

**GENOA TOWN ADVISORY BOARD**  
**Regular Meeting Minutes**  
**January 4, 2017**

The Genoa Town Advisory Board held a public meeting on January 4, 2017 beginning at 6:30pm at the Genoa Town Meeting Room, at 2289 Main St., Genoa, Nevada.

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

The meeting was called to order by Town Manager, Philip Ritger. Present were Board Members Greg Pace, Linda Birdwell, Timothy DeTurk, Pat Eckman and Steve Shively.

Members of the public were asked to sign in, and the sign in sheet is attached to the original minutes as Exhibit A.

Pledge of Allegiance was led by Town Manager, Philip Ritger.

**PUBLIC COMMENT**

No public comment.

**APPROVAL OF AGENDA**

Member Pace moved to approve the agenda. Motion seconded by Member DeTurk and passed unanimously.

**CHAIR AND VICE-CHAIR ELECTION**

Discussion and election of Chairman and Vice Chairman of the Genoa Town Board for the calendar year 2017.

- a. Election of Genoa Town Board Chairman.

Member Pace nominates Timothy DeTurk for Town Board Chairman. Motion seconded by Member Shively and passed unanimously.

- b. Election of Genoa Town Board Vice Chairman

Member Pace nominates Linda Birdwell for Town Board Vice-Chair. Motion seconded by Member Shively and passed unanimously.

Board discusses the Town Board Member terms; Chair Deturk and Vice-Chair Birdwell will fulfill a two year term. Members Steve Shively and Pat Eckman will fulfill four year terms.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

The minutes for the December 7, 2016 meeting were approved. Motion by Chairman DeTurk; seconded by Vice Chair Birdwell; passed.

**ANNOUNCEMENTS AND CORRESPONDENCE:** (Verbal report from Town Manager, Mr. Ritger)

- 1) **Christmas in Genoa:**
  - a) Thank you to the Town of Gardnerville for lending us their bucket truck so we can decorate the 3 Town buildings and Hope's tree at the corner of Main & Nixon. Thank you to all of the volunteers who helped with the Christmas caroling, Breakfast with Santa and the Cowboy Christmas concert. Thank you to FOG for hosting the pre-concert baked potato & chili dinner.
  - b) The combined P&L for Breakfast with Santa & Cowboy Christmas reflects a profit of ~\$2,250 which met our budget plan of \$2000. The funds from these 2 events cover the recreation costs for putting on the 4 free summer "Concerts on the Green".
- 2) **Reverse 911**
  - a) The town has been supporting via constant contact email an East Fork Fire & Douglas County 911 effort to register cell phones on the Reverse 911 program. When natural disasters and community emergencies happen this system allows local emergency responders to send alerts and warnings.
- 3) **County Transportation 5-Year Plan**
  - a) The county has scheduled a meeting to accept input from the general public on the 5-Year Transportation Plan on Wednesday, January 25, 5PM at the Douglas County Historic Courthouse in Minden. A second meeting is scheduled the following night at the Tahoe Transportation Center in Stateline.
- 4) **Liquor Sale License Code 5.08**
  - a) The Chamber of Commerce working with the District Attorney's office and select valley businesses proposed a modernization of the "Live Entertainment" portion of the liquor license code which was approved by the Board of County Commissioners in December.
  - b) Changes that are relevant for Genoa businesses are:
    - i) Live Entertainment specifies amplified music so acoustic music on a front porch does not require a special endorsement.
    - ii) Approval is via Special Events license which does not need BOCC approval.
    - iii) Special Events can be granted for 2 events per month and up to 12 per year with expected attendance between 50 and 500 for live entertainment.
- 5) **Miscellaneous Items:**
  - a) Next Town Board meeting – February 1, 2017
  - b) Town offices will be closed on Monday, January 16<sup>th</sup> in observance of Martin Luther King Jr Day.

**CONSENT CALENDAR FOR POSSIBLE ACTION**

Vice-Chair Birdwell moved to approve consent calendar, motion seconded by Chairman DeTurk and passed unanimously.

