic.

The City of Sparks continues to prioritize and implement projects that meet the immediate needs of low to moderate income (LMI) individuals and families of the Sparks community in accordance with the Area Median Income (AMI) guidelines as established by HUD.

In June 2021, HUD performed an On-site Environmental Monitoring Review and identified two findings: 1) the City did not fully document compliance with environmental review regulations for the 2017 Pedestrian Improvement project; and 2) the City committed funds to housing rehabilitation projects prior to receiving HUD authorization and failed to properly document the environmental review record. HUD determined the City was required to repay funds to the City's CDBG line of credit. The city paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan program and the Emergency Repair Grant program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan and decommitted CDBG funding from specific activities, in the amount of $380,748.

The City of Sparks amended the FY 2021-2022 Annual Action Plan to repay CDBG funds to HUD by removing or amending the following activities:

- Remove $50,500 for Housing Rehabilitation Administration activities.
- Remove $50,000 of new grant funding and $41,494.13 of program income for implementation of the Housing Rehabilitation Deferred Loan activities.
- Reduce Fair Housing Activities from $25,000 to $6,250, reallocating $18,750 to Pedestrian Improvements.
- Reduce Pedestrian Improvements activities from $969,600.77 to $699,864; reallocation of $18,750 from Fair Housing Activities. Total $718,614.

A total of $148,366 was allocated for Planning and Administrative activities with $31,894.89 of actual expenditures, which cover staffing costs for the program. An additional $50,500 was allocated for Housing Rehabilitation Administration activities with $0 of actual expenditures used to cover the administration costs of providing loans and grants. The Single-Family, Homeowner Occupied Housing Rehabilitation Deferred Loan Program was on hold while the city completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to $0 to allow for repayment of HUD funds.

A total of $91,494.13 was allocated to the Single-Family, Homeowner Occupied Housing Rehabilitation Deferred Loan Program, which included $50,000.00 of entitlement grant funds and $41,494.13 in Program Income (i.e., money paid back from previous loans). This activity was on hold while the city completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to $0 to allow for repayment of HUD funds.

A total allocation of $969,600.77 of FY 2021-2022 funds (includes prior year carry forward amounts) were made available for community investment in pedestrian improvements. This activity was on hold while the city completed the HUD Environmental Monitoring Review and processed the Substantial Amendment to the 2021-2022 Annual Action Plan. This activity was reduced to $718,614 to allow for repayment of HUD funds. No improvement projects were undertaken in the FY 2021-2022. These funds will rollover to FY 2022-2023.

The City of Sparks and the City of Reno jointly provided the sum of $50,000.00 ($25,000.00 each) to the Silver State Fair Housing Council to further Fair Housing initiatives and efforts throughout the region. Due to delays in processing the contract between the three entities, the final contract covered the fourth quarter of FY2021-2022 (April 1, 2022 to June 30, 2022). This activity was reduced to $6,250 to fund only the fourth quarter, with actual expenditures of $5,020.15.

A total of $591,252 of CDBG Covid-19 funds were available to prevent, prepare or respond to the Coronavirus Pandemic. This amount included $28,139 of CDBG-CV-I CARES Grant funding and $563,113 of CDBG-CV-III CARES Grant funding. The city expended $0 during FY 2021-2022. These funds will rollover to FY 2022-2023.

The Washoe County HOME Consortium (WCHC) provided funding to a range of housing development initiatives which met the needs of families at different income levels. Funding for rental projects is targeted for very low and extremely low income households.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordability of Decent Housing	Affordable Housing	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	10	1	10.00%	155	0	0.00%
Availability/Accessibility of Decent Housing	Affordable Housing	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	12	1	8.33%	12	0	0.00%
Provide Suitable Living Environment	Homeless	CDBG: $	Homeowner Housing Rehabilitated	Household Housing Unit	5	1	20.00%	0	0	0.00%
Provide Suitable Living Environment	Homeless	CDBG: $	Homeless Person Overnight Shelter	Persons Assisted	0	0	0.00%	0	0	0.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City of Sparks did not use CDBG funds to support the homeless shelter, as identified in the plan; however, the city allocated American Rescue Plan Act (ARPA) funds toward the operations of the new Nevada Cares Campus and allocated General Fund dollars to assist with construction costs to expand the campus. The city allocated funding to Silver State Fair Housing Council to support fair housing throughout the Sparks community. As stated above, the Emergency Repair Grant, Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan and Pedestrian Improvement activities were paused, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan.

CR-10 – Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	7
Black or African American	2
Asian	0
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	**16**
Hispanic	0
Not Hispanic	16

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG funds assisted 16 households in the fourth quarter of FY 2021-2022 through Silver State Fair Housing Council. (Note: Seven (7) individuals reported "other" when completing the Racial and Ethnic data, not included in the table above, bring the total to 16.) Due to the Emergency Repair Grant Program, Housing Rehabilitation Deferred Loan Program and Pedestrian Improvements being paused during FY 2021-2022, resulted in 0 households assisted, no additional data is available.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	$1,414,123.90	35,071.44

Table 3 - Resources Made Available

Narrative

The City paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan and decommitted CDBG funding for specific activities. The City did not allocate funding toward activities to prevent, prepare for or respond to the spread of COVID during FY 2021-2022. The City did not commit CDBG funds toward the operations of the homeless shelter, instead the city allocated ARPA funds and General Fund dollars to the new Nevada Cares Campus.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Sparks West End	100	0	Pedestrian Improvements Activity (i. e. curb and gutter replacement, road replacement, etc.)

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The former homeless shelter, the Community Assistance Center (CAC) consisted of the Men's Drop-in Center, Women's Drop-in Center and the Family Shelter. The CAC provided a total 158 beds. The local jurisdictions recognized the need to provide more emergency beds and resources to address the growing homeless population. The three jurisdictions combined resources including Coronavirus Aid Relief and Economic Security Act (CARES) funds to acquire land to develop the Nevada Cares Campus. The Nevada Cares Campus opened in May of 2021. The Cares Campus includes both the emergency shelter (604 beds) and safe camp (45 tents). Additionally, the City of Sparks allocated ARPA funds toward the operations of the Nevada Cares Campus and General Fund dollars toward the expansion of the campus.

