



## GARDNERVILLE TOWN BOARD

### Meeting Minutes

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

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

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

---

Tuesday, August 2, 2016

4:30 p.m.

Gardnerville Town Hall

---

 **INVOCATION – Don Baumann, Pastor Hilltop Community Church**

 4:30 P.M. Chairwoman Wenner called the meeting to order and made the determination a quorum is present.

 **PLEDGE OF ALLEGIANCE – Ken Miller**

#### PRESENT:

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

Mike Rowe, Town Counsel  
Tom Dallaire, Town Manager  
Geoff LaCost, Town Superintendent  
Tracy Clark, Seasonal Office Assistant

 **PUBLIC INTEREST COMMENTS (No Action)**

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

**No public comment**

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

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

No public comment.

**Motion Higuera/Jones to approve the agenda. Motion carried unanimously.**

 **FOR POSSIBLE ACTION: APPROVAL OF PREVIOUS MINUTES:  
July 5, 2016 Regular Board meeting, with public comment prior to Board action.**

No public comment.

**Motion Miller/Slater to approve minutes of July 5, 2016. Motion carried unanimously.**

 **CONSENT CALENDAR FOR POSSIBLE ACTION**

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

1. **For Possible Action: Correspondence**  
Read and noted.
2. **For Possible Action: Health and Sanitation & Public Works Departments Monthly Report of activities**  
Accepted
3. **For Possible Action: Approve July 2016 claims**  
Approved.
4. **For Possible Action: Approve park use application date change for Main Street Gardnerville's Annual Volunteer and Business Recognition event changed from 7/17/16 to 9/18/16.**

**Approved.**

No public comment.

**Motion Higuera/Slater to approve the consent calendar. Motion carried unanimously.**

**ADMINISTRATIVE AGENDA**

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

5.  **Not for Possible Action: Discussion on the Main Street Program Manager's Monthly Report of activities for July 2016.**

Paula Lochridge congratulated Mary Wenner on her retirement. I will be doing a presentation to the county commissioners on September 1 on our progress and the direction of our program. We have been invited to a Sertoma meeting to do a presentation on the 12th. We are working with the organization committee on the next steps for trying to get a state program. The National Main Street America newsletter is included in your packet and has some great advice on advocacy and lobbying. Tom, myself and a couple volunteers met with reps from US Bank who want to be involved with volunteer possibilities and sponsorship, as does the United Federal Credit Union. The promotion committee has been busy working on future events and Coffin Races. We received \$1,000 sponsorship for the coffin races from the Carson Valley Medical Center's Vitality for Life Program. We have a couple of benches that have been ordered; one will be placed at the Record Courier and one location is yet to be determined. The District Vitality Committee is working on a plan to do a "Fall in Love with the District" event in September. We will be working closely with property managers and owners to build a tour of the downtown vacant buildings. US Bank officials want to be involved. We have another loan paid off with our revolving loan fund. We have one loan still active. We will re-launch the program with the possibility of using the money for matching grants. Ken wanted us to organize a meeting with the town board, the Main Street board, and the Gardnerville Community Enrichment Council. I will narrow down dates to move forward. I received thank you letters from GES and visitors staying at Wally's commending the town's cleanliness, flowers, and pride in the community.

Mr. Dallaire spoke about attending a workshop on business improvements at the Main Street Conference. There was a presentation on getting ADA access/ramps into buildings with bells installed in small businesses to alert them when there's somebody needing assistance outside. Attended: "Can small towns be cool?" workshop about whether we support the entrepreneurial people in town and help them grow and become successful, including high school programs with entrepreneurs mentoring kids. There were photos of a museum and downtown area with "interactive park" and waterfront with pedestrian pathway. I attended 5 classes on GIS and tracking data, including trash pickup data. Need to create a survey tool to make better decisions in the future. I liked their annual report using graphics instead of words. Also took two urban design classes. I think we need our market analysis updated in order to use the data to recruit business to come here.

