



SPRING CREEK ASSOCIATION COMMITTEE OF ARCHITECTURE REGULAR MEETING MINUTES

Spring Creek Association Committee of Architecture

Tuesday, June 12, 2018, 5:30 PM, PST

Fairway Community Center Meeting Room

401 Fairway Blvd, Spring Creek, Nevada

PRESENT: Chair Jill Holland, Vice Chairperson John Featherston, Members: Diane Parker, Brien Park and Cassandra Banuelos

STAFF MEMBERS PRESENT: SCA Secretary Shields

CALL TO ORDER: Chair Jill Holland called the meeting to order at 5:30 PM.

PLEDGE OF ALLEGIANCE.

NOTICE:

1. **Items may be taken out of order**
2. **Two or more items may be combined**
3. **Items may be removed from agenda or delayed at any time**
4. **Restrictions regarding Public Comment:** Pursuant to N.R.S. 241.020(c) (3), this time is devoted to comments by the general public, if any, and discussion of those comments. No action may be taken upon a matter raised under this item on the agenda until the matter itself has been specifically included on a successive agenda and identified to be an action item. Comments during this public comment period are limited to items NOT listed on the agenda, and shall be limited to not more than three (3) minutes per person unless the Committee of Architecture elects to extend the comments for purposes of further discussion. Persons making comment will be asked to begin by stating their name for the record and to spell their last name. The Chair may prohibit comment, if the content of that comment is a topic that is not relevant to, or within the authority of, the Spring Creek Association or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

COMMENTS BY THE GENERAL PUBLIC

ACTION SHALL NOT BE TAKEN

No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.

No public comment was received.

UNFINISHED BUSINESS

1. **REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE POTENTIAL REVISIONS TO COA RULE #4 PAGE #4 ACCESSORY STRUCTURES TO ALLOW FOR SHEDS TO BE PAINTED DIFFERENT COLORS OR STAINED OTHER THAN THAT OF THE PRIMARY RESIDENCE ON THE PROPERTY.** *FOR POSSIBLE ACTION*

COA Secretary Shields noted that letters were recently sent out stating that sheds need to be permitted and painted to match the primary color of the residence. There was a lot of feedback from people not wanting to paint the sheds due to the material used to build them. The proposed wording for accessory structures was read into the record.

Public Comment:

Kelly Martin asked the committee why they were considering changing the rule. The Committee members explained the reason for the change.

After discussion by the committee members, the following wording was proposed:

ACCESSORY STRUCTURES: Accessory structures, including membrane structures, must be aesthetically pleasing to the property and require a permit from the SCA. Any structure over 200 square feet requires a permit from Elko County as well. Exterior trim elements are required so that the structure appears finished. Greenhouses over 32 square feet and of solid or membrane construction require a permit through the SCA. Extensive garden structures, not taller than 4 feet at the highest point, do not require a permit. Storage sheds/buildings with natural stained wood are acceptable as long as they are maintained and permitted through the SCA.

Chair Holland moved/Member Banuelos seconded to approve the revisions to COA Rule #4 Page #4 for accessory structures as stated above. Motion carried (5-0).

2. **REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A COMPLIANCE POLICY FOR CONTRACTORS AND OTHERS COMPLETING WORK IN THE RIGHT OF WAYS.** *FOR POSSIBLE ACTION*

COA Secretary Shields noted that the building permit and ROW permit were recently changed. It is recommended that a compliance policy for contractors and builders and anyone working in the ROW be approved.

The proposed wording for the compliance policy was read into the record:

Work Performed in Right of Ways:

Whether work in the right of ways is performed by a Licensed Contractor or an individual property owner, it is their responsibility to make sure the right of way or easement is left in good condition. Mud or debris will not be left to remain on the road ways, nor is parking on the road edge allowed. If reported to or viewed by the COA that this has not been done the following procedure will apply.

1. Courtesy Notice

- a. Email with read receipt & send letter in mail giving 10 days to bring back into compliance.
- b. Document email and letter in file.
- c. Date to fix and review with pictures.
- d. If violation isn't rectified within 10 working days the next step will be taken.

2. Certified Letter

- a. Pictures
- b. Prior Communications
- c. Fine Imposed
- d. No more work until COA meeting
- e. must come to the next scheduled meeting
- f. must define steps to mitigate in the future.

Each individual property would be fined separately

Member Banuelos moved/Member Parker seconded to approve the Compliance Policy as read into the record. Motion carried (5-0).

3. **REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE REVISIONS TO COA
RULE #18 PAGE #6 AUXILIARY STRUCTURES. *FOR POSSIBLE ACTION***

COA Secretary Shields noted that the current rule states telephone poles and other auxiliary structures are to be limited to twenty feet high with the exception of FCC licensed antennas. We would like to add wording to this rule that no overhead utilities, including telephone poles, are allowed to be constructed as of _____ (date). All utilities must be placed underground.

The proposed wording was read into the record:

Auxiliary Structures:

All utility poles and other auxiliary structures are to be limited to (20) feet in height with the exception of FCC licensed antennas that are placed or constructed on the property with the approval of the Committee of Architecture. All Commercial Utilities such as (i.e.) Power, Water, Telephone, Internet or Television Cable will remain underground (as of this date _____). Ground mounted Solar Arrays require a permit prior to construction.

Member Park suggested that the wording be changed to state:

Ground mounted Solar Arrays are considered an auxiliary structure and require a permit prior to construction.

Member Parker moved/Vice Chair Featherston seconded to accept the wording as stated with the revision that ground mounted solar arrays are considered an auxiliary structure and require a permit prior to construction. Motion carried (5-0).

4. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 736 STERLING DRIVE (202-007-016). *FOR POSSIBLE ACTION*

COA Secretary Shields noted that the property owner has been in violation since February 2017. There had been no contact from the property owner until May 7, 2018, when the property owner called and stated that the vehicle needs to be registered and asked for 2 weeks to do so. She is an elderly woman and has a hard time getting around. At the May COA meeting it was voted to give her until the June COA meeting to show proof of registration and uphold the fine. I received a call on June 5, 2018 and spoke with the property owner who stated that she hasn't been able to get it registered and asked for two weeks to a month to get it taken care of. I let her know I would present her request to the COA committee and let her know their decision.

Member Park moved/Member Banuelos seconded to uphold the \$200.00 fine and give the property owner at 736 Sterling Drive until the July COA meeting to register the vehicle. Motion carried (5-0).

NEW BUSINESS

5. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A PROPERTY VIOLATION OF INOPERATIVE/UNREGISTERED/UNLICENSED VEHICLES AT 451 WHITE OAK DRIVE (402-001-032). *FOR POSSIBLE ACTION*

COA Secretary Shields stated that the property owner has been in violation since February 2017. There has been no contact from property owner until yesterday when he came into the office and stated that he had not received any mail until the certified letter. He stated that he would move the truck into the garage. Upon inspection, the truck had been removed.

The property owner was present and stated that he had not received any mail, until he received the certified letter. The truck has been moved. He requested that the Committee waive the fine.

Member Park moved/Member Parker seconded to waive the \$200.00 fine and close the violation at 451 White Oak Drive. Motion carried (4-1) Vice Chair Featherston opposed.

6. REVIEW, DISCUSSION AND POSSIBLE ACTION REGARDING A VARIANCE REQUEST FOR HEIGHT ON A NEW COMMERCIAL SIGN (201-004-001A). *FOR POSSIBLE ACTION*

COA Secretary Shields stated that Scoreboard is requesting a variance for height on a new sign they are asking to build as it is higher than the approved height.

Marc Garin, Corporate Officer for Scoreboard was present.

Member Park moved/Member Featherston seconded to approve the variance request for height on the commercial sign. Motion carried (4-1) Chair Holland opposed.

7. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A COMMERCIAL SIGN PERMIT AT 259 SPRING VALLEY PKWY (201-004-001A). FOR POSSIBLE ACTION

COA Secretary Shields stated Scoreboard is requesting approval of a commercial sign permit.

The committee discussed the commercial sign permit and it was agreed that the applicant resubmit the permit with a suggested width of 10 feet and a 15% reduction in advertising space.

Marc Garin, Corporate Office for Scoreboard stated that he would work with the sign company for a redesign.

The item was tabled to allow revision of the commercial sign permit for 259 Spring Valley Parkway.

8. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A LIVESTOCK PERMIT AT 394 SMOKEY DRIVE (202-011-063). FOR POSSIBLE ACTION

COA Secretary Shields noted the property owner is requesting approval of a livestock permit to have 3 sheep on his property.

It was noted that the sheep must be 35 feet from the dwelling.

The committee directed staff to send the property owner a letter and show where the sheep can be located.

The item was tabled until the revised application is received.

9. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A HOME OCCUPATION SIGN PERMIT AT 754 WESTCOTT DRIVE (403-002-001). FOR POSSIBLE ACTION

COA Secretary Shields noted the property owner is requesting approval for a home occupation sign to be placed on her property to advertise her home business.

It was noted that home occupation sign permits are to be a total of 3 square feet and the sign permit is requesting 1.5 square feet larger than the requirement. The committee has the discretion to override the requirement as long as the sign is aesthetically pleasing.

Member Park moved/Vice Chair Featherston seconded to approve the home occupation sign permit at 754 Westcott Drive as submitted. Motion carried (5-0).

10. REVIEW, DISCUSSION AND POSSIBLE ACTION TO APPROVE A LIVESTOCK PERMIT AT 414 CROYDON DRIVE (101-006-001). *FOR POSSIBLE ACTION*

COA Secretary Shields stated the property owner is requesting approval of a livestock permit to have an Alpaca on property.

Member Park moved/Member Banuelos seconded to approve the livestock permit at 414 Croydon Drive. Motion carried (5-0).

11. REVIEW AND DISCUSSION REGARDING MONTHLY UPDATE ON PROPERTIES AT COPENHAVER & MCCONNELL, P.C. *NON-ACTION ITEM*

COA Secretary Shields provided the SCA/COA Legal Account Status Report for the COA members to review. Discussion ensued among the committee members.

12. APPROVE MINUTES FROM THE MAY 8, 2018 COA REGULAR MEETING. *FOR POSSIBLE ACTION*

Member Parker moved/Member Banuelos seconded to approve the May 8, 2018 minutes. Motion carried (4-0) Member Park abstained.

13. APPROVE COMMITTEE OF ARCHITECTURE REVENUE AND VIOLATION REPORTS FOR MAY 2018. *FOR POSSIBLE ACTION*

Member Parker moved/Vice Chair Featherston seconded to approve the revenue and violation reports for May 2018 as submitted. Motion carried (5-0).

14. PUBLIC COMMENT
No action may be taken on a matter raised under this item of the agenda until the matter itself has been included specifically on an agenda as an item upon which action will be taken.
ACTION SHALL NOT BE TAKEN

No public comment was received.

15. THE NEXT REGULAR MEETING OF THE COMMITTEE OF ARCHITECTURE IS SCHEDULED FOR TUESDAY, JULY 10, 2018 AT 5:30 PM. *NON-ACTION ITEM*

16. ADJOURN MEETING.

The meeting adjourned at 7:01 p.m.