While the City of Sparks is not a direct recipient of Emergency Shelter Grant funding (ESG), the city's homeless population benefits from a regional collaborative effort with City of Reno, Washoe County and the City of Sparks working collectively to meet the needs of the homeless population. ESG and HOME funds are used as a regional resource and leverage mechanism.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	150	0
Number of Non-Homeless households to be provided affordable housing units	0	657
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**150**	**657**

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	567
Number of households supported through Rehab of Existing Units	5	90
Number of households supported through Acquisition of Existing Units	0	0
Total	**5**	**657**

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The difference between the goals and outcomes needs to be considered from two separate perspectives:
1) The City paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan.

The City did not allocate funding toward activities to prevent, prepare for or respond to the spread of COVID during FY 2021-2022.

2) The primary difference between the goals and outcomes as it relates to number of affordable housing units, is directly related to the HOME Program accomplishments. During FY 2021-2022, the WCHC approved four new affordable housing projects specifically for seniors and two rehab projects of existing Section 8 Project Based properties.

Discuss how these outcomes will impact future annual action plans.

The City will resume the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program in the 2022-2023 Annual Action Plan.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	0	109
Low-income	0	548
Moderate-income	0	
Total	**0**	**657**

Table 7 – Number of Households Served

Narrative Information

The one-year goals represent the number of families that received support due to the year's combined funding efforts of HOME and CDBG allocations. The City paused the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan. Additionally, the primary difference between the goals and outcomes as it relates to the number of affordable housing units is directly related to the HOME Program accomplishments. During FY 2021-2022, the WCHC approved four new affordable housing projects specifically for seniors and two rehabilitation projects at existing Section 8 Project Based properties. New HOME funding was awarded to Northern Nevada Community Housing in the amount of $20,970.50 for predevelopment costs for their project new affordable housing project located on Prater Way in Sparks. Truckee Heights will consist of 40 affordable housing units and will include eight units for veterans in partnership with the Veterans Administration of Northern Nevada.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Sparks is a Participating Jurisdiction (PJ) and member of the Washoe County HOME Consortium (WCHC). The WCHC is comprised of the three local jurisdictions: the City of Reno (Lead Agency), City of Sparks (PJ) and Washoe County (PJ). In addition to the three jurisdictions that comprises the WCHC, the three jurisdictions are also active members of and contributors to the Northern Nevada Continuum of Care (NNCoC), which is a collective of several social resource organizations and stakeholders that engages in a collaborative outreach effort to the homeless population of the regional community and provides necessary life resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Community Assistance Center, (CAC) continued to operate at or near capacity during FY 2020-2021. The local jurisdictions recognized the need to provide more emergency beds and resources to address the growing homeless population. The three jurisdictions combined resources, CARES Act funds to acquire land to develop the Nevada Cares Campus. The Nevada Cares Campus opened in May of 2021. The Nevada Cares Campus includes both the emergency shelter (604 beds) and safe camp (45 tents). During FY 2021-2022, the City of Sparks allocated ARPA funds toward the operations of the shelter and General Fund dollars toward construction costs.

As prospective clients enter the Nevada Cares Campus, they are assessed by utilizing the Community Housing Assessment Tool (CHAT) and triaged to the appropriate type of housing based on their needs. This assessment utilizes the federal Homeless Management Information System (HMIS) and through the HMIS system, it creates a prioritized Community Housing List or Queue. The Queue will then be used as the community waiting list for housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Preventing homelessness in Washoe County is especially difficult due to the limited stock of affordable housing units and properties that accept the Housing Choice Voucher (HCV).. The region's primary

strategy is to increase the number of affordable units constructed with HOME and CDBG assistance. CoC members have worked to decrease homeless persons' length of stay in emergency or transitional housing, while implementing processes to support transitions to permanent housing, rather than experiencing a relapse into street homelessness, and to increase the income of chronically homeless individuals to assist in the transition to permanent housing and independent living. To achieve this objective, CoC members have evaluated admission and discharge policies of existing programs to determine barriers to stay for chronically homeless participants. Efforts have also been undertaken to implement the SOAR program in earnest and improve the ability of workers to assist their clients to access Social Security Disability as well as Food Stamps and Medicaid.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Washoe County continues to expand the Nevada Cares Campus to provide essential resources at one location. The Nevada Cares Campus will include the overnight shelter, consisting of 604 beds, permanent bathrooms, laundry facility, Safe Camp, consisting of 45 tents, Welcome Center which will include intake, training, case management, therapy, dining, overflow capacity and supportive housing. Homeless individuals will be assisted to locate safe alternative housing. There are several aggressive, regularly scheduled outreach activities that take place each week for persons living on the street through the Mobile Outreach Safety Team (the MOST Team), a local partnership between mental health and law enforcement agencies, and the Veterans' Administration Health Care for Homeless Veterans program. Once outreach occurs, persons are connected immediately to the most appropriate resources based upon individuals' unique needs. All outreach activities will be conducted with resources that can immediately provide either a direct service or connection to appropriate resources. For example, transportation will be offered to assist individuals in accessing medical care, shelter, food, clothing, Washoe County Social Services, and other mainstream resources. If a need is identified during the outreach episode that cannot be addressed immediately, case management and follow up will occur to ensure the individual receives the services they need in a timely manner.

The City of Sparks created the Homeless Outreach Proactive Engagement (HOPE) team in 2020. The HOPE team's primary objective is to offer services and assist those experiencing homelessness through a boots-on-the-ground approach. The HOPE team assesses the individual's needs and aligns them with several field-based services and local Medicaid resource partnerships.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Reno Housing Authority (RHA) is regarded as a high performing organization in the spectrum of public housing. RHA is a separate entity governed by an independent board of directors. The RHA serves the region by providing affordable rental housing and administering the Housing Choice Voucher and Public Housing programs. RHA owns and operates over 750 Public Housing units; 285 of these units are designed for seniors and persons with disabilities. RHA administers 2,724 Housing Choice Vouchers to low-income residents. In addition, RHA owns and operates a variety of other multi-family housing properties and over 160 scattered site single family homes. During FY 2021-2022, the RHA increased the number of HUD Veterans Affairs Supportive Housing (VASH) Vouchers to 416. The RHA was also awarded 137 Emergency Housing Vouchers (EHV) assisting homeless individuals with affordable housing in direct partnership with local agencies providing case management. Additionally, in FY 2021-2022, the RHA was awarded 15 Homeless Youth Vouchers to support youth experiencing homelessness locate permanent housing.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