Mrs. Lochridge attended several classes at the Main Street Conference that focused on businesses and building local business leaders. Talked about a program with business owners letting new businesses use their building for three months' rent free in the hopes that the businesses would then continue on in the space. It has been very successful. Of the 14 businesses selected in this program 13 are still in business, nine are still in their current pop-up location and two of the pop up business owners have launched new businesses in addition to their original. "Posed" is a program that comes up with a theme and then they create live mannequin shows. They had 25 merchants participating. People come down and look at the windows. Shops are open late. They talked about the importance of having a "signature event". They had an example of "the big bright light show". They have over 1.5 million lights used to light up four blocks and a couple of side streets. They actually hire a contractor to hang them. They create temporary electrical panels for the lights. This has become a huge draw. They talked about animating your downtown. Find something that is unique. You can find videos on it. They talked about businesses partnering with other businesses i.e. a restaurant partnering with a bookstore. They talked about ways businesses could partner with other businesses and making vacant storefronts an opportunity to display information about the town, etc. It takes seven seconds to make an impression. Empty storefronts are like missing teeth. Next conference is in Pittsburgh in early May 2017. My goal is to try to start finding funding to send a business owner and/or active volunteer to the conference.

6.  **For Possible Action: Discussion on a request by Don Garrison for a street light at Waterloo and Northampton Circle; with public comment prior to Board action.**

Darby Baligad spoke in Don Garrison's place as he was taken ill and could not attend. She read Mr. Garrison's letter into the record. Northampton residents are upset about the lack of a street light. You cannot see pedestrians in

crosswalks while traveling on Waterloo. They are upset with the time lag in the handling of this project. Think of the possible liability if someone is injured or killed on a dark night, especially with all of the town activities on Lampe.

Mr. Dallaire first worked on the light in June 2015. Don French, NV Energy, was working on this and he retired that December. We are now working with Mr. Lewis, who supplied the plans on page 6/16 and 6/17 in Board packet. Scott Morgan did not want to see another light on the corner by the postal cluster box. I am waiting on an NV Energy contract. They first wanted to put in a meter in on the corner. A meter costs \$32.80 per month and is not feasible to do in this location. We would need to remove a tree to install a light on both sides of the intersection. We are looking at installing a single light on the tennis court side of the intersection located at the back of the sidewalk ramp.

Vice-Chairman Miller asked who was responsible for the maintenance on Waterloo.

Mr. Dallaire answered Douglas County. There are currently no streetlights along that area.

Vice-Chairman Miller asked about solar lighting to negate the cost for the meter. He is concerned about winter months with lack of daylight to illuminate the street all night long.

Mr. Dallaire is happy to look into it.

Mrs. Slater suggested a quick fix would be to install solar lighting short term but that we should stick to town standard.

Mr. Dallaire believed the standard type 3 lights are about \$4,000.00 each.

Mr. Higuera asked if it's scheduled.

Mr. Dallaire is waiting on a contract and has been waiting quite a while.

Mrs. Slater had a conversation with the corner property owner and he offered to let us use a part of his corner to put in a light.

Mr. Dallaire stated the best option is go to the southeast corner with a type 3 light, estimated in packet at \$22,250 total cost but I won't know until I hear back from NV Energy.

Mrs. Slater asked that Tom get in touch with Mr. Garrison to follow up.

No action taken.

7.  **For Possible Action: Discussion to approve Proclamation 2016P-03 recognizing the week of August 8th through August 14th, 2016 as Brain Injury Awareness week; with public comment prior to Board action.**

Mr. Dallaire read the proclamation aloud.

Michael J. Smith spoke about his history of helping people with traumatic brain injury and the suicide implications of suffering this kind of injury. Mr. Smith thanked the Board for allowing the awareness week every year.

No public comment.