**ADMINISTRATIVE AGENDA**

**Agenda item no. 5:**

Discussion on the Greater Genoa Business Association (GGBA) monthly report of activities.

Verbal report from Cindy Webb; memberships are down, if not increased, there's a possibility the GGBA may dissolve.

No action taken for this item.

**Agenda item no. 6:**

Discussion and update on the Centennial Candy Dance Lillian Virgin Finnegan Statue project.

The Board has attachment of an update report and project timeline. Staff recommendation to the board is that a site selection committee be formed. The committee will review possible sites within the town boundaries and provide a report to the town board at the February 2017 meeting. This will allow the artist to complete the preliminary site design and obtain cost estimates for the base and surroundings.

Under public comment, Gail Teig gives a verbal update on the project. Site committee was formed of Philip Ritger, Linda Birdwell, Steve Shively and Gail Teig.

Member Shively moves to approve the update on the Centennial Candy Dance Lillian Virgin Finnegan Statue project and the formation of the site committee for the project. Motion seconded by Member Pace and passed unanimously.

**Agenda item no. 7:**

Discussion to provide input and recommendations from the Town to Douglas County Community Development on DA 16-078 for a **Major Variance** to build a single family residence with two attached covered decks and stairs that encroach on require setbacks. The subject property is located at 2266 Genoa Street in the SFR-1 zoning district.

Development Application DA 16-078 is requesting a Major Variance for the side setbacks as established in Douglas County Development Coder for SFR-1 lot size designation. Based on the current single family residence design, the attached covered decks and stairs will encroach 8.5 feet into the 20 foot side setbacks on both the north and south side of the property lot lines. The structures will be 11.5 feet from the property lines. The subject property is located at 2266 Genoa Street in the SFR-1 (Single-family residential – one acre minimum net parcel size) and within the Town of Genoa (APN: 1319-09-702-051). Where projects are located within the Town of Genoa, the County requires comment by the Town Advisory Board prior to making a final decision on the project.

Findings required to support a Major Variance are: (County Code 20.606.050(B))

- 1) That by reason of exceptional narrowness, shallowness or shape of the property in question, or by reason of exceptional topographic conditions or other extraordinary and exceptional situation or condition of the property in question, the strict application of the provisions of that title would result in peculiar and exceptional practical difficulties to, or exceptional and undue hardships upon, the applicant.
- 2) That the circumstances or conditions do not apply generally to other properties in the same land use district.
- 3) That the granting of the variance will not result in material damage or prejudice to other properties in the vicinity, substantial impairment of natural resources or be detrimental to the public health, safety and general welfare.

Under public comment, Alan Jackson, who is the neighbor to the property, claims he does not want the encroaching decks to be put up. He gives background on the property and the leach lines and septic.

Under public comment, Gary Thurm speaks on behalf of the property owners, also present, Gordon & Erin Pasley. He explains the reasoning for the two decks on the property.

Town Manager, Mr. Ritger clarifies that this Board is simply an advisory board and can only submit recommendations.

Member Pace points out that this is not an uncommon request, due to the small lot sizes in this Town, making any improvements or additions often times causes encroaching.

Member Shively moves to accept the Major Variance on DA 16-078 to the Douglas County Community Development. Motion seconded by Vice-Chair Birdwell. Chairman DeTurk abstained from vote. Motion passes.

**Agenda item no. 8:**

Discussion to provide input and recommendations from the Town to Douglas County Community Development on DA 16-084 for a **Minor Design Review** for a request to change the Special Use Permit from Bed & Breakfast use to an Overnight Lodging use. The subject property is located at 195 Genoa Lane (The White House) in the Neighborhood Commercial zoning district.