RHA has a long history of providing self-sufficiency programs for their clients, including the Workforce Development Program. The City of Sparks actively partners with RHA to continue to explore affordable housing development opportunities. RHA promotes ongoing resident activities, including year-round youth programs at the family sites and regular Resident Council meetings at all public housing sites. RHA solicits input from residents at each of the Resident Council meetings regarding improvements within their complex and future resident activities. Resident service contracts are executed with residents to help maintain certain aspects of their complex. The City of Reno, City of Sparks and Washoe County HOME Consortium frequently partner with RHA to implement housing programs and projects, including the Neighborhood Stabilization Program, and HOME-funded development projects. The RHA is one of 39 housing authorities across the country participating in the HUD's Moving to Work (MTW) program. MTW allows agencies to propose and test innovative, locally designed approaches to administering housing programs and self-sufficiency strategies. Using MTW flexibility, RHA proposes and implements alternatives to certain federal regulations which are spelled out in an agreement between HUD and the agency.

Actions taken to provide assistance to troubled PHAs

Not applicable (NA).

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In 2015, the City of Sparks undertook a complete re-write of its zoning code. Major changes included establishing minimum residential densities and permitting multi-family housing development in the City's mixed-use zoning districts "by right," meaning that projects that comply with the zoning standards are approved administratively (i.e., do not require a public hearing or consideration by the Planning Commission or City Council). These changes streamline the project approval process, reducing uncertainty and cost. In 2016, the City undertook the first major update of its Comprehensive Plan in decades. The 2016 updated included, as major policy emphasis, goals to promote the development of housing is available, affordable, and accessible to a diverse and growing population. In 2017, the city further refined the 2015 updates to the zoning code revising definitions, permitted uses, landscaping, density, and parking and design standards.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Reno, City of Sparks and Washoe County have collaborated in coordinating housing and service provision for the region, including mitigating homelessness. Additionally, Collaboration with non-profit service providers and especially Washoe County Social Services has been, and will continue to be, a priority in identifying and meeting underserved needs. As stated above, during FY 2021-2022, the three jurisdictions combined resources to purchase land, sprung structure, construction costs, and fund operating expenses of the Nevada Cares Campus.

Significant progress towards improving the quality of life of all residents, including low-income households, has occurred through the implementation of specific projects. With funding from CDBG and HOME, the City of Sparks, and its partners in the WCHC have been able to fund several initiatives and projects to expand affordable housing opportunities. During FY 2021-2022, the WCHC approved four new affordable housing projects specifically for seniors and two rehabilitation projects at existing Section 8 Project Based properties. New HOME funding was awarded to Northern Nevada Community Housing in the amount of $20,970.50 for predevelopment costs for their project new affordable housing project located on Prater Way in Sparks. Truckee Heights will consist of 40 affordable housing units and will include eight units for veterans in partnership with the Veterans Administration of Northern Nevada.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City of Sparks Single-Family Housing Rehabilitation Program requires that homes built prior to 1978 are tested for environmental hazardous materials (i. e. Lead Base Paint (LBP) and Asbestos Containing Materials(ACM)). A qualified consultant is retained to assure that proper testing of hazardous materials is addressed prior to any construction taking place.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

As part of the City's Planning and Administrative activities, Sparks continued to collaborate with Silver State Fair Housing Council to support fair housing compliance throughout the community. The City, along with the City of Reno and Washoe County supported the implementation of the Nevada Cares Campus to address the growing homeless population.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Sparks, as a participating member of the WCHC and sub-recipient of HOME funds, will continue to be an active and supportive member of the Northern Nevada Continuum of Care (NNCoC).

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

As a participating member of the WCHC and sub-recipient of HOME funds, the City of Sparks will continue to be an active and supportive member of the Northern Nevada Continuum of Care (NNCoC).

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City of Sparks has taken progressive actions of correcting Pedestrian Improvements issues identified in qualified "Low to Moderate Area Income" (LMI) census tracts of the community to mitigate the ADA related barriers identified in the Analysis of Impediments (AI). While the City of Sparks was unable to initiate pedestrian improvement projects this year, the City will resume the program in the FY 2022-2023 Annual Action Plan. Additionally, the City of Sparks has joined forces with local jurisdictions (i. e. City of Reno and Washoe County) in the preparation of an outline report of "Analysis of Impediments" (AI). The City of Sparks and the City of Reno has jointly contracted with "Silver State Fair Housing Council" (SSFHC) to implement initiatives identified in the Analysis of Impediments.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Sparks did not enter into an agreement with Silver State Fair Housing Council until the fourth quarter of FY 2021-2022 and staff will monitor the activities for the period of April 1, 2022 – June 30, 2022. The City of Sparks did not expend CDBG funds toward the Nevada Cares Campus during FY 2021-2022.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Pursuant to the Citizen Participation Plan developed by the City of Sparks, and in compliance with 24 CFR 91, a "draft" of the CAPER was provided for a 15-day public comment period from August 26, 2022 through September 12, 2022. Notification was published in the Reno Gazette Journal on August 22, 2022 and a public meeting was held on September 7, 2022. No comments were received during the public meeting. However, any public comments received during the CAPER presentation before City Council on September 12, 2022 will be incorporated into the Final CAPER.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City paused the Pedestrian Improvement project, the Single-Family Homeowner Occupied Housing Rehabilitation Deferred Loan Program and the Emergency Repair Grant Program for the period of June 2021 to June 2022, while the City processed a Substantial Amendment to the CDBG FY 2021-2022 Annual Action Plan. The City will resume these activities in the FY 2022-2023 Annual Action Plan. **Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A

CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF

Table 8 – Total Labor Hours

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF

Table 9 – Qualitative Efforts - Number of Activities by Program

Narrative

REQUEST FOR PUBLIC COMMENT
ON THE
Program Year 2, Fiscal Year 2021/2022 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME)
CITY OF SPARKS

A public comment period will begin on **Wednesday, August 26, 2022** on the CAPER by the City of Sparks for funding received under CDBG and HOME Investment Partnerships Programs during FY 2020 - 2021. Copies of the draft will be available beginning on **Wednesday, August 26, 2022** at the City of Sparks, Community Services Department, 431 Prater Way, Sparks, Nevada 89431.