**Motion Higuera/Jones to approve Proclamation 2016P-03 recognizing the week of August 8<sup>th</sup> through August 14<sup>th</sup>, 2016 as Brain Injury Awareness week. Motion carried unanimously.**

8.  **For Possible Action: Discussion to approve, Approve with modification or deny a request by Martin Stahl for a Master Plan Amendment and Zoning Map Amendment (DA 16-036 & DA 16-037) requesting to change the master plan designation from Commercial to Multi-Family Residential and to change the zoning designation from Neighborhood Commercial to Multi-Family Residential (maximum density of 16 units per acre; 1.66 x 16/acre=26.56 units; min net lot area = 9,000) The subject property is located at 1378 N Hwy 395, Gardnerville, in the Minden/Gardnerville Community Plan. (APN 1220-04-101-029); with public comment prior to Board action**

Tammy Kinsley with RO Anderson, representing Martin Stahl explained the plan. Property is located at 1378 Hwy 395. The existing master plan is commercial and the zoning is neighborhood/commercial. We are requesting that the master plan be changed from commercial to multi-family and the zoning be changed from neighborhood commercial to multifamily residential. By allowing this parcel to be changed, it would be consistent with Gardnerville's Plan for Prosperity in the S curve area. The conceptual plan proposes three apartment structures that are two story-with 20-21 2-bedroom units, a green area space along the highway with parking toward the rear.

Mrs. Slater pointed out that the proposed site plan does not meet the current planning requirements with parking and adequate turnaround. Has that been addressed?

Mrs. Kinsley explained at this stage of the project we are doing a master plan amendment and zone change. If those are approved we would work through the specific requirements. We would go through design review with county staff.

Mrs. Jones asked if the zoning you are seeking would eliminate any commercial use from this parcel.

Mrs. Kinsley agreed.

Mrs. Jones asked if there is another zoning feature option that would allow us to do both the high density housing and the commercial?

Mrs. Kinsley believed it would be mixed use commercial.

Some discussion about whether more commercial use is needed in their plan since there's so much empty/vacant commercial property around there as is. Is more necessary?

Chairwoman Wenner asked if the applicant has considered mixed use in the plans like a storefront with people living upstairs.

Mrs. Kinsley believed there is a lot of commercial around it.

Mr. Dallaire stated this is not a design review. It is just allowing a change to the master plan and zoning.

Vice-Chairman Miller's concern is safety because of a lack of crosswalks in an area with young families. Multi-family is needed in the area but I am concerned about the location.

Mrs. Slater agrees that it doesn't fit with the Plan for Prosperity and with the safety issues Ken Miller raised.

Mr. Dallaire included in the packet a sheet that shows the current zoning.

Mrs. Jones feels while it is a continuation of the zone, there is no actual linkage between this parcel and Kingslane. It doesn't logically extend the zoning that covers Kingslane.

No public comment.

**Motion Miller/Slater to deny the request by Martin Stahl for a master plan amendment and zoning map amendment DA16-036, DA16-037 requesting to change a master plan designation from commercial to multi-family residential. Motion carried unanimously.**

-  **For Possible Action: Discussion on the 2017 Douglas County Master Plan update, with focus on the Gardnerville Community Plan and request for "stakeholder" input on current Master Plan and/or possible Master Plan Amendments. Presentation by Candace Stowell, Wells Barnett Associates, LLC; with public comment prior to Board action.**

Candace Stowell gave an update on the five-year master plan update of the 1996 Master Plan. (Most recent update was 2011.) A summary of community survey answers as to goals for the community is in board packets. We received 898 responses to the online survey about community goals. We have a dedicated webpage for the Master Plan Update. Three main elements they noticed of concern from the survey are: land use, growth management, and housing. They'll be preparing a report with revised master plan elements. We will have a planning commission workshop early next year. The hope is that the town board, as well as residents, will look at the existing Gardnerville community plan and assess existing

goals, policies and actions. We are allowing people to submit streamlined master plan map amendment applications. It is available to any property owner through September 1. In terms of the Minden-Gardnerville community plan our hope is the town board, as well as the residents, will look at the existing plan and give them to Tom to compile and forward them to her by the end of the month.

Mr. Dallaire spoke in detail about some proposed boundary changes based on known approved and proposed plans in the works/on the books, particularly the Park proposal, Virginia Ranch and Corley Ranch. He displayed a map of the town boundary.