Development Application DA 16-084 is requesting a change in use of property from Bed & Breakfast to an overnight lodging use as allowed by Douglas County Code. The subject property is located at 195 Genoa Lane within the Neighborhood Commercial zoning district in the Town of Genoa (APN: 1319-09-702-058). The current Bed & Breakfast use was approved under Special Use Permit 08-062. The requested Overnight Lodging use will include business uses commonly associated with the main lodging use. By definition, "Overnight Lodging" means a facility offering transient lodging accommodations on a daily basis to the general public, and in which no provision is made for cooking in any individual room or suite.

Where projects are located within the Town of Genoa, Douglas County Code (20.08.010) requires review by the Town prior to making a decision on the project. A Minor Design Review does not require a hearing before the Planning Commission and is approved at the staff level. Additionally, a minor design review does not require notification to surrounding land owners (Douglas County Code: 20.20.040)

Findings required to support a Minor Design Review are defined within County Code 20.614.040. When considering applications for design review, the reviewing body shall evaluate the impact of the design review on and its compatibility with surrounding properties and neighborhoods to ensure the appropriateness of the development.

Under public comment, Gary Eckman asks what the benefits and/or reasoning for the property owners wanting this change. Town Manager, Mr. Ritger responds that without putting words in the applicants mouth, his outlook upon reviewing the application, was that it appears they no longer want to the onsite caretaker issue that has arose in the past.

Member Shively asks about the Special Events at this property and how this change would affect that. Town Manager, Mr. Ritger responds that for Special Events, the property owners will be partnering with Mormon Station State Park for use of their property.

Member Pace points out this change would bring The White House in compliance with previous complaints made against them by surrounding neighbors in regards to a caretaker being on site.

Member Shively points out that there will no longer be a contact there for the Town to communicate with, especially in the case of an event going on at the property.

Vice-Chair Birdwell moves to accept the Minor Design Review for DA 16-084 to the Douglas County Community Development. Motion seconded by Member Eckman and passes.

**Agenda item no. 9:**

Discussion to approve, approve with modifications, deny or defer repair of the Town office building roof, 2289 Main Street. All work, including materials and labor to complete the roof repair, to be provided by Capital Roofing, or a suitable alternative supplier, at a cost not to exceed \$5,500.

Capital Projects, Account 931.622.562.000, was funded in the approved budget for replacement and/or repair of the town office building roof. Funds allocated for this project totaled \$17,500 to accommodate complete replacement of the roof. Physical inspection by 2 area roofing contractors confirmed that the roof does not need to be replaced. The existing roof is a thru-fastened U-panel metal roof which needs to have the existing fasteners replaced with longer screws, new gaskets and flashing. Approval for additional funding from this account will be requested at a later date to repair interior ceiling drywall that has experienced water damage.

Vice-Chair Birdwell moves to approve the repair of the roof of the Town Office building, with the cost not to exceed \$5,500. Motion seconded by Member Shively and passed unanimously.

**Agenda item no. 10:**

Discussion on update report for the 2017 Genoa Cowboy Festival.

The 2017 Genoa Cowboy Festival is scheduled for April 28<sup>th</sup> through the 30<sup>th</sup>. This year we will have the majority of the performances during the day on Saturday, April 29 and Sunday, April 30, with only limited events scheduled for Friday. The ticketed evening concerts will remain on Friday night and Saturday night as usual. The daytime performances will be focused on Saturday and Sunday. The daytime crowds on Friday have always been low and we hope to expand the audience this year by transitioning our festival to be more of a traditional weekend event.

Chairman DeTurk moves to accept the update on the 2017 Genoa Cowboy Festival. Motion seconded by Vice-Chair Birdwell and passed unanimously.

**NOT FOR POSSIBLE ACTION: BOARD COMMENTS AND REPORTS**

Member Pace makes comment about the Genoa Directory and getting the word out for Genoa Residents to participate.

**PUBLIC COMMENT**

Under public comment, June DeTurk gives update on the Genoa Directory.

**ADJOURNMENT**

Vice-Chair Birdwell moves to adjourn the meeting at 7:46pm, motion seconded by Member Shively and passed unanimously.

Minutes prepared by:

Sarah Macellari  
Office Assistant II, Town of Genoa