You may also call Amy Jones, Housing Specialist at (775) 353-2386 to request a copy for your review. A public meeting will be held on **Wednesday, September 7**, **2022** from 5:00 pm to 5:30 pm in the City of Sparks, Legislative Building at 745 4th Street, Sparks, Nevada 89431.

The public comment period will end on **Monday, September 12, 2022** during the meeting of the Sparks City Council (the meeting is scheduled to begin at 2:00 pm). The public is invited to offer public comment at this meeting. Written comments may be submitted to Amy Jones, Housing Specialist- Community Services Department, City of Sparks, P.O. Box 857, Sparks, NV 89432 or by email to ajones@cityofsparks.us. Written comments must be received no later than 2:00 pm on **Monday, September 12, 2022.**

Consolidated Annual Performance and Evaluation Report

FY 2021-2022 CAPER

COMMUNITY DEVELOPMENT BLOCK GRANT

FY 2021-2022 CDBG Funding

FY 2021-2022 CDBG Funding Allocation	Rollover Funds	CDBG-CV (COVID)
$695,956	$728,273	$591,252

FY 2021-2022 CDBG Activities

- Housing Rehabilitation Deferred Loan Program
- Pedestrian Improvements
- Fair Housing
- Planning and Administration
- Housing Rehabilitation Administration
- Community Assistance Center Operations
- CDBG-CV

Program Delays

HUD Monitoring Review

Process Substantial Amendment

Return Funds to the City's Line of Credit

Activity	Allocation	Actual
Planning and Administration	$148,366	$31,984
Housing Rehabilitation Deferred Loan Program	$91,494	$0
Housing Rehabilitation Administration	$50,500	$0
Pedestrian Improvements	$969,600	$0
Fair Housing	$25,000	$5,020
Community Assistance Center	$109,163	$0
CDBG-CV	$591,252	$0

FY 2022-2023 Annual Action Plan

Pedestrian Improvement Project scheduled to start- September 6, 2022.
Emergency Repair Grant and Homeowner Deferred Loan Program will resume early fall
Contract with Silver State Fair Housing Council approved
Implementation of Homeless Youth

Staff Recommendation

Staff recommends the City Council approve the submission of the Community Development Block Grant Consolidated Annual Performance and Evaluation Report for Program Year 2, Fiscal Year 2021-2022, to the United States Department of Housing and Urban Development.

Questions?

Sparks City Council Meeting
9/12/2022 2:00 PM

11.1. Second Reading, public hearing, discussion, and possible action on Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto. (For Possible Action)

Item Title: Second Reading, public hearing, discussion, and possible action on Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto. (For Possible Action)
Petitioner/Presenter: City of Sparks, Applicant/Ian Crittenden, Development Services Manager
Recommendation: Staff and the Planning Commission are recommending approval of CA-2-22, a code amendment to allow drive-through windows at licensed marijuana dispensaries.
Financial Impact: $0.00 **Financial Explanation:**
Business Impact: A Business Impact Statement is not required because this is not a rule.
Agenda Item Brief: This agenda item requests City Council approval of an ordinance to amend Section 20.03.025 of the Sparks Municipal Code to allow, and provide development standards for, drive-through windows at licensed marijuana dispensaries. This proposed code amendment is in response to direction the Sparks City Council provided the City Manager at the June 14, 2022 City Council meeting. On July 21, 2022, the Planning Commission voted to forward a recommendation of approval for the proposed amendment to the City Council.

Background:

In 2000, Nevadans voted to legalize medical marijuana. In 2013, a regulatory framework was adopted statewide to regulate and allow for the operation of various legalized marijuana facilities. Among these establishments are cultivation facilities (where marijuana is grown), production facilities (where oils and other compounds are extracted from the marijuana plant to manufacture edible and medicinal products), and dispensaries (where the marijuana and associated products, including edible and medicinal variations, are sold to the public). In 2014, the City of Sparks adopted Sparks Municipal Code (SMC) changes that reflected the statewide legalization of medical marijuana and related products.

In 2016, Nevada voters approved Ballot Question 2, an initiative to tax and regulate Marijuana, which legalized the possession and use of marijuana for those at least 21 years of age. This eliminated the previous requirement that marijuana only be sold to patients with medical marijuana cards and a prescription from a licensed medical professional. To adapt once again to statewide regulatory changes, the City of Sparks adopted several ordinances amending SMC to allow the sale of recreational (or “at-retail”) marijuana and

related products. Pursuant to the current SMC, recreational marijuana can be sold by establishments that hold a license for the sale of medical marijuana, subject to various restrictions.

One of the restrictions, specified in SMC 20.03.025, prohibits marijuana establishments from utilizing drive-through windows. In January of 2022, the City Council directed the City Manager to begin researching changes to modify or remove this restriction.

Analysis:

During their January 2022 discussion, the City Council expressed concern about the possible impacts of drive-through windows on the safety of marijuana dispensary patrons and employees and regarding increased access to marijuana for the general public. However, given that curbside pickup and other methods of transacting the sale of marijuana are not specifically prohibited in SMC 20.03.025, and because such methods were widely adopted during the COVID-19 emergency, staff concern regarding access to marijuana through a drive-through window is significantly lower than when SMC use standards for dispensaries were originally adopted. Moreover, with general adoption by dispensaries of curbside pickup and similar modes of transacting marijuana sales, other safety concerns have become apparent.

First, banks and other financial institutions are generally prohibited from involvement with businesses, like marijuana establishments, that are classified as illegal under federal law. Without traditional banking access, dispensaries and other marijuana establishments are unable to process or accept electronic payments such as credit or debit cards. Dispensary customers can only purchase marijuana and associated products with cash. When a customer pulls into a "pickup order" parking space at a dispensary, it can be assumed the customer is in possession of cash, presenting obvious safety risks, including as a target for robberies. The risk of robbery is higher if the transaction is conducted after dark. A drive-through window would help reduce this risk. Based on their analysis, staff believes the current amendment to remove the drive-through window prohibition would mitigate this and similar safety concerns.

Staff conducted two stakeholder meetings in May of 2022. The meetings were attended by members of the public as well as representatives of the local marijuana industry (Exhibit 1 – Stakeholder Meeting Verification and Notes). At these meetings, staff and attendees discussed potential operational and site design issues surrounding drive-through marijuana sales. On June 24, 2022, staff invited representatives of Sparks marijuana businesses to attend a follow-up meeting to discuss and provide input on proposed SMC changes.