Vice-Chairman Miller asked how many units have been approved on the Corley Ranch.

Mr. Dallaire responded about 250.

Vice-Chairman Miller's concern is if they are annexed would it pencil out for our trash services.

Mr. Dallaire explained it's all based on timing. If we can work out a deal with DDI we would be able to postpone hiring staff. This proposal from the Park family is eye opening. He pointed out that most of these plans were already approved and so cost must have been factored in at that time. He expects that most future development will logically be on the east and north and discussed the future planning of streets to accommodate.

There was discussion on balancing out services, parks, and schools for the proposed increase of homes. There are two elements to consider: the Minden/Gardnerville community plan and the goals and policies need to be updated.

Ms. Stowell suggests splitting out Minden and Gardnerville's plans because while there are similarities, they also have different needs.

Mrs. Jones believes that Main Street Gardnerville and Main Street Minden are both similarly aligned, but their Main Street is a different personality than ours. We need to be conscious of the balance of zoning and express concerns over the need for schools, parks, stores, etc. to service the increases. The master plan is an agreement between all of the boards and citizens as to what we want our town to look like 10,20 even 30 years from now and master plan amendments should be rare and very far between. This is the time to make those changes. I'd rather see the balance in place now than try to patch it together over the next five years.

Chairwoman Wenner asked Mrs. Moss to explain community plan boundaries split. Are we trying to make residential equal on both sides?

Mrs. Moss spoke about the need to consider the future of Zerolene because it's the current boundary between towns. This is the perfect opportunity for you to dictate where you want the boundary.

Mr. Dallaire advised they can change the master plan map.

Mrs. Moss pointed out internally Minden and Gardnerville have had discussions about Zerolene being the dividing line. But Zerolene is only in a portion. There is potential future development from that point on. So how does Zerolene look? Is it perpendicular to 395 all the way to Muller Parkway or does it run eastward to Muller Parkway and then that's your buildout boundary for the towns to the north.

Mr. Dallaire discussed the different options possible for Zerolene becoming a collector road based on the proposal from the Parks' presentation but won't know for sure until the proposal actually comes before the board. With the help of the information compiled from GIS and Candace, Tom was able to do a breakdown of all of the zones and presented those zone breakdowns and statistics to the board.

Mrs. Jones asked when you talk about Zerolene likely becoming a collector road, are we talking about something like Santa Barbara out in Johnson Lane?

Mr. Dallaire mentioned more like Vicky.

Mrs. Jones asked if it is more of a useful road to get cars back to 395.

Mr. Dallaire felt it was more for getting people back to town. The other connection into town is Gilman.

Chairwoman Wenner asked if all three of the roads: Buckeye, Zerolene and Gilman, would connect to Muller Parkway.

Mr. Dallaire advised Gilman will not connect; Heybourne will connect.

Mrs. Jones, while conscious of the fact that the board just denied a proposal for a multifamily project doesn't mean we don't need or want multifamily housing in the right locations.

Mr. Dallaire stated when you look at the master plan today within the town boundary you will have just the industrial area, and service industrial on the zoning map. You have two different maps; the master plan and the zoning map.

Mrs. Slater wishes we had a total commitment of where the bypass would be. I think that would help all of the community.

Mrs. Moss advised that any change to the growth ordinance would have to first go back to the people for vote.

Board Members will forward comments to Tom. Tom will compile and present at a meeting in the future.

Mrs. Jones asked if it violates open meeting law to submit comments via email to Tom.

Mr. Rowe advised in order to be a recommendation you would have to have a meeting.

Mr. Dallaire can take all the comments, compile them into one document and then have them approved at the next meeting.

Mrs. Jones reviewed the board agreed tonight we should have a separate plan from Minden. We agree that Zerolene should be the northern boundary in principle.

No public comment.

No action taken.