Among the issues identified in staff's research and in discussions with stakeholders were concerns regarding queuing lengths (the number of cars permitted to wait in a drive-through lane), safety measures related to the type of windows used and associated openings, and drive-through hours of operation. Additionally, staff addressed the need to screen and landscape drive-through lanes, as would be required for the development of any other drive-through lane.

Queuing:
The typical review of a proposed drive-through lane would require adequate length to accommodate a scenario in which a high volume of customers arrive at the business at the same time to utilize the drive-through window. Allowing the use of a drive-through window at a dispensary presents a unique set of challenges, as identified above in the discussion of safety concerns. After holding community discussions with stakeholders and the general public, staff believes, and the Planning Commission concurred, that it is in the best interest of customers and employees to limit the number of vehicles that can queue in a dispensary drive-through at any given time.

Dispensary operators indicated they have already implemented order-ahead procedures as part of their curbside pickup service and that customers who use this service are served within two minutes of their arrival or check-in at a dispensary. As such, queuing lanes at a drive-through window will likely move quickly. Nevertheless, it is in the interest of public safety that dispensary operators make their policies known to customers through on-site directional signage and "store policies" prohibiting more than four vehicles from waiting in the drive-through line at a given time. From an enforceability perspective, the City will easily be able to monitor and verify the number of vehicles present in a dispensary drive-through lane at any given time to ensure that this use standard is being met.

Hours of operation:
Many businesses (quick service restaurants, for example) operate later-than-normal hours at their drive-through windows. This option will be prohibited for dispensary drive-through windows. The proposed code amendment would limit drive-through windows to operate only during the hours dispensaries are permitted to operate in the City of Sparks (8:00 a.m. to 10:00 p.m., as specified in SMC 20.03.025) to mitigate any potential safety concerns related to the late-night operation of a dispensary. The other proposed standards for dispensary drive-through windows (Exhibit 2 – Amended Code Language) are consistent with restrictions that exist in SMC to regulate non-food drive-through windows, such as banks and pharmacies.

Other concerns:
The position of the Police Department (Exhibit 3 - Police Department Comments) is that dispensaries are heavily regulated by the State of Nevada through the Cannabis Compliance Board and that they effectively self-manage their security needs, resulting in a low volume of calls for police service. In addition to cash-handling and related operational concerns, the Police Chief has recommended that dispensaries with drive-through windows be cognizant of the need for bullet-proof glass and the use of bank or pharmacy style conveyance systems at the window to prevent personal contact or physical interaction through the window for the safety of dispensary personnel. These concepts, as proposed by the Police Department, are most appropriately required at the time of building permit review or at the application or renewal of a business license, to the approval of the Police Chief. During the building permit or business license renewal process, the Police Department will have the opportunity to review the safety measures implemented by the dispensary operator and determine the

extent to which additional safety requirements should be implemented. As this amendment is only proposed to amend SMC section 20.03.025 (Zoning Code – Use Standards – Medical marijuana dispensary), the codification of these concepts would require an amendment of section 9 (Public Peace, Morals and Safety).

Elsewhere in the region, regulatory entities are beginning to permit drive-through options at marijuana dispensaries (Exhibit 4 – Outside Agency Comments). The Reno-Sparks Indian Colony recently legalized dispensary drive-throughs, as did Washoe County for its dispensaries located in unincorporated areas. The City of Reno has not yet adopted changes to its zoning and other ordinances to allow drive-throughs at dispensaries.

The City of Las Vegas and other municipalities in Southern Nevada allow the option to utilize a drive-through window. In those jurisdictions, the use is evaluated and associated impacts are identified on a case-by-case basis and mitigated accordingly.

The proposed amendment to SMC Section 20.03.025 would align dispensary regulations in Sparks with the marijuana industry's interest in using drive-through windows to increase accessibility. Additionally, use of drive-through windows should enhance the safety of employees and dispensary clientele. Based on research and analysis of the above-mentioned concerns related to dispensary drive-throughs, staff recommended approval of the code amendment outlined in this staff report to the Planning Commission. At their July 21, 2022 meeting the Planning Commission voted to forward a recommendation of approval to the City Council.

Notice of the request was published in the Reno Gazette-Journal on July 7, 2022. Additionally, the posting of agendas for the July 21, 2022 Sparks Planning Commission meeting and August 22 and September 12, 2022 City Council meetings serve as additional notice to the public.

Alternatives:

1. The City Council may adopt Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries as recommended by staff and the Planning Commission.
2. The City Council may reject the Bill and remand the proposed amendment to the Sparks Municipal Code to the Planning Commission with direction.
3. The City Council may reject Bill No. 2799.

Recommended Motion:

I move to adopt Bill No. 2799 to amend Section 20.03.025 of the Sparks Municipal Code to allow drive-through windows at licensed marijuana dispensaries and to establish use standards related thereto.

Exhibit - 1

CERTIFICATE OF VERIFICATION FOR NEIGHBORHOOD MEETING

Signing of this certificate verifies that a neighborhood meeting has been conducted.

Meeting Date: 5/3/22

Conducted By: Jonathan Cummins, Jim Rundle, Casey Martinez

Number of Neighbors in attendance: 5
(attach sign-in list)

I, Casey Martinez certify that on the above referenced date a neighborhood meeting was conducted to discuss the proposed Code Amendment to allow for drive-through access on an established marijuana dispensary.

Signed:

Name: Casey Martinez

Subscribe and sworn to before this 23 day of June, 2022

Notary Public in and for said County and State
My commission expires: 09/01/22

JULEEN RUIZ
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 98-5122-2 - Expires Sept. 01, 2022

CERTIFICATE OF VERIFICATION FOR NEIGHBORHOOD MEETING

Signing of this certificate verifies that a neighborhood meeting has been conducted.

Meeting Date: 5/4/22

Conducted By: Jonathan Cummins, Jim Rundle, Casey Martinez

Number of Neighbors in attendance: 10
(attach sign-in list)

I, Casey Martinez certify that on the above referenced date a neighborhood meeting was conducted to discuss the proposed Code Amendment to allow for drive-through access on an established marijuana dispensary.

Signed:

Name: Casey Martinez

Subscribe and sworn to before this 23 day of June, 2022

Notary Public in and for said County and State
My commission expires: 09/01/22

JULEEN RUIZ
Notary Public - State of Nevada
Appointment Recorded in Washoe County
No: 98-5122-2 - Expires Sept. 01, 2022

- 80 ft of Stacking ≈ 4 cars
  - Standard for non-food
  - Preorders/Pickup only
- 4-5 cars for enforcement
- Security window
- Hours same as store (8-10) - can't be long
- Lighting & Security Camera
- Approved by AR or CUP
- Landscaping to block ~~headlig~~ headlights

Exhibit - 2

Section 20.03.025 - Medical marijuana dispensary.

Use Category: Public/Civic/Institutional—Medical

State law governing medical marijuana dispensaries limits the number permitted to operate in the City of Sparks.

A. **Applicability.** This section applies to any medical marijuana dispensary.

B. **Administrative Review** is required.

C. **Standards.**

1. In the I (Industrial) zoning district, medical marijuana dispensaries shall only be located in buildings for which public access point to be used in conjunction with the medical marijuana dispensary is readily visible from the arterial upon which it is situated. Some portion of the parcel on which the medical marijuana dispensary is to be located must be within 1,000 feet measured from the center of the following intersections: McCarran Boulevard and Glendale Boulevard; McCarran Boulevard and Greg Street; and Rock Boulevard and Glendale Avenue.

2. The applicant must receive an administrative review approval for this use prior to establishment and issuance of a business license.

3. Medical marijuana dispensaries shall not be located within 1,000 feet of a Nevada licensed substance abuse treatment center measured from the front door of the dispensary to the closest property line.

4. The medical marijuana dispensary must comply with the location criteria listed in state law.

5. A medical marijuana dispensary may not apply for major deviation to reduce the minimum separation distances.

6. The maximum size of patient access area of a medical marijuana dispensary shall be 2,500 square feet. Patient access area is defined as the portion of the dispensary building accessible to persons with a medical marijuana card.

7. The medical marijuana dispensary must comply with the operating standards in state law.

8. The medical marijuana dispensary shall be located within a building complying with regulations in state law.

9. The medical marijuana dispensary shall be located in a permanent building that meets City of Sparks building and fire codes for a commercial building, and shall not be located in a manufactured or mobile home, trailer, cargo container, motor vehicle or similar personal property.

10. The dispensary must provide for secure delivery of marijuana or any other items associated with operations to the establishment, to the approval of City.

11. Loading and unloading of marijuana or any other items associated with operations shall only occur between the hours of 6:00 a.m. and 8:00 p.m.

12. A medical marijuana dispensary shall not be open to the public before 8:00 a.m. or after the hour of 10:00 p.m.

~~13. Drive-through windows are not permitted.~~

13. The medical marijuana dispensary shall have a single secure customer entrance to the approval of City.

14. Marijuana remnants, marijuana-infused products, bi-products, and other waste material shall be disposed of in a safe, sanitary and secure manner, in a location and manner approved by both the State of Nevada and the City.

15. No marijuana shall be smoked, eaten or otherwise consumed on the premises of the medical marijuana dispensary. There shall be no outdoor seating area, vending machines nor loitering on the property.

16. No marijuana shall be displayed or kept in a medical marijuana dispensary so as to be visible from the outside of the premises.

17. An approved administrative review shall expire in 18 months from the date of issuance of the registration certificate issued by the state if it is not fully operational.

18. In the event, a medical marijuana dispensary loses its state issued certification or registration, any administrative review shall become null and void.

19. If a marijuana dispensary is closing, the manager of the establishment must notify the City of Sparks of the closing at least 15 days before the closure.

20. Drive-through windows may be permitted at licensed marijuana dispensaries through the Administrative Review process. In addition to any conditions established through the Administrative Review, the following use standards shall be met:

a. Hours of operation of the drive-through shall not exceed the hours of operation for the dispensary as outlined in this section;
b. No more than four vehicles shall queue in the drive-through lane at a time (no more than 80 feet of drive aisle stacking length);
c. Noise and light mitigation shall be accomplished by the installation and maintenance of walls and/or landscaping of no less than four (4) feet in height along the entirety of the drive-through lane.

D. **Retail Sale of Marijuana Allowed.** An approved medical marijuana dispensary may sell or dispense marijuana at retail as allowed by state laws if the medical marijuana dispensary is licensed or otherwise approved by the State of Nevada as a retail marijuana establishment and first obtains a retail marijuana license from the City of Sparks. The administrative review approval of the medical marijuana dispensary, and any conditions imposed in connection therewith, shall apply to any retail component of a medical marijuana dispensary.

Exhibit - 3

Cummins, Jonathan

From: Cummins, Jonathan
Sent: Thursday, May 19, 2022 11:38 AM
To: Crawforth, Chris
Subject: RE: Drive Through Dispensaries

Thank you for all this feedback, Chief Crawforth. I appreciate the insights very much—and I will propose including your four ideas into our list;
Will keep you updated as we move along—

Thanks again for your time on this!

From: Crawforth, Chris <ccrawforth@cityofsparks.us>
Sent: Thursday, May 19, 2022 11:35 AM
To: Cummins, Jonathan <jcummins@cityofsparks.us>
Subject: RE: Drive Through Dispensaries

Jonathan,

You did all the work, so thank you.

I have talked with the Deputy Chiefs. We all hold the same idea on dispensaries, they manage themselves through high level security measures extremely well. I believe the drive throughs are safer than product and money being walked through a parking lot as is currently occurring with curbside pickup.

We already have folks sitting in their vehicles waiting for product and they obviously have money on them for purchase, so we are not changing anything. We are improving employee safety by limiting their time out of the building and reducing the transaction time with the drive through. I believe the dispensaries should determine a way to have product and money near the dispensaries drive-up window for a single transaction only. Meaning, don't have product for future sales and money from past sales sitting in the room where a robbery at the window may result in high volume product or money loss or both. Timed safes and drop boxes for big bills and limiting the amount of money that easily accessible. Limiting the volume of product that is present at the pickup window. I know these folks have better ideas.

Hope that rambling allows you some ideas to ponder on.

In summary,

1. Bulletproof windows
2. Time delay safes/money – including drop boxes
3. Limited quantities of money and product
4. Bank type transfer boxes – like a metal drawer that allows money to pass to business, then product passed back

Thanks,
Chris

From: Cummins, Jonathan <jcummins@cityofsparks.us>
Sent: Thursday, May 19, 2022 9:43 AM
To: Crawforth, Chris <ccrawforth@cityofsparks.us>
Subject: Drive Through Dispensaries

Good morning Chief Crawforth,

I never got to thank you for your support and the work you put into presenting our position on the Reef relocation—thanks for all you did on that case with me.