**10.  For Possible Action: Discussion to possibly modify town lighting at Kingslane and Douglas Avenue; with public comment prior to Board action.**

Mr. Dallaire had a meeting with Tim Russell at Lumos & Associates to talk about several locations downtown. The proposal is for four decorative lights. The plan is to come off the maintenance facility and power the two lights in front of maintenance yard. We have approval from NV Energy for a light and meter at Kingslane. We have a permit from NDOT and NV Energy. We just need a contractor to put it in. But there is no sense in getting someone out there now until I get the channel and have one contractor do it all. Three of the poles will be powered by the meter. Tom discussed plans at length with board members.

No public comment.

No action taken.

**11.  Not For Possible Action: Discussion on the Town Attorney's Monthly Report of activities for July 2016.**

Mr. Rowe reported he worked on easements for the Village Motel and also on the reimbursement from NDOT to the Town for fixing a damaged storm drain at Sharkey's sidewalk exceeding \$22,000.00.

Mr. Dallaire asked if Mr. Rowe had a chance to look at the boundary line adjustment.

Mr. Rowe needs to meet with Mr. Dallaire to wrap it up.

**12.  Not For Possible Action: Discussion on the Town Manager's Monthly Report of activities for July 2016.**

Mr. Dallaire reported we have been invited to the department head meetings again with Larry. The county is looking to go self-insured for workers comp. They are also looking into a separate liability policy where we are all self-insured. Dental and vision are self-insured now. Finance is in charge of this. They are looking at Wells Fargo being the new broker of record. We are meeting with them on the August 11<sup>th</sup> at 9:00. I will have more information next month. There will be a department head meeting for the strategic plan and budgeting. We will be included in that conversation. I am also working on the concrete and pavement improvements at Mill Street. I hired Lumos to core drill Industrial Way in four locations and Service Drive in two locations to assess the existing soil structure and give us some recommendations on what we need to do to keep it from failing with all of DDI's traffic on it.

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

Chairwoman Wenner went to the Arts Council meeting. There is talk of a 3-day music festival and they're looking for a venue. He is also working with Jon Park to find a place where people can come in and go to different areas. They are hoping to have it figured out by 2017 sometime. The money would be raised for the Carson Valley Arts Council.

Vice-Chairman Miller suggested multiple venues and use a bus to get people around.

Mrs. Slater spoke on behalf of Nevada League of Cities. They had another caucus meeting. They are trying to whittle things down. At the last meeting we ruled out the three major things under discussion: insurance for retired employees; having to take the lowest bidder on contracts and; whether GIDs are entitled to gas tax. The next meeting will be August 10<sup>th</sup>. The Board of Directors will meet on Monday, August 8<sup>th</sup>.

Vice-Chairman Miller spoke about Main Street and the issue of absorbing Paula as an employee with the Town of Gardnerville. They will also be paying for watering of the plants and things like that.

Mr. Dallaire asked the Main Street board to include those items in the cost of their project. If we're going to continue to water the flowers, then it needs to pay for itself. Everything they do needs to come back to Main Street like a business. They are volunteers that put a lot of time and effort into this and making the program pay for itself. So cost of overhead for Paula and office supplies is what I've tried to get them to realize in order to come up with a cost for the program. Design spends the money; promotions and economic vitality make money. It's coming up with ideas that will generate more funds. Right now their main program is the wine walks. They need something else. They are considering doing a car show on an annual basis. Paula and I are getting together to identify vacant lots to try and get development in those places. They are on the verge of changes. There is a lot of potential. It's just getting people to invest in that potential.

Mrs. Jones mentioned the entrepreneur concept. Douglas High is starting a business management class this fall. I don't know of a single successful business person that didn't have a mentor.

Vice-Chairman Miller mentioned the loan fund. If we can turn that into matching funds, a 50-50 type match with business owners, you could see a lot of improvements. There's \$40,000 there. If it's matching it's \$80,000 in improvements along Main Street. There's discussion about utilizing the East Fork land for special events. They are trying to work with the land owners.

** 2<sup>nd</sup> PUBLIC INTEREST COMMENTS period (No action will be taken)**

**No public comment.**

**Meeting adjourned at 7:53 pm.**

  
Mary Wenner, Chairwoman

  
Tom Dallaire, Town Manager