Moving on to our next dispensary discussion: can you let me know if you have any ideas or concerns that we can incorporate into our draft for a Code Amendment to allow dispensaries to have drive-throughs?

Also, if you might see if your deputy chiefs or other experienced personnel have perspectives that you might want us to consider.

If you can email me something that would be great—or if you prefer to talk via phone, that works for me as well.

Jonathan Cummins
Planner II
City of Sparks
431 Prater Way
Sparks, NV 89431
775-353-1505
jcummins@cityofsparks.us

Cummins, Jonathan

From: Angela Fuss <fussa@reno.gov>
Sent: Monday, March 7, 2022 11:11 AM
To: Cummins, Jonathan
Subject: Re: Drive Through Dispensaries

This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Hi Jonathan,
At this point in time, we do not have zoning code language on marijuana dispensaries with drive thru's. We are waiting for the State's regulations to get a little more defined and then we will take it back to our Council to see what direction they want to go.
Angela

On Thu, Mar 3, 2022 at 3:19 PM Cummins, Jonathan <jcummins@cityofsparks.us> wrote:

> Hi Angela!
>
> Hope you are doing well—long time no see.
>
> I had a quick question for you or maybe this message can be forwarded to the appropriate person on your Staff:
>
> Does Reno allow drive-through marijuana dispensaries?
>
> If not, are there plans to change that anytime soon?
>
> Thank you for your help!!

Jonathan Cummins

Planner II

City of Sparks

431 Prater Way

Sparks, NV 89431

775-353-1505

jcummins@cityofsparks.us

--

Angela Fuss, AICP, Assistant Development Services Director
Development Services Department
P.O. Box 1900
Reno, NV 89505
(775) 399-3843

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Cummins, Jonathan

From: Planning Counter <Planning@washoecounty.gov>
Sent: Monday, May 2, 2022 3:16 PM
To: Cummins, Jonathan
Subject: RE: Drive Through Dispensary

This Message Is From an External Sender

[NOTICE: This message came from outside City of Sparks -- DO NOT CLICK on links or open attachments unless you are sure the content is safe.]

Yes, with a security plan approved by the Sheriff's Office and acceptable hours of operation

Planning Counter
Planning & Building Division | Community Services Department
planning@washoecounty.gov | 775-328-6100
1001 East 9th St., Reno, NV 89512

From: Cummins, Jonathan [mailto:jcummins@cityofsparks.us]
Sent: Monday, May 2, 2022 1:46 PM
To: Planning Counter <Planning@washoecounty.gov>
Subject: Drive Through Dispensary

[**NOTICE:** This message originated outside of Washoe County -- **DO NOT CLICK** on **links** or open **attachments** unless you are sure the content is safe.]

Greetings County Planning Team!

Does Washoe County allow drive through windows at Marijuana Dispensaries?

Thanks!

Jonathan Cummins
Planner II
City of Sparks
431 Prater Way
Sparks, NV 89431
775-353-1505
jcummins@cityofsparks.us

Cummins, Jonathan

From: Cummins, Jonathan
Sent: Tuesday, May 10, 2022 1:42 PM
To: Steve Gebeke
Subject: RE: Dispensary Drive Throughs

Hi Steve,
Thanks so much for following up and for the thorough information.
We appreciate your help very much.

Take care,
Jonathan

From: Steve Gebeke <sgebeke@LasVegasNevada.GOV>
Sent: Tuesday, May 10, 2022 7:32 AM
To: Cummins, Jonathan <jcummins@cityofsparks.us>
Subject: RE: Dispensary Drive Throughs

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Jonathan-

CLV does allow drive throughs in conjunction with cannabis dispensaries, although they were prohibited until March of 2021. At that time, the CLV adopted an ordinance to allow them. All dispensaries require the approval of a Special Use Permit through the public hearing process, and any drive through must be approved as part of that SUP. Other than that, the regular conditions apply that pertain to all drive through operations in the city:

> **Drive-Through** *[the use is conditional in all zoning districts where permitted]*
> **Description:** The use of a dedicated drive lane that, incidental to a principal use, provides access to a station, such as a window, door or mechanical device, from which occupants of a motor vehicle receive or obtain a product or service.
> **Conditional Use Regulations:**
> 1. A single-station drive-through shall have a stacking lane that will accommodate a minimum of six vehicles, including the vehicle at the station. A multiple-station drive-through shall have stacking lanes that will accommodate a minimum of three vehicles per station, including the vehicle at that station.
> 2. The drive-through shall be screened in accordance with LVMC 19.08.040(F).
> 3. In the O (Office) and C-D (Designed Commercial) Districts, a drive-through shall be separated from any residentially zoned property by an intervening building and shall not have access to local residential streets.
>
> **On-site Parking Requirement:** No additional parking required beyond that which is required for the principal use(s) on the site. Stacking areas provided for the drive-through shall not count toward the required on-site parking.

The operation of the drive through must be addressed in the overall security plan that is submitted to our Business Licensing division prior to issuance of their license.

Steve Gebeke, AICP | Planning Supervisor
Department of Planning
Development Services Center
495 S. Main Street
Las Vegas, NV 89101
702-229-5410 Office | 702-474-7463 Fax

lasvegasnevada.gov

From: Planning Internet Email <planning@LasVegasNevada.GOV>
Sent: Monday, May 9, 2022 5:41 PM
To: Steve Gebeke <sgebeke@LasVegasNevada.GOV>
Subject: FW: Dispensary Drive Throughs

From: Cummins, Jonathan <jcummins@cityofsparks.us>
Sent: Wednesday, May 4, 2022 1:23 PM
To: Planning Internet Email <planning@LasVegasNevada.GOV>
Subject: Dispensary Drive Throughs

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Greetings Planning team!

We are currently researching a potential code amendment here in Sparks and wanted to reach out to other cities to see if Drive Throughs are allowed at your marijuana dispensaries.

Any info you can share on if it's permitted, if you've allowed them all along or if this was a change at some point?

If it's allowed, what kinds of standards are in place to mitigate the drive through impacts and are these standards specific to dispensaries or do they also apply to other drive through uses?

Thanks for any info you can share!

Jonathan Cummins
Planner II
City of Sparks
431 Prater Way
Sparks, NV 89431
775-353-1505
jcummins@cityofsparks.us

BILL NO. xxxx **INTRODUCED BY COUNCIL**

ORDINANCE NO. ____ **CA-2-22 - City of Sparks**

AN ORDINANCE BY THE CITY OF SPARKS TO AMEND SECTION 20.03.025 OF THE SPARKS MUNICIPAL CODE TO ALLOW DRIVE-THROUGH WINDOWS AT LICENSED MARIJUANA DISPENSARIES AND TO ESTABLISH USE STANDARDS RELATED THERETO.

THE CITY COUNCIL OF THE CITY OF SPARKS DOES ORDAIN:

SECTION 1: Chapter 20 (Zoning and Land Use Controls) of the Sparks Municipal Code is hereby amended as depicted in Exhibit "A".

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: The City Clerk is instructed and authorized to publish the title to this ordinance as provided by law and to record the plan certified herein as provided by law.

SECTION 4: This ordinance shall become effective upon passage, approval, publication.

SECTION 5: The provisions of this ordinance shall be literally construed to effectively carry out its purposes in the interest of the public health, safety, welfare and convenience.

SECTION 6: If any subsection, phrase, sentence or portion of this section is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions.

SECTION 7: The City Council finds that this ordinance is not likely to impose a direct and significant economic burden upon a business or directly restrict the formation, operation or expansion of a business, or is otherwise exempt from Nevada Revised Statutes Chapter 237.

PASSED AND ADOPTED this _____ day of _____, 2022, by the following vote of the City Council:

AYES:
NAYS:
ABSENT:
ABSTAIN:

APPROVED this _____ day of _____, 2022 by:

_____
ED LAWSON, Mayor

ATTEST:

_____
LISA HUNDERMAN, City Clerk

APPROVED AS TO FORM & LEGALITY:

_____
WESLEY DUNCAN, City Attorney

Exhibit A

Section 20.03.025 - Medical marijuana dispensary.

Use Category: Public/Civic/Institutional—Medical

State law governing medical marijuana dispensaries limits the number permitted to operate in the City of Sparks.

A. **Applicability.** This section applies to any medical marijuana dispensary.

B. **Administrative Review** is required.

C. **Standards.**

1. In the I (Industrial) zoning district, medical marijuana dispensaries shall only be located in buildings for which public access point to be used in conjunction with the medical marijuana dispensary is readily visible from the arterial upon which it is situated. Some portion of the parcel on which the medical marijuana dispensary is to be located must be within 1,000 feet measured from the center of the following intersections: McCarran Boulevard and Glendale Boulevard; McCarran Boulevard and Greg Street; and Rock Boulevard and Glendale Avenue.

2. The applicant must receive an administrative review approval for this use prior to establishment and issuance of a business license.

3. Medical marijuana dispensaries shall not be located within 1,000 feet of a Nevada licensed substance abuse treatment center measured from the front door of the dispensary to the closest property line.

4. The medical marijuana dispensary must comply with the location criteria listed in state law.

5. A medical marijuana dispensary may not apply for major deviation to reduce the minimum separation distances.

6. The maximum size of patient access area of a medical marijuana dispensary shall be 2,500 square feet. Patient access area is defined as the portion of the dispensary building accessible to persons with a medical marijuana card.

7. The medical marijuana dispensary must comply with the operating standards in state law.

8. The medical marijuana dispensary shall be located within a building complying with regulations in state law.

9. The medical marijuana dispensary shall be located in a permanent building that meets City of Sparks building and fire codes for a commercial building, and shall not be located in a manufactured or mobile home, trailer, cargo container, motor vehicle or similar personal property.

10. The dispensary must provide for secure delivery of marijuana or any other items associated with operations to the establishment, to the approval of City.

11. Loading and unloading of marijuana or any other items associated with operations shall only occur between the hours of 6:00 a.m. and 8:00 p.m.

12. A medical marijuana dispensary shall not be open to the public before 8:00 a.m. or after the hour of 10:00 p.m.

~~13. Drive-through windows are not permitted.~~

13. The medical marijuana dispensary shall have a single secure customer entrance to the approval of City.

14. Marijuana remnants, marijuana-infused products, bi-products, and other waste material shall be disposed of in a safe, sanitary and secure manner, in a location and manner approved by both the State of Nevada and the City.

15. No marijuana shall be smoked, eaten or otherwise consumed on the premises of the medical marijuana dispensary. There shall be no outdoor seating area, vending machines nor loitering on the property.

16. No marijuana shall be displayed or kept in a medical marijuana dispensary so as to be visible from the outside of the premises.

17. An approved administrative review shall expire in 18 months from the date of issuance of the registration certificate issued by the state if it is not fully operational.

18. In the event, a medical marijuana dispensary loses its state issued certification or registration, any administrative review shall become null and void.

19. If a marijuana dispensary is closing, the manager of the establishment must notify the City of Sparks of the closing at least 15 days before the closure.

20. Drive-through windows may be permitted at licensed marijuana dispensaries through the Administrative Review process. In addition to any conditions established through the Administrative Review, the following use standards shall be met:

a. Hours of operation of the drive-through shall not exceed the hours of operation for the dispensary as outlined in this section;
b. No more than four vehicles shall queue in the drive-through lane at a time (no more than 80 feet of drive aisle stacking length);
c. Noise and light mitigation shall be accomplished by the installation and maintenance of walls and/or landscaping of no less than four (4) feet in height along the entirety of the drive-through lane.

D. **Retail Sale of Marijuana Allowed.** An approved medical marijuana dispensary may sell or dispense marijuana at retail as allowed by state laws if the medical marijuana dispensary is licensed or otherwise approved by the State of Nevada as a retail marijuana establishment and first obtains a retail marijuana license from the City of Sparks. The administrative review approval of the medical marijuana dispensary, and any conditions imposed in connection therewith, shall apply to any retail component of a medical marijuana dispensary.

Sparks City Council Meeting
9/12/2022 2:00 PM

Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.

Item Title: Public Comment. NRS 241.020(3)(d)(3) provides that the City Council must allow multiple periods devoted to public comments by the general public. No matters raised during public comment may be the subject of deliberation or action. Written comments from the public prior to the agenda and supporting materials for the meeting follow.